

Razing (Demolition) Application Guidelines

- Completion of information on application for property to be razed.
- Licensed Demolition Contractor (homeowner can raze a shed or garage on their own property with a razing permit). Contractor is licensed through Baltimore City.
- Owner's signature.
- Maryland Department of The Environment form must be signed off
- Application is submitted and a case is created in Tidemark.
- Applicant is required to have an on-site pre-demolition meeting with the District Inspector.
- Signature/Approval from the following departments located at 200 N. Holliday St. is required:
 - Bureau of Liens – 1st Floor, Room 1
 - Division of Utility Billing – Room 404
 - Division of Utility Engineering – 1st Floor, Counter 4
 - Bureau of Transportation – 1st Floor, Counter 4
- If in an “area” may need signature/approval of: C.H.A.P., Dept of Planning, Baltimore Development Corp., Commercial Revitalization
- If area to be razed is 5000 sq ft or more need signature/approval of Sediment & Erosion Control, which requires completion of Baltimore City Sediment Control Agreement.
- Copies of the notice to adjoining owners must be submitted with the application as outlined in The Baltimore City Building, Fire and Related Codes 2007 **Section 105.9.1.2 Written notice to adjoining owners, etc. and 3303.7 Notice to adjoining owners and others.** The owners of all properties that immediately adjoin the property to be demolished and the owners of any wired or other facilities that might have to be temporarily removed because of the proposed work. The notice must indicate the intent to demolish or move the structure, specify when the work is expected to begin, and identify the contractor scheduled to perform the demolition or moving and the contractor's emergency contact..
- Notarized affidavit under Baltimore City Building, Fire and Related Codes 2007 **Section 3303.23 Disposition of recyclable debris** is submitted with applications with the exception of demolition of single-family dwellings.
- Pest control certificate is submitted with application as described in the Baltimore City Building, Fire and Related Codes 2007 **Section 3313.1 Certification required.**
- A site plan as outlined in **Section 106.2.2 Demolition** of The Building, Fire, and Related Codes 2007 must be submitted with application.
- When all above listed signatures and documents are obtained application is submitted to the permit office for final 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 **Section 105.9.2.1.1 Sign requisites** of The Baltimore City Building, Fire and Related Codes 2007.