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 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 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.