

## SECURING DEMOLITION PERMIT

### ABOUT THE SERVICE:

Any person, firm or corporation, including any agency or instrumentality of the government who intends to demolish a building/structure within the city is required to secure a Demolition Permit.

### WHO MAY AVAIL OF THE SERVICE:

All person, firm or corporation, including any agency or instrumentality of the government who intends to demolish any building/structure within the city

### WHAT ARE THE REQUIREMENTS:

- Duly accomplished application form
- Barangay Clearance from the Barangay that has territorial jurisdiction over the property.
- LATEST TAX DECLARATIONS of building from the City Assessors Office.
- Field Appraisal and Assessment Sheet (FAAS)
- Picture of Building/Structure

### FEES/CHARGES:

New Schedule of fees and other charges are computed based on the National Building Code of the Philippines and its Implementing Rules and Regulations and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac.

### SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 p.m.

### HOW TO AVAIL THE SERVICE:

STEPS	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSIN G TIME	PERSON IN CHARGE/ RESPONSIBLE	FEES / CHARGE S	FORMS
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1.	Inquire and Secure Application Forms	Brief client on requirements and issues application forms and checklist.	5 Minutes	<b><u>OCBO-RECEIVING</u></b>  RICHARD A. PUNGTILAN  IMEE F. SIPISIP	NONE	NONE
2.	Submit Duly Accomplished Application Forms & Complete Supporting Documents/ Requirements	Checks and receives accomplished application forms with complete requirements	10 minutes	<b><u>OCBO-RECEIVING</u></b>  IMEE F. SIPISIP  ABIGAIL J. ASUNCION	NONE	NONE
		Processing and Evaluation	5 minutes	<b><u>OCBO-PROCESSING AND EVALUATION DIVISION (PED)</u></b>  RICHARD A. PUNGTILAN	NONE	NONE
		Assess and issues the Order of Payment and tells client to pay at the Treasury Office	5 minutes	<b><u>OCBO-AD</u></b>  RICHARD A. PUNGTILAN	New Schedule of fees and charges based on the NBCP & its IRR and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac	NONE

3.	Submit Official Receipt to Building Office. Receives	Issues Demolition Permit to client	5 minutes	<b><u>OCBO-</u></b> <b><u>RELEASING</u></b>  IMEE F. SIPISIP ABIGAIL J. ASUNCION	NONE	Official Receipt
<b>x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x</b>						