

Razing (Demolition) Application Guidelines:

- You will need the following documents to complete your razing 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 2024*.
 - Notarized Recyclable Debris Affidavit as described in **Section 3303.23 Disposition of recyclable debris** in the *Building, Fire, and Related Codes of Baltimore City 2024*. ***Note: If a demolition contractor is required or used this form is completed by the demolition contractor.**
 - Copies of the notice to adjoining owners is outlined in **Sections 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 2024*. 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 2024*.
- A licensed Demolition Contractor is required for all razing permits with the following exceptions: 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.
- An **On-site Consultation** inspection with the building inspector is required **before** the permit can be issued.
- Cap off permits but be obtained for sanitary and water lines if needed.
- Approvals from the following are needed and 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 for the Liens Processing Unit. The cost of the lien certificate is \$55.00. Any liens appearing open will have to be paid before the unit will sign off. (**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 sign off is made. (**Not required for residential detached garage/shed**).
 - Department of Planning: 417 E. Fayette Street, 8th Floor (410-396-7526) if property is located in an urban renewal, critical, planned unit development (PUD), floodplain, etc.
 - Commission for Historical & Architectural Preservation (CHAP) 417 E. Fayette Street, 8th Floor (410-396-4866). You will need an Authorization to Proceed (ATP) and CHAP sign off if your property is located in a historical or landmark area. Please contact the CHAP office in reference to their application and the ATP.
- When all above listed approvals and documents are obtained staff submits the application for final review.
 - When approved permit fees are paid and the 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 2024*.
- **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 2024*

109.6.1(I) 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

109.6.1(n) 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 are physically attached to the structure 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.

105.11 Post-work proof of disposal. If a permit holder was required to submit a detailed disposal plan as described in §105.3.10 of this chapter, and the permit holder fails to submit proof of waste and refuse disposal to the Building Official upon completion of the work for which the permit was granted:

1. the Building Official may not finalize the permit,
2. the Building Official may not issue an Occupancy Permit for the structure on which the work was performed, and
3. the permit holder is subject to a penalty established under City Code Article 1, §40-14(e)(5c) {"Violations to which subtitle applies"}.

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.

3314.2 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

OWNER ACKNOWLEDGEMENT OF DEMOLITION AFFIDAVIT

Building, Fire, and Related Codes of Baltimore City 2024

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 approves the application for demolition at the above listed property and agrees 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 no work not specifically covered in the application for demolition.

Signature: Owner/Authorizing Officer, Partner, or Member _____ Date _____

Subscribed and sworn before me, a Notary Public, the year and date as written above.

My commission expires: _____

Notary Public _____

Date _____

This form will not be accepted if altered or modified.

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
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 . If you have any questions please call the Asbestos Division at 410-537-3200.

Building, Fire, and Related Codes
Baltimore City
2024

Chapter 33 – Safeguards During Construction

Section **3303.23 Disposition or 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 & 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:

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 of 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

If treated 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 OF ADJOINING OWNERS

Notice is to be sent to the owner of all properties that are physically attached to the property subject to demolition and owner 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 2024*, 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 side of your building, which will be exposed as a result of demolition, will be treated in accordance with **Section 3307.3 Shared elements – Walls** of the *Building, Fire, and Related Codes Baltimore City 2024*. 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:	
Total Fees:		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:** _____

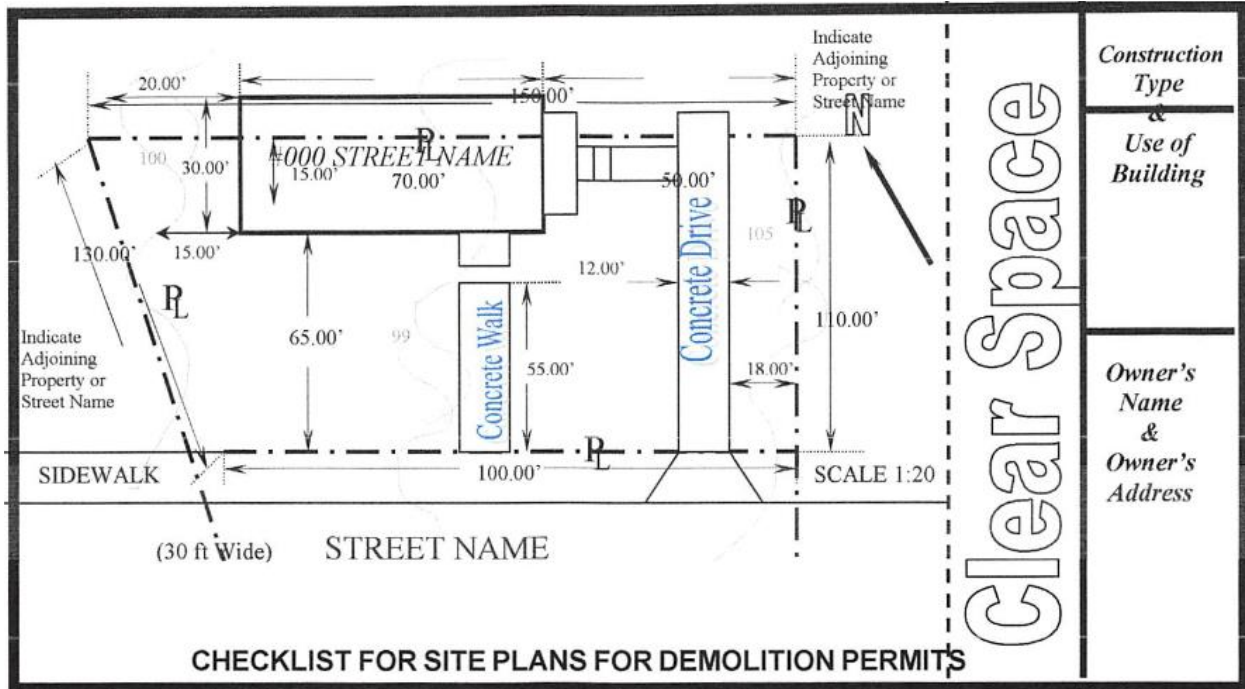
Printed Name: _____ **Company:** _____

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



SITE PLANS MUST BE IN BLUE OR BLACK INK PRINTED ON A WHITE BACKGROUND AND DRAWN TO SCALE.

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, 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
 410 E. FAYETTE STREET, 1ST FLOOR, BALTIMORE, MD 21202
 PHONE: 410-396-3643

PUBLIC NOTICE OF DEMOLITION

Sign Requirements from the *Building, Fire, and Related Codes of Baltimore City 2024*

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