

Republic of the Philippines  
City of Davao  
**CITY HOUSING AND LAND USE REGULATORY UNIT**

**For ALTERATION OF PLANS (ALT)**

Requirements: 5 sets of the following documents:

- Letter stating the reason(s)/purpose(s) of the proposed alteration/conversion
- Sworn Statement that the affected lots/units for alteration have not been sold
- Written conformity of the duly organized Homeowners Association or in the absence thereof, majority of the lot/unit buyers
- Certified True Copy of Title(s) of the affected lots/units if the said lots/units have been titled
- Zoning Certification from the Office of the City Planning and Development Coordinator
- Plan showing the proposed alteration duly signed and sealed by a licensed architect/engineer
- Previously approved plan