

ePermits Razing (Demolition) Application Guidelines:

- You will need the following documents to complete your ePermits application:
 - Notarized Owner Acknowledgement of Demolition 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 and Abatement form for rodenticide procedures as described in the *Building, Fire, and Related Codes of Baltimore City 2015* Section **3314.1 Certification required.**
 - Notarized Recyclable Debris Affidavit as described in the *Building, Fire, and Related Codes of Baltimore City 2015* Section **3303.23 Disposition of recyclable debris. *Note: If demolition contractor is required, form is completed by the demolition contractor.**
 - Copies of the notice to adjoining owners as outlined in the *Building, Fire, and Related Codes of Baltimore City 2015* Section **105.9.1.2 Written notice to adjoining owners, etc. and 3303.8 Notice to adjoining owners and others.**
 - A site plan as outlined in **Section 107.2.2 Demolition** of the *Building, Fire, and Related Codes of Baltimore City 2015*.
- 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 pre-demolition meeting with the District Inspector before the permit can be issued. This should be scheduled using the QuickTrac system 443-984-2776 and 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 located at **200 N. Holliday Street** is required:
 - Bureau of Liens: Room 1, Suite 1A – 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 made.
 - Department of Transportation: 1st Floor, Room 6
 - Division of Utility Billing: Room 8 – You will need to complete the Division of Utility Billing Form and go to this office for the lien sheet sign off and pay any outstanding balances before electronic approval is made.
 - Electronic approval from the DPW Plan Review Section (soil erosion and sediment control (all razing should be done to slab unless demolition has approved soil erosion and sediment control plans) and Division of Utility Engineering) 410-396-0732 located at 3001 Druid Park Drive, Baltimore, MD 21215.
 - Electronic approval from the Department of Planning 410-396-7526 located at 417 E. Fayette Street, 8th Floor if property is located in an urban renewal, critical, or planned unit development (PUD) area.
 - Electronic approval and the submission of an Authorization to Proceed from the Commission for Historical & Architectural Preservation (CHAP) 410-396-4866 located at 417 E. Fayette Street, 8th Floor if 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 application is submitted for final sign-off.
 - Permit fees are paid and permit is issued.
 - A sign notifying the public 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 2015*.