REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA
CITY GOVERNMENT OF MALABON
CITY ENGINEERING DEPARTMENT

CHECKLIST OF REQUIREMENTS FOR THE APPLICATION OF DEMOLITION PERMIT

- ☐ Three (3) copies of duly accomplished and notarized Demolition Permit Form
- ☐ 1 original and 2 photocopies of Proof of Ownership
  - In case the applicant is the registered owner of the lot: certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds
  - In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner, Affidavit of Consent from registered owner/ co-owners
  - Special Power of Attorney (for individuals) or Board Resolution/Secretary's Certificate (for corporations/HoAs) for the authorized representative/signatory in behalf of the owner/applicant
- ☐ Two (2) Photocopies of Tax Declaration, Current Real Property Tax Receipt, and Tax Clearance
- ☐ Original Barangay Clearance for Demolition Permit
- ☐ Fire Clearance for Demolition (for fire victims)
- ☐ Three (3) sets of Demolition Plan (building footprint and elevation), signed and sealed over the printed name of the duly licensed and registered Architect or Civil Engineer
- ☐ Two (2) sets of Demolition Procedure signed and sealed over the printed name of the duly licensed and registered Architect or Civil Engineer
- ☐ Two (2) sets of Cost of Demolition, signed and sealed over the printed name of the duly licensed and registered Architect or Civil Engineer
- ☐ Construction Safety and Health Program (CSHP) (Department of Labor and Employment) – not required if already demolished
- ☐ One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three original specimen signatures) and sealed by the respective professionals
- ☐ Photocopy of government-issued ID of applicant/owner/ co-owners with three (3) original specimen signature
- ☐ Authorization Letter to transact on behalf of the applicant/ owner or SPA from owner/applicant and photocopy of valid ID of authorized representative with three (3) original specimen signature