

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 & Abatement form for rodenticide procedures as described in **Section 3318.1 Certification required** in the *Building, Fire, and Related Codes of Baltimore City 2020*
 - Notarized Recyclable Debris Affidavit as described in **Section 3303.23 Disposition of recyclable debris** the *Building, Fire, and Related Codes of Baltimore City 2020*. ***Note: If demolition contractor is required or used, this form is 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** in the *Building, Fire, and Related Codes of Baltimore City 2020*. Notice is 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 for all razing permits; however, a homeowner can raze a detached garage or shed on their own property with a razing permit, but if a contractor is used, it **must** be a demolition contractor. All demolition contractors are licensed through Baltimore City and you can obtain a list from office staff.
- 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 (select BLD to see the inspection) or through the QuickTrac system 443-984-2776 using 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. You will need to contact each office for sign-off:
 - Bureau of Liens: 200 N. Holiday Street, 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 made. (**Not required for residential detached garage/shed**).
 - Department of Transportation: 401 E. Fayette Street, 1st Floor. (410-396-4508) (**Not required for residential detached garage/shed**).
 - Division of Utility Billing: 200 N. Holiday Street, Room 8 (410-396-5533) – 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. (**Not required for residential detached garage/shed**).
 - Electronic approval from the DPW Plan Review Section (soil erosion and sediment control) and DPW Utility: 3001 Druid Park Drive, Baltimore, MD 21215 (410-396-0732) – All razing should be done to slab unless demolition has approved soil erosion and sediment control plans. (**DPW-Sediment & Erosion is required on all razing permits. DPW Utility not required for residential detached garage/shed**).
 - Electronic approval from the Department of Planning: 417 E. Fayette Street, 8th Floor (410-396-7526) 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 (ATP) from the Commission for Historical & Architectural Preservation (CHAP): 417 E. Fayette Street, 8th Floor (410-396-4866) if property is located in a 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 the application for final review.
- 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 **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.

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

109.6.1I 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 may 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.

3303.16 Methods of demolition. The following methods must be used for the demolition of a structure:

1. The demolition must be performed in approximately the reverse order in which the structure was erected. Where usual conditions exist, the Building Official may authorize a different method.
2. Structural elements must be carefully disassembled to avoid a collapse.
3. Heavy pieces of stone or other heavy and bulky materials or equipment must be carefully handled in accordance with this Code.
4. Demolition must be halted when winds exceed 20 mph.
5. Wetting is prohibited during periods of prolonged freezing temperatures.

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.

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 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.

3318.2 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

DEMOLITION APPLICATION CHECKLIST
SIGN-OFFS AND FORMS

Sign-offs:

- DPW – Sediment & Erosion Control
- DPW – Utility (**not needed for residential detached garage/shed**)
- Bureau of Liens (**not needed for residential detached garage/shed**)
- Utility Billing (**not needed for residential detached garage/shed**)
- Bureau of Transportation (**not needed for residential detached garage/shed**)
- On-site Consultation
- Dept. of Planning
- CHAP

Forms:

- Owner Acknowledgement of Demolition Affidavit
- MDE Form
- Recyclable Debris Affidavit
- Certificate of Treatment and Abatement
- Letter(s) to Adjoining Property Owners (**needed if structure is physically attached to neighbor**)
- Bureau of Water & Wastewater Form (**not needed for residential detached garage/shed**)
- Site Plan