

**City of Hagerstown  
Code Administration Division**

3<sup>rd</sup> Floor, City Hall  
1 East Franklin Street  
Hagerstown, MD 21740

Telephone (301) 790-4163  
Facsimile (301) 791-2650

<b>PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR DEMOLITION FOR ENTIRE STRUCTURES, PARTIAL DEMOLITION, ACCESSORY STRUCTURES, AND INTERIOR ONLY</b>
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For demolition of entire structure, partial demolition of a structure, and demolition of accessory structures, the following information is required:

- Size of structure (example 20' x 30')
- Number of stories
- Is structure on full basement, crawl space, or slab
- Construction type (masonry, wood-frame, brick)
- Foundation type (masonry, stone)
- Last known use of structure (apts., square footage, dwelling, commercial, mixed use)
- Date you wish electrical service to be terminated
- Date building will be vacated

For selective interior demolition only, the following information is required:

- Complete existing floor plan indicating areas designated for demo.
  - a. Walls, doorways, hallways, stairs, etc.
  - b. Labeled use of rooms
  - c. Any fire-rated walls
- Locations of any systems to be removed or modified:
  - a. Electrical wiring and fixtures
  - b. Plumbing piping and fixtures
  - c. Heating and air conditioning equipment or duct
- Type of automatic sprinkler system (if any)
- Occupancy during demolition and method of providing safety to occupants.

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<b>BUILDING PERMIT INFORMATION FOR RESIDENTIAL MISCELLANEOUS TO INCLUDE ADDITIONS, ALTERATIONS, BASEMENT FINISH, DECKS, SHEDS, PORCHES, GAZEBOS, SWIMMING POOLS, HOT TUBS, SPAS, CARPORTS, SUNROOMS, MORNING ROOMS, ARBORS, PERGOLAS, GARAGES, POLE BUILDINGS, AND OTHERS</b>
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**Submittal Requirements**

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing applicant to make application for permit is required.
  
- Two (2) copies of a plot plan are required. The City encourages the use of a legal survey. If a survey is not being used, the plot plan can be drawn by hand. The plot plan must be on letter or legal size paper, and must include the following:
  - All property lines and property line dimensions.
  - If known - Building Restriction Lines (BRL) and any utility easements
  - Scale of drawing
  - Property Owner name(s)
  - Street Address of Property
  - Existing dwelling and any other existing structures
  - Existing driveway
  - Detailed dimensions of the proposed new construction
  - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION
  
- Two (2) sets of construction drawings – see attachment as to what must be included
  
- Fees are due at the time of application