



**CHECKLIST IN SECURING DEMOLITION PERMIT**

**Pursuant to P.D. 1096, National Building Code of the Philippines and it's IRR**

- ☐ I. Applicant is the registered owner of the lot
  - ☐ a. Certified true copy of the title (updated for not more than 3 months), or
  - ☐ - Copy of Award
  - ☐ b. Survey plan prepared by a Geodetic Engineer
- ☐ II. Applicant is not the registered owner of the lot
  - ☐ a. Certified photocopy/ original/ duplicate copy of the Contract of Lease, or
  - ☐ b. Certified photocopy/ original/ duplicate copy of the Absolute Deed of Sale, or
  - ☐ c. Certified photocopy/ original/ duplicate copy of the Conditional Deed of Sale, or
  - ☐ d. Original copy of Authority to construct on the subject property
- ☐ III. Latest Tax Declaration from City Assessor's Office with Documentary Stamp
- ☐ IV. Latest quarter of the Real Property Tax Receipt or Certificate of Non-delinquency with Documentary Stamp from City Treasurer's Office
- ☐ V. Duly accomplished Demolition Permit Form (**back-to-back legal-sized bond paper; 5 sets**)
- ☐ VI. Clear and latest Picture of Site/picture of building to be demolished (Taken at least a week before application)
- ☐ VII. Photocopy of updated Professional Tax Receipt and Professional Identification Card (PRC ID) of all professional signatories in the application forms and plans (duly signed and sealed)
- ☐ VIII. Construction Tarpaulin
- ☐ IX. Duly notarized authorization to process and receive approved permit or special power of attorney (for representative/s)
- ☐ X. Certificate of Construction Safety Health Program (CSHP) from DOLE
- ☐ XI. Vicinity map/location plan within a half-kilometer radius showing prominent landmarks or major thoroughfares for easy reference – minimum A3 size
- ☐ XII. Plans showing the lot boundaries and the existing building/s to be demolished with complete dimensions and indicating the number of storeys/floor – minimum A3 size
- ☐ XIII. Demolition methodology/statement (2 sets duly signed and sealed)
- ☐ XIV. Plans of demolition procedure/sequence – minimum A3 size
- ☐ XV . Barangay Certificate

**REMINDERS:**

- **ALL PLANS SHOULD BE SUBMITTED IN 3 SETS; MUST BE DULY SIGNED AND SEALED BY LICENSED PRACTITIONER AND SIGNED BY THE OWNER**
- **ALL DOCUMENTS PREPARED BY LICENSED PRACTITIONER SHOULD BE DULY SIGNED AND SEALED**