



OFFICE OF THE CITY BUILDING OFFICIAL
City of San Fernando, Pampanga



CHECKLIST OF REQUIREMENTS IN SECURING DEMOLITION PERMIT
(FM-OCBO-26 / Revision No. 03 / 02-08-2021)

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

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

Technical Documents:

- Two (2) copies of notarized Unified Application Form for Building Permit **(FM-OCBO-09)**
- Two (2) sets of A-1 Size Demolition Plan
- Two (2) sets of Location Plans, all originally signed and sealed by a geodetic engineer
- Two (2) sets of Bill of Materials (Scaffolding, Temporary Facilities, Equipments, etc.), originally signed and sealed by an architect and civil engineer, notarized
- Two (2) sets of Demolition Methodology
- One (1) copy of DOLE Certification for Construction Safety and Health Program Certificate **(for OCBO)**
- Two (2) copies of Valid Professional Licenses and latest PTR with three (3) specimen signatures and sealed

Legal Documents:

- One (1) copy of Original Certified True Copy of Transfer Certificate of Title (TCT) from Register of Deeds and one (1) additional photocopy

**In case the applicant is not the registered owner of the lot, two (2) copies of 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
- Authority to Demolish
- Affidavit of Heirs
- Corporate Secretary's Certificate authorizing the signatory
- Special Power of Attorney/ Authorization Letter
- Memorandum of Agreement
- Waiver of Rights
- Two (2) copies of Certified Tax Declaration (1 original, 1 photocopy)
- Two (2) copies of RPT Clearance (1 original, 1 photocopy)

Clearances:

- Two (2) copies of Barangay Clearance (1 original and 1 photocopy)

**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).*