Republic of the Philippines
Province of Albay
CITY OF TABACO

Office of the Building Official

CHECKLIST OF DEMOLITION PERMIT REQUIREMENT

- ☐ 1cp **Expandable Envelope**
- ☐ 2cps Letter to the Local Building Official
- ☐ 2cps Barangay Clearance(*if within the barangay*)
- ☐ 2cps Homeowner's Clearance for Demolition from HOA (*If Inside a Subdivision*)
- ☐ 2cps Authorization Letter for Authorize Representative to transact this Demolition Permit duly notarized
- ☐ 3cps Property Documents
  a. Transfer Certificate of Title (TCT) (Certified Blue Copy); Tax Declaration and Latest Tax Receipt.
  b. Deed of Sale/Lease Contract duly notarized/Contract to Sell/Extra Judicial Settlement
  (If the TCT is not in the name of the owner/applicant)
- ☐ 4cps Demolition Plan/Methodology and Safety Plan Procedure signed and sealed by civil engineer/architect
- ☐ 4cps Duly Accomplished Demolition Permit Application form, signed and sealed by the Civil Engineer/Architect
- ☐ 4cps Site Development Plan with Lot Plan and Detail Plan of the structure to be demolished.
- ☐ 4cps Photograph of the structure to be demolished
- ☐ 4cps Copies of valid licenses of all involved professionals (Professional Tax Receipt (PTR) and Professional Regulation Commission (PRC) Identification Card. *(Signed and Sealed)*
- ☐ 2cps Approved Const. Health and Safety Program(DOLE-Regional Office)
- ☐ 2cps DPWH CLEARANCE (IF THE BUILDING IS ALONG THE NATIONAL ROAD)

- ***NO CONSTRUCTION SHALL COMMENCE WITHOUT PRIOR APPROVAL FROM THIS OFFICE***.

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