PROCEDURE IN THE APPLICATION FOR
DEMOLITION PERMIT

REQUIRED DOCUMENTS FROM OTHER OFFICES
1. Secure from the Register of Deeds of Quezon City a certified true copy (c.t.c.) of the
TRANSFER CERTIFICATE OF TITLE (TCT) of the lot where the structure to be
demolished is located.
2. Secure TAX CLEARANCES of lot and improvement from the Quezon City
TREASURER’S OFFICE
3. Secure TAX DECLARATIONS of lot and improvement from the Quezon City
ASSESSOR’S OFFICE.
4. Secure a BARANGAY CLEARANCE for DEMOLITION from the Barangay that has
territorial jurisdiction over your property.

PROCEDURES IN THE DEPARTMENT OF THE BUILDING OFFICIAL
1. Get application forms and checklist of requirements from the INFORMATION
WINDOW of the Department of the Building Official (DBO), 9/F, High Rise Bldg.,
Quezon City Hall Complex or download them from our official website.
(www.quezoncity.gov.ph)

Accomplish all application forms fully and legibly. Prepare three (3) complete sets of
application documents (original copies plus 2 photocopies) and three (3) long folders
marked as OWNER’S, DBO’s and ASSESSOR’s. Fasten the complete set of original
copies inside the folder marked as OWNER’S. Fasten one complete set of photocopied
documents inside the folder marked as DBO’s and the other photocopied set inside the
folder marked as ASSESSOR’s. Arrange the documents in the folders according to the
order as indicated on the list of requirements. Plans and supporting documents are not
included in the folders.

2. Submit your application at the RECEIVING SECTION of DBO:
   a. If your documents are complete, as determined by the Receiving Officer, you will
      be issued an acknowledgement/follow-up slip (afs). Check the status of your
      application after 10 working days, through SMS (texting) and through landline
      phones. Contact numbers and text format are written on your afs.
   b. If your documents are incomplete, they will be returned to you together with a
      list of deficient documents. Complete your documents as noted on the checklist
      provided then resubmit. Incomplete documents will not be accepted.

3. After 10 working days:
   a. If your application is compliant with the provisions of the National Building
      Code (NBC), you will be given the order of payment (OP). Get your OP from the
      RELEASING SECTION of DBO and pay at the cashier of the Quezon City
      Treasurer’s Office. Bring the official receipt (O.R.) of the permit fees to the
      Releasing Section of DBO.

      Come back after 2 working days, and present your afs to the RELEASING
      SECTION to claim your permit.

   b. If your application is non-compliant with the provisions of the National Building
      Code (NBC), your documents will be returned to you for you to comply based on
      the attached advices of action. Get your documents from the Releasing Section of
      DBO. Refer with your professionals on record for the necessary corrections.

      Return your corrected documents to the TECHNICAL PROGRAM UNIT (TPU)
      of DBO and follow Step 3.