

DEMOLITION LICENSE PROCESS

- Obtain an insurance policy that complies with the *Baltimore City Building, Fire, and Related Codes 2015* Section 3303.10 Demolition Insurance.
- Submit a Certificate of Liability Insurance form to be reviewed and approved by Risk Management. **The Certificate Holder on your insurance must be as follows:**

Mayor and City Council of Baltimore City
417 E. Fayette Street, Suite 100
Baltimore, MD 21202
Attn: Peggy White

- Complete a Demolition License Application Form.
- Upon approval of your Certificate of Liability Insurance a license fee of \$75 is paid and a license is issued with an expiration date of 12/31 of the year in which it was issued.

BALTIMORE CITY

Building, Fire, and Related Codes

2015

CHAPTER 33

SAFEGUARDS DURING CONSTRUCTION

SECTION 3303 DEMOLITION

3303.8 Notice to adjoining owners and others. A permit to demolish a structure may not be issued unless:

1. all notices required by §§ 105.9 {"Special requirements for demolition or moving"} and 3307.1 {"Protection required"} of this Code have been given, and
2. copies of the notices are submitted with the permit application.

3303.9 Demolition contractor's license. Except as otherwise specified in this § 3303.9, no person may engage in the demolition of any structure without first obtaining a demolition contractor's license from the Building Official.

3303.9.1 Prerequisites. Every contractor applying for a new license or for the renewal of a license must:

1. provide the Building Official with the full name, phone number, address and (if available) email address of the contractor's business,
2. provide the Building Official with a copy of a liability insurance policy that complies with § 3303.10 of this Code.

3303.9.2 Term; fees. A demolition contractor's license expires on December 31 of each year. The license may be renewed annually, on or before December 31, on payment of the renewal fee. The license fees are as set by the Building Official with the approval of the Board of Estimates.

3303.9.3 Change of name or address. A licensee must immediately notify the Building Official of any change in the name or address of the licensee's business.

3303.9.4 Use of license by others. A licensee may not allow his or her name to be used by another person for the purpose of obtaining permits or for doing any demolition work under the licensee's license.

3303.9.5 Exception. The Building Official may waive the requirements of this § 3303.9 if the structure to be demolished is a miscellaneous structure as described in § 312 {"Utility, Miscellaneous Group U"} of this Code.

3303.9.6 Enforcement. A violation notice is not a prerequisite to the enforcement of this § 3303.9 by any appropriate legal proceeding. Penalties will be assessed in accordance with § 114 {"Violations"} of this Code.

3303.9.7 Debarment on conviction. Any person convicted of a violation of this § 3303.9 is, in addition to any other penalty that might be imposed:

1. prohibited from performing demolition work without first obtaining a new license, and
2. is ineligible to receive a new license for 1 year.

3303.10 Demolition insurance. The licensee must have an insurance policy that complies with the minimum requirement of this § 3303.10.

3303.10.1 Coverage. The policy must provide coverage for all operations for which a permit might be sought. The minimum coverage requirements are:

1. **\$500,000** for damages (including damages for care and loss of services) because of bodily injury (including death at any time resulting from bodily injury), per person, per incident,
2. **\$1,000,000** for damages (including damages for care and loss of services) because of bodily injury (including death at any time resulting from bodily injury) sustained by more than 1 person per incident, and
3. **\$250,000** for injury to or destruction of property of others per incident.

3303.10.2 Prohibited exclusions. The policy may not contain:

1. any "collapse hazard" exclusion,
2. any exclusion that would prohibit the contractor from performing the demolition operations in accordance with this Code and the normal procedures of the industry, or
3. any exclusion that would create an undue risk to the City or to the health, safety, and welfare of the general public.

3303.10.3. Cancellation. The terms of policy must provide either:

1. that the policy may not be canceled during the duration of the operations to be performed, or
2. that the Building Official will be notified in writing, at least 15 days before the policy is canceled.



DEMOLITION LICENSE APPLICATION FORM

Please complete and return this **original form** with an **original signature along** with a copy of your current Certificate of Liability Insurance with the coverage as outlined in the attached document and payment in the amount of \$75.

The **Certificate Holder** on the **Certificate of Liability Insurance** should read as follows:

Mayor and City Council of Baltimore City
417 East Fayette Street, Suite 100
Baltimore, MD 21202
Attn: Peggy White

The application, insurance, and payment of \$75 in the form of a check or money order made payable to: ***Director of Finance*** can be mailed to:

Department of Housing and Community Development
Peggy White, Manager Permits & Records
One Stop Shop Permit Center
417 East Fayette Street, Suite 100
Baltimore, MD 21202

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

OWNER NAME: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

SIGNATURE MUST BE ORIGINAL

COMPLETED BY OFFICE PERSONNEL ONLY

LICENSE #: _____