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.
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 immediately adjoin the property 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.

3314.1 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.

3314.2 Treatment required. Structures of lots found to be infested must be treated by a licensed pesticide applicator before demolition, moving, or rehabilitation.

List is not all-inclusive
OWNER ACKNOWLEDGEMENT OF DEMOLITION AFFIDAVIT

Building, Fire, and Related Codes of Baltimore City

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
# 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:**

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**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.**

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**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.**

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**MDE Sign-Off & Date:**
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
RECYCLABLE 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:
SECTION 3314 RODENTICIDE PROCEDURE

3314.1 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.

3314.2 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 and Abatement
To be completed by Pesticide Applicator

Address of Property Being Razed: ____________________________________________

State of Maryland Pesticide Applicator: _______________________________________

Pesticide Applicator Address: ________________________________________________

Pesticide Applicator Phone No.: __________ Pesticide Applicator License No.: ______

Was the property (structure and lot) 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 issuance of a demolition permit.
EXAMPLE OF WRITTEN NOTICE TO ADJOINING OWNERS
(Notice is to be sent to all properties that immediately adjoin the property subject to demolition)

<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 2015, 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>
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 ________________________________
EXAMPLE OF A DEMOLITION SITE PLAN

CHECKLIST FOR SITE PLANS FOR DEMOLITION PERMITS

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 at the Record Section on existing conditions located in:
the Abel Wolman Municipal Building, 200 n. Holliday street, room 7, Baltimore, MD 21202
Phone: 410-396-3643
PUBLIC NOTICE OF DEMOLITION

Sign Requirements from the Baltimore City Building, Fire, and Related Codes 2015
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