



LOCAL BUILDING OFFICIAL DIVISION
City of San Fernando, Pampanga

CHECKLIST OF REQUIREMENTS IN SECURING DEMOLITION PERMIT

(FM-LBOD-26D / Revision No. 02 / 02-17-2017)

Only applications with **COMPLETE requirements will be accepted.*

**Please include this checklist when submitting the below stated documents.*

Technical Documents:

___ Two (2) copies of Demolition Permit Application (**FM-LBOD-23**), all originally signed, sealed and notarized

___ Three (3) sets A-1 Size Demolition Plan

Legal Documents:

___ One (1) copy of Original Certified True Copy of Transfer Certificate of Title (TCT) from Register of Deeds and two (2) additional photocopies

**In case the applicant is not the registered owner of the lot, any of the following duly notarized documents showing proof of ownership shall be submitted:*

___ Contract of Lease or Award Notice

___ Deed of Absolute Sale/ Donation/ Usufruct

___ Contract of Sale

___ Affidavit of Heirs

___ Three (3) copies of Certified Tax Declaration (1 original and 2 photocopies)

___ Three (3) copies of Current/Latest Real Property Tax Receipt or Land Tax Clearance

___ Three (3) copies Corporate Secretary's Certificate authorizing the signatory

___ Three (3) Special Power of Attorney/ Authorization Letter (if necessary)

Clearances:

___ Three (3) copies of Barangay Clearance (1 original and 2 photocopies)

___ One (1) copy of Construction Safety and Health Program Certificate and/or Endorsement of Building Permit Application for Construction Safety and Health Program (CSHP) (**FM-LBOD-03**) duly received by DOLE

**A surcharge shall be imposed and collected from any person who shall construct, repair (building), install, alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit (Section 212, Rule III of the National Building Code – P.D. 1096 and its Revised IRR).*