



DOCUMENTARY REQUIREMENTS FOR DEMOLITION PERMIT APPLICATIONS

- 1. Duly accomplished and Notarized Unified Application and Demolition Permit Forms (4 original copies)
- 2. Barangay Clearance for Demolition project (1 original, 3 photocopies)
- 3. Certified True Copy of OCT/TCT by the City Register of Deeds; If the applicant is not the registered owner, in addition to the TCT/OCT, a notarized consent from lot owner/Lease Contract/Deed of Absolute Sale (1-original, 3-photocopies)
- 4. Tax Declaration of lot and building/improvements certified by the City Assessor's Office (1-original; 3-photocopies)
- 5. Demolition Plan/Methodology and Safety Plan Procedure signed and sealed by civil engineer (1 original copy, 3 photocopies)
- 6. Valid Licenses (PRC ID) & current PTR of all involved professionals with dry seal & specimen signature (4-photocopies)
- 7. For applications filed by authorized representative: A Sworn Special Power of Attorney for the representative to file/follow up/signed application, and to claim decision on the application, with valid ID (1-original, 4 photocopies)
- 8. Photograph of the structure to be demolished (4-copies)
- 9. Expanding Envelope and expanding Folder (1 piece each) long size
- 10. Details of the structure to be demolish
 - Vicinity Map
 - Floor area
 - Dimension (height and length)
 - Area to move
- 11. Other documents as maybe needed:

REMARKS:

- Complete Documents**
- Incomplete Documents** (Please comply documents with unchecked boxes)

Checked & Verified : _____
 Date & Time : _____
 Name of Applicant : _____
 Signature : _____

NOTES:

- All application forms are available at the OCBO
- All the fully accomplished forms and requirements must be fastened in a long folder except for the drawing plans and reports
- ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED
- Bring this checklist with claim stub when submitting your application