



Name of Applicant : _____
 Use or Type of Occupancy : _____
 Project Location : _____
 Applicant's Contact No. : _____

Name of Authorized Representative : _____
 Authorized Representative's Contact No. : _____

CHECKLIST OF REQUIREMENTS FOR DEMOLITION PERMIT APPLICATION

A:] LEGAL DOCUMENTS (by the Owner)

- 1. Certified True Copy of Land Title (from the Register of Deeds)
- 2. Certified True Copy of Tax Declaration of Land and Building (from the City Assessor's Office)
- 3. Certified True Copy of Current Real Property Tax Receipt of Land and Building (from City Assessor's Office)
- 4. Others :

IF APPLICANT IS NOT THE OWNER OF THE LOT (whichever is applicable)

- Notarized Deed of Absolute Sale
- Notarized Contact of Lease
- Notarized Contact of Sale
- Notarized Authorized to Demolish from Owner
- Notarized Special Power of Attorney (SPA)

IF COMMUNITY ASSOCIATION :

- Association Board Resolution
- Applicant's Certificate of Membership in that Community Association
- City Housing / NHA Clearance (whichever is applicable)

IF CORPORATION :

- Notarized Secretary Certificate appointing the authorized person who will sign for and in behalf of the Company

IF GOVERNMENT :

- Certification from DPWH / Dep.Ed. Engineer

B:] TECHNICAL DOCUMENTS (by Owner and Hired Professionals)

- 1. Application Letter with duly filled-up forms of the following:
- 2. Demolition Permit Form signed by the Owner / Authorized Representative
- 3. Sketch / Lot Plan with Vicinity Map drawn to scale signed and sealed by a licensed Geodetic Engineer
- 4. Two (2) copies of Pictures of the Building / Structure to be demolished of all the elevations (sides, front and back)
-

Note: INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED
(Bisaya: DLI DAWATON KUNG KULANG ANG MGA DOKUMENTO)

ALL FORMS MUST BE FILLED-UP PROPERLY, USE **BLACK INK** ONLY AND **WRITE LEGIBLY**

Received / Pre-Evaluated as to checklist by : _____
 Name / Position : _____
 Date / Time : _____
 Signature : _____



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- 5. Photocopy of Owner's / Applicant's valid I.D with three (3) specimen signatures

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 Name / Position : _____
 Date / Time : _____
 Signature : _____

APPLICATION LETTER

Date

ENGR. CIRINIA GRACE L. CATUBIG
Officer-In-Charge
Davao City

Dear Ma'am,

I _____
(First Name) (Middle Name) (Family Name)
would like to apply for _____ for my _____
located at _____

I also authorize _____
(Authorized Representative of the Company)
to transact the application with your Office in my behalf.

I/We hereby certify that the documents submitted herein are all true and correct, therefore falsification on the supporting document in any way will cause disapproval of the permit application without prejudice further action that may be undertaken pursuant to Article 171 & 172 of R.A 3815, otherwise known as the Revised Penal Code of the Philippines.

(Signature over Printed Name of Owner)

(Signature over Printed Name of Authorized Representative)

Address

Address

Contact Number

Contact Number

Republic of the Philippines
Davao City
 Province of Davao Del Sur
OFFICE OF THE BUILDING OFFICIAL



DEMOLITION PERMIT

APPLICATION NO.

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DP NO.

--	--	--	--	--	--	--	--

BUILDING PERMIT NO.

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BOX 1 (TO BE ACCOMPLISHED BY THE OWNER/APPLICANT)

OWNER/APPLICANT	LAST NAME	FIRST NAME	MI	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 CONSTRUCTION :				
SCOPE OF WORK : <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHERS (SPECIFY) _____				

BOX 2

FULL-TIME AND SUPERVISOR OF CONSTRUCTION WORKS			
_____ Date _____ ARCHITECT OR CIVIL ENGINEER <small>(SIGNED AND SEALED OVER PRINTED NAME)</small>	ADDRESS	TEL.NO.	
	PRC NO.	VALIDITY	
	PTR NO.	DATE ISSUED	
	ISSUED AT	TIN	

BOX 3 (TO BE ACCOMPLISHED BY THE APPLICANT)

APPLICANT/OWNER _____ <small>(SIGNATURE OVER PRINTED NAME)</small> Date _____	WITH CONSENT : LOT OWNER _____ <small>(SIGNATURE OVER PRINTED NAME)</small> Date _____				
ADDRESS:	ADDRESS:				
CTC NO.	DATE ISSUED	PLACE ISSUED	CTC NO.	DATE ISSUED	PLACE ISSUED

BOX 4

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____)
 BEFORE ME , at the City/Municipality of _____ on _____ personally appeared

_____	C.T.C. No.	DATE ISSUED	PLACE ISSUED
<small>APPLICANT NAME</small>			
_____	C.T.C. No.	DATE ISSUED	PLACE ISSUED
<small>LICENSED ARCHITECT/CIVIL ENGINEER</small>			
<small>(FULL TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION)</small>			

whose signature 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 AND SEAL on the date and place above written

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

 NOTARY PUBLIC (until December _____)

BOX 5

AMOUNT 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 CONDITION :

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 (PD 1096) AND SHALL BE UNDER THE DIRECT RESPONSIBILITY OF A FULL TIME SUPERVISING ARCHITECT OR CIVIL ENGINEER IN CHARGE OF THE 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 THE 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 WORK OF DEMOLITION
 - ii ALL FITTINGS ATTACHED TO THE BUILDING AND CONNECTED TO ANY STREET LIGHTING 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 SERVICES 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 NOTICED IN ADVANCE AND ITS APPROVAL OR COOPERATION OBTAINED.
 - v NO ELECTRIC CABLE OR OTHER APPARATUS, OTHER THAN THOSE ESPACIALLY 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 PROTECTED 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 THE FIRE OR EXPLOSION FROM LEAKAGE OR ACCUMULATION OF GAS OR VAPOR, AND FROM FLOODING FROM UNCAPPED WATER MAINS, SEWERS AND/OR CULVERTS.
 - vii ALL ENTRANCE/EXITS TO AND FROM THE BUILDING SHALL BE PROPERLY PROTECTED SO AS TO 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 OPERATIONS.
5. ATLEAST FIVE (5) DAYS BEFORE THE ACTUAL DEMOLITION WORK IS STARTED, 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 THE OFFICE OF THE BUILDING OFFICIAL AND REVOCATION OF THIS PERMIT IN CASE OF VIOLATION

PERMIT ISSUED BY :

ENGR. CIRINIA GRACE L. CATUBIG
OFFICER-IN-CHARGE

(THIS FORM IS NOT FOR SALE)

BOX 7 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

MEASUREMENTS : _____	LENGTH IN METERS	_____	HEIGHT IN METERS
TYPE OF FENCING	<input type="checkbox"/> INDIGENOUS MATERIALS	<input type="checkbox"/> R.C. STEEL MATTING	
	<input type="checkbox"/> R.C. (Reinforced Concrete)	<input type="checkbox"/> R.C. BARBED WIRE	
	<input type="checkbox"/> R.C. and CONC. Hollow blocks	<input type="checkbox"/> OTHERS (Specify) _____	
	<input type="checkbox"/> R.C. and BRICKS	_____	
	<input type="checkbox"/> R.C. and INTERLINK/CYCLONE WIRE	_____	

Box 8 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

PROGRESS FLOW						
NOTED	IN		OUT		ACTION/REMARKS	PROCESSED BY
	TIME	DATE	TIME	DATE		
CHIEF, PROCESSING, DIVISION/SECTION						
RECEIVING and RECORDING						
GEODETTIC (Line and Grade)						
STRUCTURAL						
ELECTRICAL						
OTHERS (Specify)						

BOX 9 (TO BE ACCOMPLISHED BY THE DIVISION/SECTION CONCERNED)

ASSESSED FEES					
	ASSESSED BY	AMOUNT DUE	O.R. NUMBER	DATE PAID	PROCESSED BY.
LINE AND GRADE (Geodetic)					
FENCING					
ELECTRICAL (if any)					
OTHER S SPECIFY					
TOTAL					

BOX 10 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN :

PERMIT IS HEREBY ISSUED /GRANTED SUBJECT BY THE BUILDING OFFICIAL

- 1 That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications is liable for damages if within (15) years from completion of the structure, it should collapse due to defect in the plans or specifications or defect in the ground. The engineer or architect who supervises the construction shall be solidarity liable with the contractor should the edifice collapse due to defect in the construction or the use of interior materials.
- 2 That the proposed/construction/erection/addition, etc. shall be in conformity with the provisions of the "National Building Code" (P.D. 1096) and its implementing Rules and Regulations.
 - a That prior to commencement of the proposed projects and constructions an actual relocation survey shall be conducted by responsible licensed Geodetic Engineer.
 - b That before commencing the excavation the person making or causing the excavation to be made shall verify in writing the owner of adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected.
 - c That the owner of the fence shall engage the services of responsible licensed Architect or Civil Engineer to undertake the full time inspection and supervision of the construction work.
 - d That there shall be kept at the jobsite at all times a logbook wherein the actual progress of construction including test conducted weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OCBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.

PERMIT ISSUED BY:

ENGR. CIRINIA GRACE L. CATUBIG
Officer-In-Charge

Date: _____

NOTE: THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 305 AND 306 OF THE NATIONAL BUILDING CODE.