



## CHECKLIST FOR LOCATORS APPLICATION FOR ELECTRICAL SERVICE REQUEST

Type of Application

- Permanent Service Connection**  
Copy of Occupancy Certificate (Item 8 not required)
- Temporary Service Connection/New Electrical Installation**  
Duly accomplished Application Form for Temporary Service Connection  
You may access the form at this link:  
<http://www.mysubicbay.com.ph/about-us/departments/building-permit-and-safety-department>
- Reactivation of Electrical Service**  
Insulation Test Result (if disconnected for a year)
- Disconnection**  
Notice of Condemned Installation
- Relocation of Meter/Separation of Meter/Upgrading of Power**  
Copy of Approved Electrical Permit (Item 8 not required)
- Right of Way**
- Net-Metering Connection**  
Copy of Approved Building Permit pertinent to Solar Power (Item 8 not required)

### APPLICATION REQUIREMENTS:

Particulars		No. of Copies	Remarks
1.	Letter of Intent*	1	Addressed to: <b>Engr. Nestor C. Santos</b> Manager, BPSD
2.	Letter of authorization from the Locator to transact in their behalf*	1	<i>As applicable</i> Addressed to: <b>Engr. Nestor C. Santos</b> Manager, BPSD
3.	Copy of valid Lease or Sublease Agreement (LA/SLA) or its equivalent	1	
4.	Copy of valid PRC ID & PTR of the respective designing professional/s involved in the project	1	
5.	Electrical Plan and Specifications* (duly signed and sealed by Professional Electrical Engineer)	1	Please refer to "Note 1" below for other details
6.	Certificate of Final Electrical Inspection (CFEI) * duly accomplished and signed and sealed by a Licensed Electrical Practitioner	2	
7.	Insulation Test Result* conducted and/or witnessed by a Licensed Electrical Practitioner	1	
8.	Clearances from Other SBMA Departments/Utility Providers/ Other Agencies		
	a. <b>LAND &amp; ASSET DEVELOPMENT DEPARTMENT (LADD)</b> Located at Bldg. 332, Burgos St., CBD, SBFZ Tel. No. 252-4529		LADD Property Evaluation
	b. <b>Endorsement letter from respective SBMA Industrial Parks</b> (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) <b>or Main Lessee.</b>		For subleased properties
	c. <b>OTHER SBMA DEPARTMENT/S &amp; UTILITIES PROVIDER AS MAY BE REQUIRED:</b> <i>For clarifications as to applicability of this requirement, please contact the BPSD at tel no: 252-4015 or email <a href="mailto:bpsd@sbma.com">bpsd@sbma.com</a></i>		As applicable

#### **Notes:**

1. Applicants are advised to coordinate with Subic Enerzone regarding their specific requirements like the nearest pole or tapping point, service drop location, service drop requirement, nature of service, transformer requirement for short circuit analysis or utility short circuit, etc.
2. Please check out this link for the various SBMA departments <https://www.mysubicbay.com.ph/about-us/departments>
3. If Project is to be undertaken by Contract (with Contractor)-please submit a copy of the Contractors Accreditation Certificate with SBMA.
4. \* To be submitted in "Original" Form once application has been approved and Client is advised to submit hardcopies

