

3. Service Name: Issuance of Demolition Permit

Office or Division:	City Building Official			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	<i>Owner of the Building / Contractor who apply Demolition Permit</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance for Demolition Permit		Barangay		
Application Forms; attached photocopy of PRC ID & PTR (signed & sealed, notarized)		Office of Building Official		
Photocopy of TCT (Transfer Certificate of Title), Tax Receipt, Tax Declaration, Tax Clearance		Registry of Deeds, City Treasury Department, City Assessors Department		
DOLE Certificate (Construction Safety & Health Program		Department of Labor & Employment		
CARI (Contractor's All Risk Insurance)		Provided by client		
Location Plan		Provided by client		
Cost Estimate		Provided by client		
Special Power of Attorney / Authorization (for more than one owner)		Provided by client		
Secretary Certificate (for corporation)		Provided by client		
Photo of structure to be demolished		Provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1.1 Receive the documents; attach checklist		5 min	Admin Aide III Admin Asst.
	1.2 Check completeness of requirements		10 min	
	1.3 Check authority of applicant		10 min	
	1.4 Issue application number and advise client when Order of Payment is issued		2 min	
	2. Set schedule for inspection & notify client for inspection.		5 mins	Architect / Engineer's in their field

	3. Inspection proper Note: If the structure is found to be occupied & utilities are still connected; Notice of disapproval will be issued by Building Official		10 mins 1 hr.	Architect / Engineer's in their field Department Head
4. Receive the order of payment	4.1 Assessment of fees 4.2 Sign the Order of Payment then release to client		5 min 2 min.	Inspector Department Head; or next in rank
5. Payment of fees	5. Receive payment and issue receipt	See computation of fees below	3 min	Cashier (Treasury Department)
6. Return the Official Receipt to the Office of the Building Official	6.1 Encode the corresponding amount on logbook 6.2 Printing of Demolition Permit		3 min 5 min	Admin Aide III Admin Aide III
	7. Approve Demolition Permit		3 mins.	Department Head
	8.1 Scanning of all documents 8.2 Profiling of documents		10 mins. 5 mins	Admin Aide III
9. Claim issued Demolition Permits	9. Release of permits		2 mins.	Admin Aide III

END OF TRANSACTION

Actual Minimum Amount of Computation:

- $\text{Area} \times \text{Php } 4.00 / \text{sq.m} + \text{Inspection Fee} + \text{Processing Fee}$

Refer to National Building Code of the Philippines for other computation of fees.