

APPLICANT : _____
LOCATION : _____

**CHECKLIST OF REQUIREMENTS FOR
APPLICATION**

PERMIT

Demolition Permit

- ☒ **1 set Duly Accomplished Application Forms**
(completely and properly filled-up)
Building Permit Box 1, Box 3A, Box 6, Box 7, Box 8, Box 9
Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
- ☒ **1 pc CEDULA (residence certificate)**
- ☐ **1 pc Home Owners Assn. Clearance**
- ☒ **2 pcs. Barangay Clearance**
- ☐ **1 pc Locational Clearance (City Planning Office)**
- ☐ **6 sets plans with Key Plan and Location Map**
(signed by Owner/Applicant ;
signed and sealed by Engineer/ Architect)
- ☐ **2 pcs. Lot Plan/Location Plan**
- ☐ **2 pcs. Bill of Materials (signed and sealed by engineer/architect)**
- ☐ **2 sets Specification (signed and sealed by engineer/architect)**
- ☐ **2 sets Structural Computation (signed and sealed by engineer)**
- ☐ **2 pcs. Seismic Analysis (for 3 Storey & up)**
- ☐ **2 pcs. Boring and Load Test (for 3-Storey & up)**
- ☒ **2 pcs T.C.T. (Certified True Copy by Registry of Deeds w/in last 4**
- ☐ **2 pcs. Lease Contract**
- ☐ **1 pc. Secretary's Certificate / Authority to Sign / Special Power-of-Attorney / Authorization Letter (whichever is applicable)**
- ☒ **2 pcs. Tax Declaration**
- ☐ **2 pcs. Certificate of No Improvement or w/ Improvement**
(Assessor's Office)
- ☒ **2 pcs. Certification that there are no back taxes**
(Real Property Tax Division)
- ☒ **1 pc Copy of PRC ID , PTR, & UAP-IAPOA (for architects) of Licensed Engineer/Architect**
- ☐ **1 pc. DENR - Environmental Compliance Certificate**
- ☐ **1 pc. DOLE Clearance**
- ☐ **1 pc. Traffic Impact Assessment**
- ☐ **1 pc. DOH Clearance**
- ☐ **1 pc. ATO Clearance**
- ☐ **1 pc. NTC Clearance**
- ☐ **CENRO Clearance**
- ☒ **Others that may be required**

1. methodology
2. sketch plan
3. pictures

Checked by: _____

RECEIVING OFFICER

Republic of the Philippines
City/Municipality of _____
Province of _____

OFFICE OF THE BUILDING OFFICIAL

DEMOLITION PERMIT

APPLICATION NO.

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DP NO

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BUILDING PERMIT NO.

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BOX 1 (TO BE ACCOMPLISHED BY THE OWNER/APPLICANT)

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE			FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY		
ADDRESS: NO., STREET,		BARANGAY,		CITY/MUNICIPALITY		ZIP CODE	TELEPHONE NO.
LOCATION OF DEMOLITION WORKS: LOT NO.		BLK NO.		TCT NO.		TAX DEC. NO.	
STREET		BARANGAY		CITY/MUNICIPALITY OF			
SCOPE OF WORK <input type="checkbox"/> DEMOLITION _____ <input type="checkbox"/> OTHERS (Specify) _____							

BOX 2

FULL-TIME INSPECTOR AND SUPERVISOR OF DEMOLITION WORKS			
ARCHITECT OR CIVIL ENGINEER (Seal and Signature Over Printed Name) Date _____		Address _____ Tel. No. _____	
		PRC. No _____	Validity _____
		PTR. No _____	Date Issued _____
		Issued at _____	TIN _____

BOX 3 (TO BE ACCOMPLISHED BY THE APPLICANT)

APPLICANT:			WITH MY CONSENT: LOT OWNER		
(Signature Over Printed Name) Date _____			(Signature Over Printed Name) Date _____		
Address _____			Address _____		
C.T.C. No. _____	Date Issued _____	Place Issued _____	C.T.C. No. _____	Date Issued _____	Place Issued _____

BOX 4

REPUBLIC OF THE PHILIPPINES) S.S CITY/MUNICIPALITY OF _____ BEFORE ME, at the City/Municipality of _____, on _____ personally appeared the following:			
APPLICANT _____ _____ (Full-Time Inspector and Supervisor of Demolition Works)		CTC No. _____ Date Issued _____ Place Issued _____ _____ _____ CTC No. _____ Date Issued _____ Place Issued _____	
whose signatures appear herein above, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed. WITHNESS MY HAND AND SEAL on the date and place above written.			
Doc. No. _____	Page No. _____	NOTARY PUBLIC (Until December _____)	
Book No. _____	Series No. _____		

BOX 5 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

FEE PAID _____	OFFICIAL RECEIPT NO. _____
DATE PAID _____	DATE ISSUED _____

BOX 6 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)**ACTION TAKEN:**

Permit is hereby issued/granted to demolish your _____

subject to the following conditions:

1. The demolition shall be undertaken in accordance with Rule XI on protection and safety requirements for construction and demolition of building/structure of the Implementing Rules and Regulations of the National Building Code of the Philippines (P.D. 1096) and shall be under the direct responsibility of a full time supervising Architect or Civil Engineer in charge of demolition.
2. The demolition shall be undertaken only after the building has been vacated and all utility lines such as electric, gas, telephone and water installations have been disconnected.
3. The demolition work/s by this permit shall be completed within a period of _____ () days from starting date thereof.
4. Demolition
 - a. Precautions before demolition
 - i. Before commencing the work of demolition of a building/ structure, all gas, electric, water and other meters shall be removed and the supply lines disconnected, except such as are especially provided or required for use in connection with the work of demolition.
 - ii. All fittings attached to the building and connected to any street lighting system, electrical supply or other utilities shall be removed.
 - iii. All electric power shall be shut off and all electric service lines shall be cut and disconnected by the power company at or outside the property line.
 - iv. All gas, water and other utility service lines shall be shut off and cut or capped, or otherwise controlled at or outside the building line. In each case, the utility company involved shall be notified in advance and its approval or cooperation obtained.
 - v. No electric cable or other apparatus, other than those especially required for use in connection with the demolition work, shall remain electrically charged during demolition operations. When it is necessary to maintain any power, water, gas, or other utility lines during the process of demolition, such lines shall be temporarily relocated and protected with substantial covering to the satisfaction of the utility company concerned.
 - vi. All necessary steps shall be taken to prevent danger to persons arising from fire or explosion from leakage or accumulation of gas or vapor; and from flooding from uncapped water mains, sewers and/or culverts.
 - vii. All entrances/exits to and from the building shall be properly protected so as prevent any danger to persons engaged in the demolition work using such entrances/exits in the performance of their work.
 - viii. Glazed sashes and glazed doors shall be removed before the start of demolition operations.
5. At least five (5) days before actual demolition work is started, you are required to advise the Office of the Building Official in writing.
6. Strict compliance with the above conditions is required subject to monitoring by this Office of the Building Official and revocation of this permit in case of violation.

PERMIT ISSUED BY:

ARCH. RAUL S. SILVA

BUILDING OFFICIAL

(Signature Over Printed Name)

Date _____