



Republic of the Philippines  
City Government of Valenzuela  
**OFFICE OF THE BUILDING OFFICIAL**  
**(ONE STOP SHOP FOR CONSTRUCTION PERMIT)**



**DOCUMENTARY REQUIREMENTS FOR  
ACCESSORY PERMITS (VARIOUS)**

**DEMOLITION PERMIT**

- Four (4) copies of properly filled up and notarized Demolition Permit Forms
- One (1) copy of certified true copy and three (3) photocopies of Transfer Certificate of Title (TCT); If TCT is not in the name of the applicant, submit Deed of Absolute Sale.
- Special Power of Attorney (SPA) or Secretary's Certificate if the applicant is a Corporation - One (1) original and three (3) photocopies.
- Four (4) clear photocopies of Valid Professional Licenses (PRC I.D.) and Professional Tax Receipts (PTR) of the concerned professional/s - in charge of the Demolition.
- Photos of existing structure/s or building/s to be demolished.

\*\*\* nothing follows \*\*\*

Barangay Clearance, Tax Clearance and Latest/updated copy of Tax Declaration shall be processed in the OSCP and shall be billed accordingly reflecting in the Order of Payment.

**NOTES:**

- Please include this checklist when submitting the above-mentioned documents for your application.
- All the fully accomplished above-mentioned forms and requirements must be fastened in a LONG FOLDER including the Drawing Plans and reports upon submission. (make 4 sets).
- Only COMPLETE and COMPLIANT application will be accepted.
- Keep your CLAIM STUB at all times; **"NO CLAIM STUB, NO RELEASE!"** Policy.
- ***A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (buildings), install (Electro-mechanical equipments), alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit. (Section 25.1 of Rule III of the National Building Code/PD 1096)***



NBC FORM NO. B - 08

# DEMOLITION PERMIT

APPLICATION NO.

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

DP NO

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

BUILDING PERMIT NO.

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

**BOX 1 (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/ MUNICIPALITY OF _____				
<b>SCOPE OF WORK</b>				
<input type="checkbox"/> DEMOLITION _____ <input type="checkbox"/> OTHERS (Specify) _____				

**BOX 2**

<b>FULL-TIME INSPECTOR AND SUPERVISOR OF DEMOLITION WORKS</b>	
_____ <b>ARCHITECT OR CIVIL ENGINEER</b> (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)**

<b>APPLICANT:</b>			<b>WITH MY CONSENT: LOT OWNER</b>		
_____ (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 )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S

BEFORE ME, at the City/Municipality of \_\_\_\_\_, on \_\_\_\_\_ personally appeared the following:

_____	CTC No. _____	Date Issued _____	Place Issued _____
APPLICANT			
_____	CTC No. _____	Date Issued _____	Place Issued _____
LICENSED ARCHITECT OR CIVIL ENGINEER (Full-Time Inspector and Supervisor of Demolition Works)			

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 AND SEAL on the date and place above written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series No. \_\_\_\_\_

NOTARY PUBLIC (Until December \_\_\_\_\_)

**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 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 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 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 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 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 this Office of the Building Official and revocation of this permit in case of violation.

**PERMIT ISSUED BY:**

\_\_\_\_\_  
**BUILDING OFFICIAL**  
(Signature Over Printed Name)  
Date \_\_\_\_\_