



<http://www.montgomerycountymd.gov/permittingservices/>

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 (PLEASE PROVIDE NAME OF CONTACT PERSON) EITHER BY MAIL OR IN PERSON TO: **Montgomery County, Department of Permitting Services, 255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850-4166.** OFFICE HOURS ARE 7:30 A.M. TO 4 P.M., MONDAY THRU FRIDAY. **MAKE SURE YOU HAVE READ SECTION 8.27 OF THE MONTGOMERY COUNTY CODE THAT DESCRIBES THE DEMOLITION AND REMOVAL OF BUILDINGS** (copy of the code is attached).
3. PAY A NON-REFUNDABLE APPLICATION FEE¹ OF \$205² to \$325³ (PLUS a 10% automation enhancement fee) WITH YOUR APPLICATION.
4. OBTAIN A BOND IN THE SAME AMOUNT AS THE ESTIMATED COST OF THE DEMOLITION (MINIMUM \$400) AND SUBMIT THIS AS SOON AS POSSIBLE.
There are four types of bonds:
 1. **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).
 2. **Letter of Credit** executed by the bank, in the form provided by the County.
 3. **Cash Bonds** may be posted in the form of cash, check, or money orders.
 4. **Certificate of Guarantee** obtainable by members of the Maryland Development of Guarantee Group (**ONLY**).
5. PROVIDE A LIST OF ADJACENT AND CONFRONTING PROPERTY OWNERS NAME AND ADDRESSES (see attached diagram).
6. 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 240-777-6300 for questions).
7. 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).
8. 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.
9. 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**.
10. ACCESS TO PROPERTY BY CONSTRUCTION VEHICLES MUST BE THROUGH A DPS PERMITTED CONSTRUCTION ENTRANCE OR AN EXISTING PERMITTED DRIVEWAY.
11. FOLLOW UP ON ALL REQUIRED APPROVALS AND SUBMIT TO THIS OFFICE UNTIL PERMIT IS OBTAINED.

AFTER THE PERMIT IS ISSUED:

12. DEMOLISH THE BUILDING(S).
13. CLEAN UP THE LOT.
14. ARRANGE FOR INSPECTION BY CALLING **240-777-6300** BETWEEN 7:30 A.M. - 4 P.M., MONDAY THRU FRIDAY.

¹ Fees as shown in (DPS) EO-10-06.

² If the site address is located in the Department of Permitting Services plan review area.

³ If the site address is located in the Maryland – National Capital Park and Planning Commission plan review area.

NOTE: BE SURE TO ARRANGE FOR FINAL INSPECTION. ONCE THE INSPECTION IS PASSED, THE BOND WILL BE RETURNED.

MAILING LIST

PEPCO

(POTOMAC ELECTRIC POWER CO)
MONTGOMERY CO. REGIONAL OFFICE
CUSTOMER SERVICE CENTER
210 WEST GUDE DRIVE
ROCKVILLE, MARYLAND 20850
MONDAY – FRIDAY, 10 a.m. - 2 p.m.
ATTN: ELIZA HEMINGWAY
TELEPHONE: **301-548-4300**
FAX: **301-670-8718**
MISS UTILITY: **1-800-257-7777**

HISTORICAL SOCIETY

1209 SPRING STREET
SILVER SPRING, MARYLAND 20910
ATTN: GWEN WRIGHT
TELEPHONE: **301-563-3400**
FAX NO: **301-495-1370**

BALTIMORE GAS & ELECTRIC CO. (BG&E)

SOUTHERN DISTRIBUTOR DEPT.
PARKWAY INDUSTRIAL CENTER
731 PARKWAY DRIVE, SOUTH
HANOVER, MARYLAND 21076
ATTN: EXPEDITING
TELEPHONE: **410-850-4620**
FAX NO: **410-859-9354**

ALLEGHENY POWER

INFORMATION CENTER
421 E. PATRICK STREET
P.O. BOX 488
FREDERICK, MARYLAND 21701
ATTN: DANE ROBINSON
TELEPHONE: **301-694-4450**
FAX NO: **301-694-4440**
(DAMASCUS/POOLESVILLE)

WASHINGTON GAS LIGHT CO.

SPRINGFIELD OPERATION CENTER
6801 INDUSTRIAL RD. ROOM 206
SPRINGFIELD, VIRGINIA 22151
ATTN: RAZING DESK
TELEPHONE: **703-750-4314**
FAX NO: **703-750-7570**

WSSC

14501 SWEITZER LANE
LOBBY LEVEL
LAUREL, MARYLAND 20707
ATTN: JACKIE SWAN/LOUIS PATIA
TELEPHONE: **301-206-8634**
FAX NO: **301-206-8114**

VERIZON

3901 CALVERTON BLVD., 3RD FLOOR
BELTSVILLE, MARYLAND 20705
ATTN: TERRI MARCOUX
TELEPHONE: **301-595-6122**
FAX NO: **301-595-3227**

VERIZON

ENGINEERING DEPARTMENT
92 THOMAS JOHNSON DRIVE
FREDERICK, MARYLAND 21702
TELEPHONE: **301-694-3996**
(POOLESVILLE/DICKERSON)

WELL & SEPTIC SYSTEM

MONTGOMERY CO.
PERMITTING SERVICES
255 ROCKVILLE PIKE, 2ND FLOOR
ROCKVILLE, MARYLAND 20850-4166
ATTN: JAY BEATTY
TELEPHONE: **240-777-6300**
FAX NO. **240-777-6300**

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 all of a building or structure except a single wall or facade. (1975 L.M.C., ch. 1, § 3; 2002 L.M.C., ch. 24, § 1.)

MUST BE ON COMPANY LETTER HEAD

DATE

Department of Permitting Services
255 Rockville Pike
Rockville, Maryland 20850

Attention Division of Casework Management:

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.