

## 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., 1<sup>st</sup> 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, 8<sup>th</sup> 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, 8<sup>th</sup> 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.