



## CHECKLIST OF REQUIREMENTS DEMOLITION PERMIT APPLICATION

Stub no.: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Location: \_\_\_\_\_  
Project title: \_\_\_\_\_

Owner/Representative's Name: \_\_\_\_\_

Telephone/ Mobile number: \_\_\_\_\_

### Basic Requirements

- 4 copies of Duly accomplished and notarized Demolition Permit application Forms originally signed and sealed by a licensed Civil Engineer / Architect.
- 3 sets old plan or simple sketch plans of the subject building/structure with dimensions (floor plan and elevation), vicinity and location plan – signed and sealed by the supervising engineer/architect and signed by the owner.
- 1 copy of Cost of Demolition and duration of demolition – signed and sealed by the supervising Engineer/Architect.
- 1 copy of Demolition Methodology – signed and sealed by the supervising Civil Engineer / Architect
- 1 copy of latest PTR and Valid PRC ID of respective Licensed Engineer / Architect originally signed and sealed
  - Architect with attached UAP / IAPOA certificate
  - Civil/Structural Engineer
- 1 original copy of Certified True Copy of Original or Transfer Certificate of Title (TCT/OCT) covering the subject lot – within the last 4 months.
- 1 copy of Tax declaration of lot and building **(original)**
- 1 copy of Tax Clearance or Updated Tax Receipt **(original)**
- 1 copy Home Owner's Clearance **(if any) (original)**
- 1 copy CEDULA (Residence Certificate) **(Photocopy)**
- 1 copy Barangay Clearance for demolition **(original)**
- 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative **(if corporation) (original copy)**
- 1 copy of duly notarized Authorization Letter with attached photocopy of ID of Owner/applicant and representative **(original copy) (if applicable)**
- 1 copy picture of structure to be demolished

### Additional Requirement

If in case the applicant is not the registered owner of the said lot, in addition to TCT / OCT / Condominium Title / Tax Declaration of the building, the following documents must be attached, whichever is applicable:

- 1 copy of duly notarized Deed of Absolute Sale **(original)**
- 1 copy of duly notarized Deed of Donation **(original)**
- 1 copy of Assignment of Rights or any proof of land ownership and possession. **(original)**
- 1 copy of duly notarized Affidavit of Consent from the Unit / Lot Owner.
  - 1 copy duly notarized Extra Judicial Settlement **(if registered owner is deceased) (original)**
  - 1 copy duly notarized Special Power of Attorney **(original)**

Date and time Received: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_