



DPS

Montgomery County
Department of Permitting Services
2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
240-777-0311
montgomerycountymd.gov/dps



DEMOLITION SUBMITTAL GUIDELINES

1. Apply for a sediment control permit, if you are disturbing 5,000 square feet or greater and pay the appropriate filing fee.
2. Submit completed application (provide name of contact person).
3. Pay a non-refundable application fee with your application.
4. Obtain a bond in the same amount as the estimated cost of the demolition and submit this as soon as possible.
There are four types of bonds:
 - **Performance Bond** executed by the Insurance Company according to the forms provided by the County, which includes a Power-of-Attorney statement and a Certification form completed by the Clerk of the Circuit Court (must be attached).
 - **Letter of Credit** executed by the bank, in the form provided by the County.
 - **Cash Bonds** may be posted in the form of cash, check or money orders.
 - **Certificate of Guarantee** obtainable by members of the Maryland Development of Guarantee Group (**ONLY**).
5. If the property is (or ever was) served by a private water well, contract with a Maryland licensed well driller to properly abandon and seal any water wells on the property and submit a well abandonment report to the Well & Septic section of DPS (call 240-777-6320 if you have questions).
6. Contact the utility companies to request disconnections. submit copies of disconnection letters to the department of permitting services. Faxed copies will be accepted (see back for address listings).
7. Submit a signed affidavit from a company licensed by the State of Maryland, Department of Agriculture, licensed under the category of industrial, institutional, structural and health related (rodents), stating that the property has been inspected and is free of any rodents or other pests.
8. Remove any asbestos or other hazardous materials in accordance with the Maryland Department of the Environment regulations **prior** to demolition. For more information, call **1-800-633-6101**.
9. Access to property by construction vehicles must be through a DPS permitted construction entrance or an existing permitted driveway.
10. Follow up on all required approvals and submit to this office until permit is obtained.

AFTER THE PERMIT IS ISSUED:

11. Demolish the building(s).
12. Clean up the lot.
13. Arrange for final inspection by calling.

Note: Be sure to arrange for final inspection. Once the inspection is passed, the bond will be returned.

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Sec. 8-27. Demolition or removal of buildings.

- (a) Notice. The Director must mail written notice, at least 10 days before the Director issues a permit to remove or demolish a building or structure, to the owner of each adjacent and confronting lot. The applicant must give the Department the name and address of the owner of each adjacent and confronting lot. The notice must identify the building or structure to be demolished or removed, specify the process for issuing the permit and the time limit to appeal the issuance of a permit to the Board of Appeals, and include any other information the Director finds useful. The Director need not deliver this notice if unsafe conditions require immediate demolition or removal of the building or structure.
- (b) Signage. The Director need not deliver the notice required by subsection (a) if, at least 10 days before the Director issues a permit to remove or demolish a building or structure, the applicant posts at a conspicuous location on the lot a sign describing the proposed demolition or removal, specifying the process for issuing the permit and the time limit to appeal the issuance of a permit to the Board of Appeals, and including any other information the Director requires. The sign must conform to design, content, size, and location requirements set by regulation under Section 8-13(a).
- (c) Special notice for older buildings. At least 30 days before the Director issues a permit to demolish or remove a building, other than a single-family dwelling, that will be more than 25 years old when it is demolished or removed, the Director must list the address of the property on a properly designated website or other widely available form of electronic notice.
- (d) Notice to utilities. Before the Director may issue a demolition or removal permit, the applicant must notify each connected public utility and obtain a written release confirming that all service connections and appurtenant equipment, such as meters and regulators, have been safely disconnected and sealed.
- (e) Permit requirement, conditions. A person must not demolish or remove a building or structure unless the Director has issued a permit to do so under this Section. Each demolition or removal permit must require the applicant to:
 - (1) before demolishing or removing a building or structure, exterminate any rodents or other pests in it;
 - (2) after demolition or removal, clear all construction and demolition debris;
 - (3) restore the established grade of the surrounding land, unless a sediment control permit is otherwise required; and
 - (4) at all times keep the site free from any unsafe condition.
- (f) Bond or surety. Each applicant for a demolition or removal permit must file a performance bond, cash, certificate of guarantee, or surety with the Department, in an amount equal to the cost of demolition or removal, to assure the safe and expedient demolition or removal of the building or structure and clearing of the site. If the building or structure is not demolished or removed and the site is not cleared of all debris within the time specified in the permit, but not sooner than 60 days after the permit is issued, the Director may enter the property, demolish or remove the building or structure, clear the site of debris, and take action to forfeit the performance bond, enforce the guarantee, or otherwise reimburse the Department for its cost.
- (g) Definitions. As used in this Section:
 - (1) remove means to move a building or structure substantially intact from or within a site; and
 - (2) demolish means to tear down or destroy an entire building or structure, or sixty-seven (67) percent or more of first story exterior walls of a one-family or two-family dwelling unit. Demolish includes the conversion of an exterior wall into an interior wall. Basement and cellar walls are not considered exterior walls.

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MUST BE ON COMPANY LETTER HEAD

DATE

Department of Permitting Services
2425 Reedie Drive, 7th Floor
Wheaton, MD 20902

Attention Customer Support and Outreach Division:

Re: Property Address of Demolition
Address
Address

(Name of Company) is licensed with the Maryland Department of Agriculture in the category of “Industrial, Institutional, Structural & Related – Rodent”. You will find our company listed with the following information:

Business Name:
Business License Number:
Expiration Date:

(Name of Company) has inspected (property address) and finds that it is free of any rodents or other pests.