



**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
- \*\*Note: V-VI must be duly signed and sealed by licensed practitioners (Civil Engineer or Architect)*
- VI. Clear and latest Picture of Site (Taken at least a week before application)
  - VII. Photocopy of updated Professional Tax Receipt and Professional Regulations Commission (PRC) identification of all professional signatories to the application forms and plans
  - VIII. Construction Tarpaulin
  - IX. Duly notarized authorization to process and receive approved permit or special power of attorney
  - X. Certificate of Construction Safety Health Program (CSHP) from DOLE (*downloadable at [www.BWC.dole.gov.ph](http://www.BWC.dole.gov.ph)*)
  - XI. Plan of the existing building to be demolished indicating dimensions.