



Republic of the Philippines
City of San Pedro
Province of Laguna
OFFICE OF THE BUILDING OFFICIAL



DEMOLITION PERMIT REQUIREMENTS

NOTE: PLEASE PRINT ALL FORMS IN A LEGAL/LONG SIZE PAPER. FORMS MUST BE PRINTED BACK TO BACK

- 3 Original copies of Properly Filled-out Demolition form, duly notarized and signed and sealed by licensed Architect / Civil Engineer
- 2 Copies of Lot Plan originally signed and sealed by Geodetic Engineer
- 1 copy - Certified True Copy of Transfer Certificate Title;
 - **In case the applicant is not the registered owner of the lot, any of the following duly notarize documents showing proof of ownership shall be submitted:**
 - Contract of Lease, with attached title
 - Notice of Award / Deed of Donation, with attached title
 - Deed of Absolute Sale / Contract to Sell, with attached title
 - Authority to Construct / Affidavit of Consent from the Lot Owner / Deed of Usufruct, with attached title
 - Valid ID of the Lot Owner & Applicant
 - **In case the registered owner of the lot is deceased, provide notarize document of the following:**
 - Affidavit of Heirs
 - Extra Judicial Settlement of Estate
 - Death Certificate of the deceased Owner
 - PSA Birth Certificate of Heir/s (if the deceased owner is the parent/ spouse/ children/ etc., / of applicant)
 - Authorization Letter for the representative transacting the permit
 - Valid ID of Heir/s & representative
 - **In case the registered owner of the lot is single, provide:**
 - Marriage Contract
 - Valid ID
 - **In case the registered owner of the lot is in abroad, provide:**
 - Consularized Special Power of Attorney (executed and signed abroad at the Philippine Embassy of the country where the requesting OFW resides)
 - Authorization Letter for the representative transacting the permit
 - Valid ID of the OFW & Representative
- 1 Original Certified True Copy of Tax Declaration for Land and Building
- 1 Photocopy of Real Property Tax Receipt, *current year*
- 1 Colored Copy of PRC and updated PTR of signing Architect / Engineer
- 1 Original & Photocopy of Barangay Clearance for Demolition use
- 1 Original & Photocopy of Homeowner's Clearance or Developer's Approval, if applicable
- 1 copy - Authorization Letter with attached Valid ID (for representative transacting the permit-allowing to process and/or sign)

APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED

For inquiries:

CALL: (02) 8808-2020 local 205 and 206

TEXT: 0991 925 3896

E-mail: officeofthebuildingofficial@gmail.com

OBO-040-1



OFFICE OF THE BUILDING OFFICIAL

DEMOLITION PERMIT

APPLICATION NO.

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

DP NO.

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

BUILDING PERMIT NO.

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

BOX I (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 OF SAN PEDRO, LAGUNA | | | | | |
| 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 | _____ | C.T.C. No. | _____ | Date Issued | _____ | Place Issued |
| _____ | LICENSED ARCHITECT OR CIVIL ENGINEER | _____ | C.T.C. 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.
WITNESS MY HAND SEAL on the date and place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series No. _____

NOTARY PUBLIC (Until December _____)

*Accomplished in three (3) copies

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 lightning 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 _____ p
rotected 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 stated, 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:

ENGR. JULIETA A. TIÑANA

BUILDING OFFICIAL

Date _____