

**OWNER ACKNOWLEDGEMENT OF DEMOLITION AFFIDAVIT**

Building, Fire, and Related Codes of Baltimore City 2020

**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

MARYLAND DEPARTMENT OF THE ENVIRONMENT  
Air and Radiation Management Administration / Asbestos Division  
1800 Washington Boulevard, STE 725 Baltimore, MD 21230-1720  
Phone (410) 537-3200 • Fax 410-537-3924  
[www.mde.state.md.us/asbestos](http://www.mde.state.md.us/asbestos)  
demo.mde@maryland.gov

NOTE:  
Please email to  
demo.mde@maryland.gov  
or fax to 410-537-3924

**FOR MDE USE ONLY**

Notification # \_\_\_\_\_

Postmark Date: \_\_\_\_\_

Date Received \_\_\_\_\_

***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: Dates of renovation, demolition or fire training burn:  
Address: Start Date:  
City: State: Zip: End Date:  
Contact Name: Hours of Operation:  
Phone Number: Fax Number:

Means of Demolition:

**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.**

*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.*

MDE Sign-Off & Date:

# INSTRUCTIONS

## 1. Structure Owner

## 2. Structure Information

- a. Building Name (ex: Former Montgomery Wards Building)
- b. Address- Please give the correct address. (ex: 1800 Washington Blvd)
- c. City
- d. Age
- e. Present Use of Building (ex: offices)
- f. Prior Use of Building (ex: commercial)

## 3. Type of Operation

## 4. Demolition Contractor

## 5. Dates of renovation, demolition or fire training

- a. Start Date: (Date you are planning to start). If this is a commercial building, former commercial building, school, apartment complex, rental home with more than four apartment units this project needs to be notified at least **10 WORKING DAYS** prior to the demolition.
- b. End Date: (Date you are ending)
- c. Hours of Operation: (ex M-F 0700-1530, ex: Sat-Sun 8AM-12:30 PM)

## 6. Means of Demolition

## 7. Emergency Demolition

## 8. 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

- a. If friable acm (ex: pipe insulation) is found it will need to be removed by a licensed asbestos contractor.
- b. If non-friable ACM becomes friable it will need to be removed by a licensed asbestos contractor.

## 9. Date of inspection (ex: the date the building was inspected for asbestos)

## 10. Are any ACMs present that will be staying in place for the demolition? (ex: floor tile, mastic)

- a. If floor tile and mastic are in good condition they can stay during the demolition and be disposed of as construction debris at a C& D landfill.
- b. If you are planning to recycle the concrete pad then you will need to remove the floor tile and mastic beforehand.

The Notice of Intent to Demolish form can be faxed to the Maryland Department of the Environment Asbestos Division at 410-537-3924 or emailed to [demo.mde@maryland.gov](mailto:demo.mde@maryland.gov) . If you have any questions please call the Asbestos Division at 410-537-3200.

Building, Fire, and Related Codes  
Baltimore City  
2020

Chapter 33 – Safeguards During Construction

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:

**Building, Fire, and Related Codes of Baltimore City 2020**

**SECTION 3318 RODENTICIDE PROCEDURE**

**3318.1 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.

**3318.2 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 & Abatement**

*To be completed by a Pesticide Applicator licensed by the State of Maryland*

Address of Property Being Razed: \_\_\_\_\_

State of Maryland Pesticide Applicator: \_\_\_\_\_

Pesticide Applicator Address: \_\_\_\_\_

Pesticide Applicator Phone No: \_\_\_\_\_ Pesticide Applicator License No.: \_\_\_\_\_

Was the property checked for rodent infestation?  Yes  No

If yes, on what date was the 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? \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Pesticide Applicator

\_\_\_\_\_  
Signature of Pesticide Applicator

\_\_\_\_\_  
Date

**Note:**

- **Checking the property for rodent infestation must be done no more than 180 days prior to the issuance of a demolition permit.**
- **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 the owner of all properties that are physically attached to the property subject to demolition and owners of any wired or other facilities that might have to be temporarily removed because of the proposed work).*

**<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 2020*, 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>**

## PRELIMINARY WATER SERVICE INFORMATION SHEET

The purpose for this form is to provide guidance and accountability regarding drinking water services during the development process. The data provided in this form will be used to establish or modify water billing account information for services in the City of Baltimore.

**Customer Name:** \_\_\_\_\_  Property Owner

**Mailing Address:** \_\_\_\_\_

**Property / Tax Address:** \_\_\_\_\_

**Ward(s):** \_\_\_\_\_ **Section(s):** \_\_\_\_\_ **Block(s):** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

**Site Use:**  SF residential  MF residential  Commercial  Institutional  Industrial

**Existing on-site:**  Pressure reducing valve  Booster pump  Check valve

**Building(s) Description:** \_\_\_\_\_  
\_\_\_\_\_

**Will water consumption be significantly different than sewer discharge?**  Yes  No

**If yes, provide reason:** \_\_\_\_\_

**Preparer\* Information:** \* If the preparer is not the property owner, please attach an authorization letter signed by the owner.

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

DPW Use Only			
Meter Costs:		Water Zone:	
Inspection Fee:		OREP Reviewer:	
Abandonment Fee:		Date OREP Rec'd:	
Other Fees:		Date OREP Completed:	
<b>Total Fees:</b>		DPW UE Permit Number:	
WO / Case Ref:		ROW Permit Ref:	



**Meter Return / Service Abandonment\*\*:**  No meter / service abandonment requested.

Description	Service 1	Service 2
Account Number		
Service Size		
Work Description		
Meter Location		
Meter Type		
Meter Size		
Ant. Date of Meter Removal		

\*\*If all water services to the property are requested to be abandoned, a stormwater fee will still be charged for the property; the bill will be sent to the mailing address listed on page 1.

**Meter Reduction Request:**  No meter reduction requested.

Description	Service 1	Service 2
Service Size		
Service Material		
Meter Location		
Existing Meter Type		
Existing Meter Size		
Proposed Meter Size		
Ant. Date of Meter Reduction		

**New Meter / Service Request:**  No new service requested.

Description	Service 1	Service 2
Service Size		
Work Description		
Service Material		
Meter Location		
Meter Type		
Meter Size		
Ant. Date of Meter Installation		

## WATER SERVICE REQUEST FOR DEMOLITION

The purpose for this form is to confirm the water services requested in association with building demolition activities. This form should be submitted via DHCD's Plans Examining portal as part of the demolition permit process. This form may be completed by the account customer/ property owner, developer, or contractor performing the demolition work.

**Customer Name:** \_\_\_\_\_

**Property / Tax Address:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Service Request:** Regarding the demolition activities associated with the above-referenced address, I am requesting the following drinking water supply services and agree to continue payment on all charges against the property (**check only one**):

- Leave Meter:**       Turn off water.                       Do NOT turn off water.  
**Remove Meter:**       Service will be re-used.       Service will not be re-used.

*Attach a "Preliminary Water Service Information Sheet" with this form for any meter removal requests. Meter removal must be completed prior to demolition activities.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

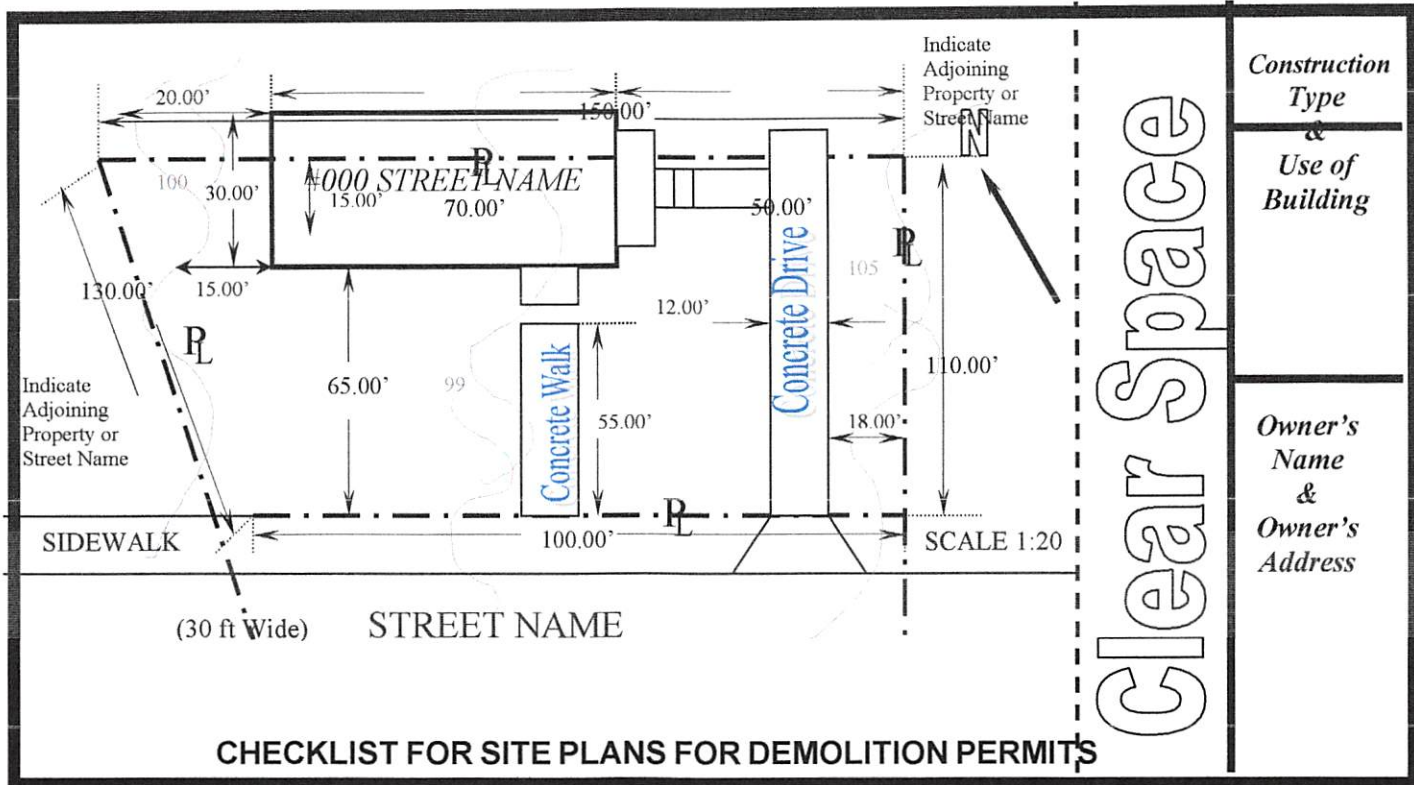
**Printed Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Requestor Type:**     Customer/ Property Owner       Developer       Contractor

**Contact E-mail:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

DPW Use Only			
CSSD Rep		DHCD Permit Ref:	

## EXAMPLE OF A DEMOLITION SITE PLAN



*Construction Type & Use of Building*

*Owner's Name & Owner's Address*

Clear Space

**SITE PLANS MUST BE BLUE OR BLACK INK PRINTS ON A WHITE BACKGROUND DRAWN TO SCALE ON A MINIMUM SIZE OF 8 1/2" 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 IN THE PROPERTY LOCATION SECTION:**

**401 FAYETTE STREET, 1<sup>ST</sup> FLOOR, BALTIMORE, MD 21202**

**PHONE: 410-396-3643**

# **PUBLIC NOTICE OF DEMOLITION**

## **Sign Requirements from the *Baltimore City Building, Fire, and Related Codes 2020***

### **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 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 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 \_\_\_\_\_