ePermits Razing (Demolition) Application Guidelines:

- You will need the following documents to complete your e-Permits application:
  - Notarized Owner Affidavit Form acknowledging razing of the building/structure.
  - A signed and dated Maryland Department of the Environment (MDE) Notification of Intent to Demolish Project Information form.
  - Certification of Treatment & Abatement form for rodenticide procedures as described in **Section 3314.1 Certification required** of the *Building, Fire, and Related Codes of Baltimore City 2020.*
  - Notarized Recyclable Debris Affidavit as described in **Section 3303.23 Disposition of recyclable debris** of the *Building, Fire, and Related Codes of Baltimore City 2020.* ****Note: If demolition contractor is required, this form is to be completed by the demolition contractor.***
  - Copies of the notice to adjoining owners as outlined in **Section 105.9.1.2 Written notice to adjoining owners, etc. and 3303.8 Notice to adjoining owners and others** of the *Building, Fire, and Related Codes of Baltimore City 2020.* Notice needed for properties physically attached to structure being demolished and for wired or other facilities that might have to be temporarily moved because of the proposed work.
  - A site plan as outlined in **Section 107.2.2 Demolition** of the *Building, Fire, and Related Codes of Baltimore City 2020.*
- A licensed Demolition Contractor is required (homeowner can raze a shed or detached garage on their own property with a razing permit). All demolition contractors are licensed through Baltimore City.
- Applicant is required to have an **On-site Consultation** inspection with the Building Inspector **before** the permit can be issued. This should be scheduled using the Online Scheduler under your ePermits login or through the QuickTrac system 443-984-2776 (Inspection Code 4006).
- Cap off permits must be obtained for sanitary and water lines (if needed).

Electronic referrals will be made to the following sections for approval (not required if razing a residential shed or detached garage):

- Electronic approval from the following departments is required:
  - Bureau of Liens: 200 Holliday St., Room 1, Suite 1A (410-396-3991)– You will need to request a lien certificate from the Liens Processing Unit. The cost of the lien certificate is $55.00. Any liens appearing open will have to be paid before electronic approval is obtained.
  - Bureau of Transportation: 401 E Fayette St., 1st Floor (410-396-4508)
  - Division of Utility Billing: 200 Holliday St., Room 404 (410-396-5509). You will need to complete the Bureau of Water & Wastewater form and go to the office for the lien sheet sign-off and pay any outstanding balances before electronic approval is made.
  - DPW Plan Review Section and Division of Utility Engineering: 3001 Druid Park Drive (410-396-0732) - soil erosion and sediment control (all razing should be done to slab unless demolition has approved soil and erosion and sediment control plans).
  - Department of Planning: 417 E Fayette St, 8th Floor (410-396-7526) if the property is located in an urban renewal, critical, or planned unit development (PUD) area.
  - Commission for Historical & Architectural Preservation (CHAP): 417 E Fayette St, 8th Floor (410-396-4866) if the property is located in an historical or landmark area. Please contact the CHAP office in reference to their application and obtaining the Authorization-To-Proceed.

- When all above listed approvals and documents are obtained staff submits application for final review and sign-off.
- Permit fees are paid and permit is issued.
- A sign notifying the pubic of the demolition must be posted on the premises at least 5 days before the demolition, but not more than 10 days before the demolition. The sign must be as described in **Sections 105.9.2.1.1 and 105.9.2.1.2 Sign requisites** of the *Building, Fire, and Related Codes of Baltimore City 2020.*
- Please note: Per the *Building, Fire, and Related Codes of Baltimore City 2020* **Section 105.8 Separate structures.** Whenever work is being done on two or more independent structures on the same property, a separate permit is required for each independent structure.

EXCERPTS: ***Building, Fire, and Related Codes of Baltimore City 2020***

109.6.1l Demolition:	
1-and 2-family dwellings	$0.03 per cubic foot volume of structure Minimum: $300 Maximum: $5,000
All others	$0.075 per cubic foot volume of structure Minimum: $600 Maximum: $5,000
Accessory structures	$50 each
109.6.1n Moving buildings	$50 each

102.12 Moved structures. Structures that are moved into or within Baltimore City:
1. must comply with the provisions of this Code for new structures, and
2. may not be used or occupied, in whole or in part, until the Building Official approves an occupancy permit for the structure.

105.9 Special requirements for demolition or moving.

105.9.1 Pre-permit requirements. A permit many not be granted for demolishing or moving a structure unless the applicant complies with the following:

105.9.1.1 Inspector consultation. The applicant must have attended an on-site, pre-demolition or pre-moving inspector consultation to discuss and confirm:
1. appropriate hosing/wetting requirements and procedures,
2. notification requirements, and
3. any other matters the Building Official requires.

105.9.1.2 Written notice to adjoining owners, etc. The applicant must have given written notice to:
1. the owners of all properties that are physically attached to the structure subject to demolition or moving, and
2. the owners of any wired or other facilities that might have to be temporarily removed because of the proposed work.

105.9.1.2.1 Contents of notice. The written notice must:
1. indicate the intent to demolish or move the structure,
2. specify when the work is expected to begin,
3. identify the contractor scheduled to perform the demolition or moving, and
4. provide the full name, phone number, address, and (if available) email address of an agent or the contractor who can be reached at all times in case of an emergency.

105.9.2 Pre-demolition, moving requirements. Before beginning any demolition or moving operations, the permit holder must comply with the following:

105.9.2.1 Posted notice. Public notice of the demolition or moving must be posted on the premises at least 5 days before the scheduled action, but not more than 10 days before the scheduled action.

105.9.2.1.1 Sign requisites. The sign must be:
1. at least 4 feet wide and 3 feet high,
2. written in black lettering, at least 2 inches high on a yellow background,
3. conspicuously posted, clearly visible and legible to the public and with the bottom of the sign not less than 5 feet nor more than 10 feet above ground level, and
4. maintained in good condition until the time of the demolition or moving.

105.9.2.1.2 Sign requisites – Multiple structures. If the demolition or moving involves 2 or more structures on the same or adjoining properties:
1. 1 sign meeting the specifications of 105.9.2.1.1 must be conspicuously posted, clearly visible, and legible to the public, and with the bottom of the sign not less than 5 nor more than 10 feet above ground level, and
2. each individual structure must be posted with a sign that is:
   a. at least 17 inches wide and 11 inches high,
   b. written in black lettering on a yellow background,
   c. conspicuously posted, clearly visible and legible to the public, and with the bottom of the sign not less than 5 feet nor more than 10 feet above ground level, and
   d. maintained in good condition until the time of the demolition or moving.

105.9.2.1.3 Proof of posting. The permit holder must submit to the Building Official photographic evidence of the posting required by this section.

105.9.3 Inspector presence. At least 24 hours before beginning the demolition or moving operations, the contractor must contact the Building Official to schedule the presence of an inspector at the beginning of the demolition or moving operation.

105.9.4 Failure to comply. Failure to comply with the requirements of this 105.9 may result in revocation of the permit.

105.10 Required corrections. The issuance of a permit does not prevent the Building Official from later requiring the correction of errors in any plans, drawings, work, or operations.

3303.23 Disposition of recyclable debris. Whenever recyclable debris to be cleared from a site exceeds 5 tons, at least 30% of the recyclable debris must be immediately transported to a licensed recycling facility.

3303.23.1 "Recyclable debris" defined. In this section, "recyclable debris" means materials that:
1. if not recycled, would become solid waste for disposal in a solid waste acceptance facility, and
2. may be collected, separated, or processed and returned to the marketplace in the form of raw materials or products.

3307.1 Protection required. Adjoining public and private property shall be protected from damage during construction remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall

provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.

3307.2 Shared elements – General. Repairs to elements shared by a demolished or moved structure and an adjoining structure must comply with all applicable provisions of this Code.

3307.3 Shared element – Walls. Party walls must be repaired and finished by the owner of the demolished or removed structure. The repairs must include:

1. restoration or replacement of any flashing on adjoining property that has been broken or damaged during the operation,
2. removal of all plaster from the exposed side of the wall, and
3. cleaning and finishing of the wall with approved waterproof material.

3318.1 Certification required. Before any structure may be demolished, moved to another site, or substantially rehabilitated, the applicant for a permit must provide certification from the pesticide applicator licensed by the State of Maryland that all areas of the structure and its lot are free from rodent infestation. A certification of treatment and abatement of all infestation must accompany the permit application.

3318.2 Treatment required. Structures of lots found to be infested must be treated by a licensed pesticide applicator before demolition, moving, or rehabilitation.

3303.16 Methods of demolition. The following methods must be used for the demolition of a structure:

1. The demolition must be performed in approximately the reverse order in which the structure was erected. Where usual conditions exist, the Building Official may authorize a different method.
2. Structural elements must be carefully dissembled to avoid a collapse.
3. Heavy pieces of stone or other heavy and bulky materials or equipment must be carefully handled in accordance with this Code.
4. Demolition must be halted when winds exceed 20 mph.
5. Wetting is prohibited during periods of prolonged freezing temperatures.

List is not all-inclusive

OWNER ACKNOWLEDGEMENT OF DEMOLITION AFFIDAVIT

Building, Fire, and Related Codes of Baltimore City 2020

SECTION 105 PERMITS

105.1.3 **By whom application to be made.** Except as otherwise specified in Chapter 27 {"Electrical"}, Chapter 28 {"Mechanical Systems"}, and Chapter 29 {"Plumbing Systems"}, the application for a permit must be made as follows:

1. for a demolition or moving permit, by the owner of the property to be demolished or moved

Address of property being demolished: _____

Block _____ Lot_____ of property to be demolished

Owner: _____

Name and title of authorizing officer, partner, or member if property is owned by a corporation,

partnership, limited liability company, or other entity: _____

_____

Owner Address: _____

Owner Phone No.: _____

Contractor: _____ License No.: _____

I, the owner or authorizing officer, partner, or member of the corporation, partnership, limited liability company, or other entity of the above listed property hereby approve the application for demolition at the above listed property and agree to comply with all laws, policies, and procedures of the Mayor and City Council of Baltimore, State of Maryland, and the United States of America and to do no work not specifically covered in the application for demolition.

_____ _____

Signature: Owner/Authorizing Officer, Partner, Member Date

Subscribed and sworn before me, a Notary Public, the year and date as written above.

My commission expires: _____

Notary Public

_____

Date

NOTE:
Please email to
demo.mde@maryland.gov
or fax to 410-537-3924

MARYLAND DEPARTMENT OF THE ENVIRONMENT
Air and Radiation Management Administration / Asbestos Division
1800 Washington Boulevard, STE 725 Baltimore, MD 21230-1720
Phone (410) 537-3200● Fax 410-537-3924
www.mde.state.md.us/asbestos
demo.mde@maryland.gov

FOR MDE USE ONLY

Notification # _____

Postmark Date: _____

Date Received _____

Notification of Intent to Demolish Project Information

Structure Owner

Name:
Address:
City: State: Zip:
Contact Name:
Phone Number:
Fax Number:

Structure Information

Building Name:
Address/Location:
City: State: Zip:
Age (years): Size (sq. ft.):
Present Use of Building:
Prior Use of Building:

Type of Operation (check one): ☐ Demo ☐ Ordered Demo ☐ Fire Training

Demolition Contractor:
Address:
City: State: Zip:
Contact Name:
Phone Number: Fax Number:

Dates of renovation, demolition or fire training burn:
Start Date:
End Date:
Hours of Operation:

Means of Demolition:

Emergency Demolition (complete only if this project is an Emergency Demo.)

1. Attach a copy of the Order to this notice:
2. Name of Authority Issuing Order: _____ Title: _____
3. Authority of Order (Citation of Code): _____
4. Date of Order (MM/DD/YY): _____ _____
Date Ordered to Begin

Description of procedures to be followed in the event that unexpected RACM is found or non-friable ACM becomes crumbled, pulverized, or reduced to powder.

Note: Federal regulations prohibit the intentional burning of any structure, including single-family homes, which have asbestos containing materials (ACMs), including floor tiles and exterior shingles.

Date of Inspection:

Note: You must inspect the structure of the presence of ACMs prior to demolition.

Are any ACMs present? ☐ Yes ☐ No

Friable materials (can be crumbled under ordinary hand pressure), usually associated with thermal systems or fire- proofing, must be removed by a licensed asbestos contractor before demolition. You may remove exterior shingles, with care, on your own. Call your local Health Department or landfill for disposal instructions.

MDE Sign-Off & Date:

INSTRUCTIONS

1. **Structure Owner**

2. **Structure Information**

    a. Building Name (ex: Former Montgomery Wards Building)
    b. Address- Please give the correct address. (ex: 1800 Washington Blvd)
    c. City
    d. Age
    e. Present Use of Building (ex: offices)
    f. Prior Use of Building (ex: commercial)

3. **Type of Operation**

4. **Demolition Contractor**

5. **Dates of renovation, demolition or fire training**

    a. Start Date: (Date you are planning to start). If this is a commercial building, former commercial building, school, apartment complex, rental home with more than four apartment units this project needs to be notified at least **10 WORKING DAYS** prior to the demolition.
    b. End Date: (Date you are ending)
    c. Hours of Operation: (ex M-F 0700-1530, ex: Sat-Sun 8AM-12:30 PM)

6. **Means of Demolition**

7. **Emergency Demolition**

8. **Description of Procedures to be followed in the event that unexpected RACM is found or non-friable ACM becomes crumbled, pulverized, or reduced to powder**

    a. If friable acm (ex: pipe insulation) is found it will need to be removed by a licensed asbestos contractor.

    b. If non-friable ACM becomes friable it will need to be removed by a licensed asbestos contractor.

9. **Date of inspection** (ex: the date the building was inspected for asbestos)

10. **Are any ACMs present that will be staying in place for the demolition? (ex: floor tile, mastic)**

    a. If floor tile and mastic are in good condition they can stay during the demolition and be disposed of as construction debris at a C& D landfill.
    b. If you are planning to recycle the concrete pad then you will need to remove the floor tile and mastic beforehand.

The Notice of Intent to Demolish form can be faxed to the Maryland Department of the Environment Asbestos Division at 410-537-3924 or emailed to demo.mde@maryland.gov . If you have any questions please call the Asbestos Division at 410-537-3200.

Building, Fire, and Related Codes
Baltimore City
2020

Chapter 33 – Safeguards During Construction

Section **3303.23 Disposition of recyclable debris.** Whenever recyclable debris to be cleared from a site exceeds 5 tons, at least 30% of that recyclable debris must be immediately transported to a licensed recycling facility.

3303.23.1 "Recyclable debris" defined. In this section, "recyclable debris" means materials that:

1. if not recycled, would become solid waste for disposal in a solid waste acceptance facility, and

2. may be collected, separated, or processed and returned to the marketplace in the form of raw materials or products

RECYCABLE DEBRIS AFFIDAVIT

I, _____, the owner/authorized representative of _____, being at least 18 years of age and competent to testify in the following matter, do hereby solemnly swear and affirm under the penalties of perjury and upon personal knowledge that I have read and understand Building Code § 3303.23 "Disposition of recyclable debris", and that all contracts and other arrangements needed to comply with the requirements of Section 3303.23 have been made.

By my signature below, I also agree to provide proof as required by the Department of Housing and Community Development that the provisions of Section 3303.23 have been complied with.

_____
Owner/Authorized Representative of Contractor

_____
Date

Subscribed and sworn before me, a Notary Public, the year and date as written above.

_____
Notary Public

_____
Date

My commission expires:

Building, Fire, and Related Codes of Baltimore City 2020

SECTION 3318 RODENTICIDE PROCEDURE

3318.1 **Certification required.** Before any structure may be demolished, moved to another site, or substantially rehabilitated, the applicant for a permit must provide certification from a pesticide applicator licensed by the State of Maryland that all areas of the structure and its lot are free from rodent infestation. A certification of treatment and abatement of all infestation must accompany the permit application.

3318.2 **Treatment required.** Structures or lots found to be infested must be treated by a licensed pesticide applicator before demolition, moving or rehabilitation.

Certification of Treatment & Abatement

To be completed by Pesticide Applicator licensed by the State of Maryland

Address of Property Being Razed: _____

State of Maryland Pesticide Applicator: _____

Pesticide Applicator Address: _____

Pesticide Applicator Phone No.: _____ Pesticide Applicator License No.: _____

Was the property checked for rodent infestation? ❑ Yes ❑ No

If yes, on what date was property check done? _____

Was evidence of rodents found on the property? ❑ Yes ❑ No

If yes, was the property treated? ❑ Yes ❑ No

On what date was the property treated? _____

_____

Signature of Pesticide Applicator Date

Note: Treatment for evidence of rodents must be done no more than 45 days prior to the <u>issuance</u> of a demolition permit.

EXAMPLE OF WRITTEN NOTICE TO ADJOINING OWNERS

(Notice is to be sent to the owner of all properties that are physically attached to the property subject to demolition and owners of any wired or other facilities that might have to be temporarily removed because of the proposed work).

<Date>

<Name of Adjoining Property Owner>
<Address of Adjoining Property Owner>

Subject: **<Address of Property to be Demolished>**

Dear Sir or Madam:

In accordance with the *Building, Fire, and Related Codes Baltimore City 2020,* this letter is to inform you that the structure known as **<address of property to be demolished>**, which is adjacent to your property, will be razed in the near future. Within 10 days of the actual demolition, a sign will be displayed on the property scheduled for demolition. **<Licensed Demolition Contractor's name>**, a licensed demolition contractor will perform this work. The contact person for this project is **<full name>, <address>, <phone number>.** The email address for the contact person is: **<email address>**.

If applicable:
The adjacent sidewall of your building, which will be exposed as a result of demolition, will be treated in accordance with the above-mentioned Code. A Baltimore City Building Inspector will be assigned to monitor the demolition project.

Sincerely,

<Applicant or contractor name>

<Applicant or contractor signature>

CITY OF BALTIMORE

CATHERINE E. PUGH, Mayor

DEPARTMENT OF PUBLIC WORKS

Rudolph S. Chow, P.E., Director
Abel Wolman Municipal Building, 6th Floor
200 N. Holliday Street
Baltimore, Maryland 21202

DATE:

Bureau of Water & Wastewater
Customer Support and Services Division
404 Abel Wolman Municipal Building
200 N. Holliday Street
Baltimore, Maryland 21202

To Whom It May Concern:

In connection with the demolition of _____
I am requesting to retain the water supply service and agree to continue payment on all charges against the property.

_____Leave meter _____Remove meter

_____Do not turn off water _____ Turn off water

Sincerely,

_____Owner/Contractor

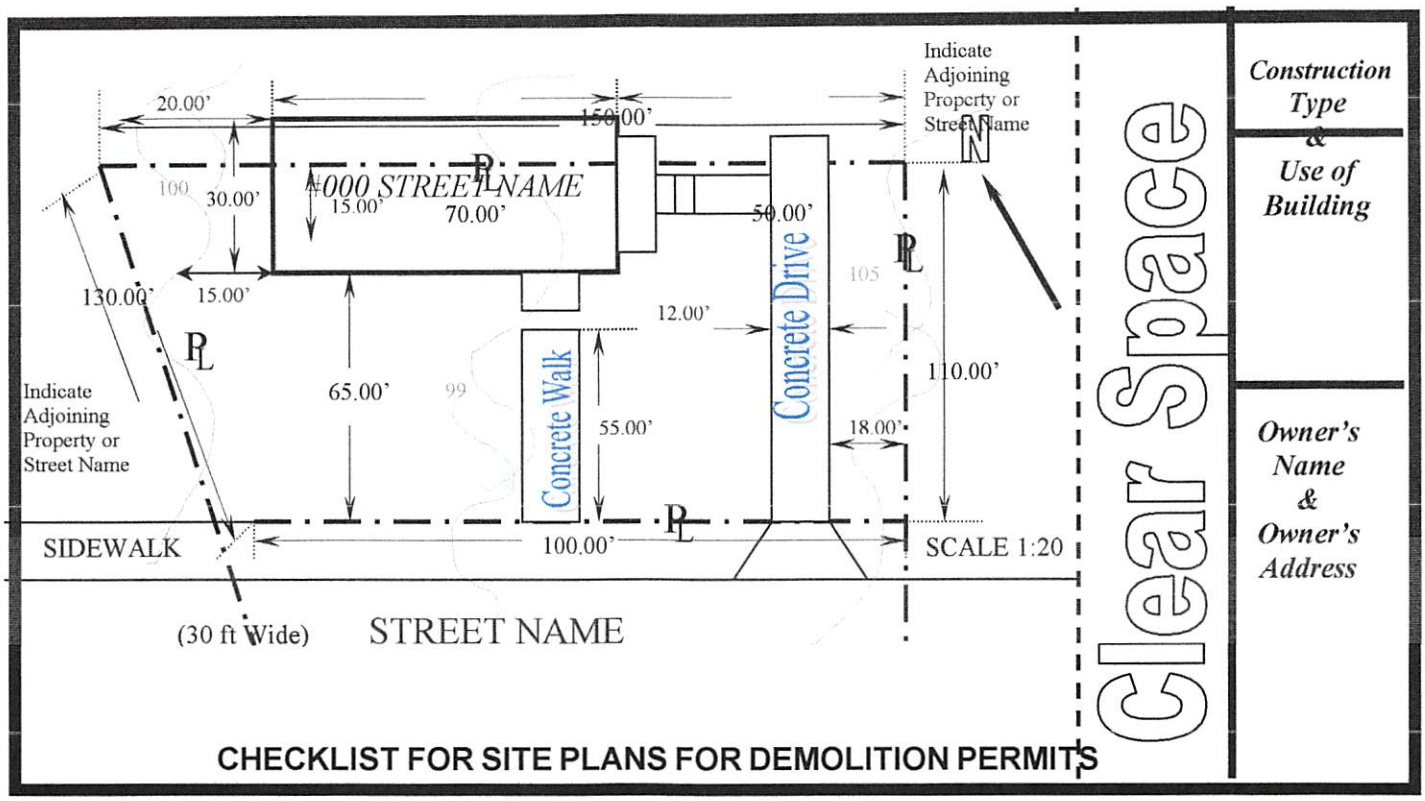
_____Address

_____Phone

Account Number _____

Printed on recycled paper with environmentally friendly soy based ink.

EXAMPLE OF A DEMOLITION SITE PLAN



SITE PLANS MUST BE BLUE OR BLACK INK PRINTS ON A WHITE BACKGROUND DRAWN TO SCALE ON A MINIMUM SIZE OF 8 ½" X 11" PAPER AND A MAXIMUM SIZE OF 11" X 17".

ALL SITE PLANS MUST SHOW THE FOLLOWING INFORMATION:

- **THE OFFICIAL ADDRESS OF THE LOT**
- **THE NAME AND ADDRESS OF THE OWNER**
- **THE PROPERTY LINES AND DIMENSIONS OF THE LOT**
- **THE NAMES OF STREETS, LANES, AVENUES AND ALLEYS, ETC. SURROUNDING THE LOT**
- **THE LOCATION AND DIMENSIONS OF ALL STRUCTURES ON THE LOT**
- **THE STRUCTURE TO BE DEMOLISHED MUST BE CLEARLY IDENTIFIED**
- **THE NORTH ARROW**

THERE MAY BE INFORMATION AVAILABLE IN THE PROPERTY LOCATION SECTION:
401 FAYETTE STREET, 1ST FLOOR, BALTIMORE, MD 21202
PHONE: 410-396-3643

REV 12/20

PUBLIC NOTICE OF DEMOLITION

Sign Requirements from the *Baltimore City Building, Fire, and Related Codes 2020*

SIGN CANNOT BE HANDWRITTEN

Sample sign on reverse side of this notice

§ 105.9.2.1 Posted notice. Public notice of the demolition or moving must be posted on the premises at least 5 days before the scheduled action, but not more than 10 days before the scheduled action.

§ 105.9.2.1.1 Sign requisites– General The sign must be:

1. at least **4 feet long** and **3 feet high,**
2. written in **black** lettering, at least **2 inches high**, on a **yellow background**,
3. conspicuously posted, clearly visible and legible to the public, and with the bottom of the sign not less than 5 feet nor more that 10 feet above ground level, and
4. maintained in good condition until the time of the demolition or moving.

§ 105.9.2.1.2 Sign requisites—Multiple structures. If the demolition or moving involves 2 or more structures on the same or adjoining properties:

1. 1 sign meeting the specifications of §105.9.2.1.1 must be conspicuously posted, clearly visible and legible to the public, and with the bottom of the sign not less than 5 feet nor more than 10 feet above ground level, and
2. each individual structure must be posted with a sign that is:
   a. at least 17 inches wide and 11 inches high,
   b. written in black lettering on a yellow background,
   c. conspicuously posted, clearly visible and legible to the public, and with the bottom of the sign not less than 5 feet nor more than 10 feet above ground level, and
   d. maintained in good condition until the time of the demolition or moving.

§ 105.9.2.1.3 Proof of posting. The permit holder must submit to the Building Official photographic evidence of the posting required by this section.

PUBLIC NOTICE OF DEMOLITION

PURSUANT TO PERMIT #_____
PERMIT NUMBER

THE BUILDING LOCATED AT: _____
PROPERTY ADDRESS

IS SCHEDULED FOR DEMOLITION ON: _____
DATE

DEMOLITION CONTRACTOR INFORMATION

LICENSED DEMOLITION CONTRACTOR: _____
COMPANY NAME

_____
COMPANY'S CONTACT PERSON

_____
CONTACT PERSON'S TELEPHONE NUMBER