Republic of the Philippines
Province of Cavite
CITY OF BACOOR

OFFICE OF THE BUILDING OFFICIAL
ONE STOP SHOP

REQ-05

1 TEAM LOVE BACOOR

DEMOLITION PERMIT

CHECKLIST OF REQUIREMENTS

Telephone No. (046) 481-4121 / (046) 481-4100 local 215

A. Legal Documents *(1 set)*

☐ 1. Electronic copy of Transfer Certificate of Title (TCT) *(original copy)*
- If the applicant is NOT the registered owner of the land
  - ❖ ___Notarized Affidavit of Consent
- If TCT is not in the name of the applicant *(submit any of the following)*
  - ❖ ___Deed of Absolute Sale
  - ❖ ___Contract to Sell
  - ❖ ___Lease Contract
  - ❖ ___Deed of Assignment / Donation or any equivalent
- If TCT is in the name of a Corporation
  - ❖ ___Corporate Secretary's Certificate *(authorizing the signatory with general information sheet)*
- If a Representative is applying in behalf of the applicant
  - ❖ ___Notarized Authorization Letter to transact with OBO *(with valid ID of applicant and representative)*
- If a Representative is signing in behalf of the applicant
  - ❖ ___Notarized Special Power of Attorney (SPA) *(with valid ID of applicant and representative)*

☐ 2. Tax Declaration of Land & Building

☐ 3. Tax Clearance of Real Property for Land & Building *(updated)*

B. Technical Documents

☐ 1. Demolition Permit Form

☐ 2. Photocopy of updated valid PRC ID's & PTR of Engrs/Arch *(with 3 specimen signature& dry-seal)*

☐ 3. Floor Plan *(4 sets - scale of 1:100 duly signed & sealed by the design professionals)*

C. Supplementary Documents

☐ 1. Sketch *(with clear landmarks leading to the land with name & number of contact person)*

☐ 2. Picture of building / structure to be demolished *(colored copy)*

☐ 3. Expanding plastic envelope *(1 pc. - color yellow)* & long folder *(1 pc.)*

REMARKS

☐ Complete Documents

☐ Incomplete Documents *(please comply documents with unchecked boxes)*

NOTES:
- *All application forms are available in OSCP and/or on the website*
- *All the fully accomplished forms and requirements must be fastened in a long folder except for the drawing plans & reports*
  ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED
- *Bring the checklist when submitting your application*
- *Keep your **FOLLOW-UP SLIP** at all times, **"NO FOLLOW-UP SLIP, NO RELEASE"***

Name of Receiving Officer:	_____
Date & Time Returned:	_____
Signature of applicant:	_____