



**CITY OF HAGERSTOWN
PLANNING & CODE ADMINISTRATION DEPARTMENT**

1 East Franklin Street
Third Floor
Hagerstown, MD 21740

Phone: 301-790-4163
Fax: 301-791-2650

**BUILDING PERMIT APPLICATION FOR DEMOLITION:
ENTIRE STRUCTURES, PARTIAL STRUCTURES, ACCESSORY STRUCTURES, INTERIOR ONLY**

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing the applicant to make an application for the permit is required.
- Building Permit Application
- Historic District Commission Approval, if applicable
- A photo of the front of the structure showing the premises identification number
- Three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. Plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions.
 - Square footage or acreage of the property
 - Building Restriction Lines (BRL) and any utility easements (if known)
 - Scale of drawing
 - Property Owner name(s), if different than applicant
 - Street Address of Property
 - Show any existing dwellings and any other existing structures
 - Show existing or new driveway
- Stabilization Improvement Plan for site after demolition
- Commercial : Construction drawings – see plan review checklist to determine what must be included. (A minimum of two paper copies and two electronic copies must be provided.)**
- Residential : Three complete sets of construction drawings – see plan review checklist to determine what must be included. Or (A minimum of two paper copies and two electronic copies must be provided.)**
- All fees must be paid at time of application if the total fee is less than \$100.00 or if work was started prior to issuance of a building permit. If fee total is more than \$100.00, then a \$100.00 deposit must be made at the time of application.



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**BUILDING PERMIT PLAN REVIEW CHECKLIST FOR DEMOLITION:
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Complete sets of scaled plans minimum $\frac{3}{16}$ " to one foot, $\frac{1}{4}$ " to one foot scale is preferred
(Note: one set will be returned to you with the approved permit.)

For demolition of entire structure, partial demolition of a structure, and demolition of accessory structures, the following information is required:

- Size of structure being demolished
- Number of stories
- Is structure on a full basement, crawlspace, or slab?
- Construction type (masonry, wood-frame, concrete)
- Foundation type (masonry, stone, concrete)
- Last known use of structure (apartments, SF dwelling, commercial, mixed use)
- Electrical service or plumbing services to be discontinued, trade permits are required
- Date structure will be vacated

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

- Floor plans must be submitted indicating all areas designated for demolition, including:
 - Walls, doors, hallways, stairs, etc.
 - Labeled use of all rooms
 - Any fire rated walls or other construction
- Locations of any systems to be removed or modified, including:
 - Electrical wiring & fixtures
 - Plumbing piping & fixtures
 - Heating & air-conditioning equipment, ductwork, or controls
- Type of fire alarm or fire sprinkler system (if any)
- Occupancy during demolition and method of providing safety to occupants during demolition

Please be advised that it is the owner's responsibility to arrange for the discontinuation and disconnection of all utility services.

CITY OF HAGERSTOWN
Planning & Code Administration Department
1 East Franklin Street
Hagerstown, Maryland 21740
(301) 790-4163



Type:	DEMOLITION
Process Date:	
Appl. #:	

**BUILDING PERMIT APPLICATION FOR DEMOLITION:
 ENTIRE STRUCTURES, PARTIAL STRUCTURES, ACCESSORY STRUCTURES, INTERIOR ONLY**

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE

SECTION I – PROJECT INFORMATION

<p>Estimated Cost of Construction \$ _____ <i>includes electrical, plumbing, hvac, labor & materials</i></p> <p>TYPE OF DEMOLITION (select all that apply)</p> <p>Residential: Entire Building <input type="checkbox"/> Partial <input type="checkbox"/> Interior Only <input type="checkbox"/></p> <p>Commercial: Entire Building <input type="checkbox"/> Partial <input type="checkbox"/> Interior Only <input type="checkbox"/></p> <p>Accessory Structure <input type="checkbox"/></p>	<p>Gross Floor Area</p> <p>List total gross square footage of area(s) to be demolished:</p> <p>_____</p>
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SECTION II – PROPERTY INFORMATION

<p>Address of Jobsite</p> <p>Lot No. _____ Suite No. _____</p> <p>Subdivision Name: _____</p>	<p>Property Owner(s) Name(s)</p> <p>Property Owner(s) Address</p> <p>_____</p> <p>_____</p> <p>Phone: _____ Cell Phone: _____</p>
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SECTION III – CONTACT INFORMATION

Primary Contact	Contractor
Name	Company Name City License #
Current Mailing Address	Current Mailing Address
Phone No. Cell No.	Phone No. Cell No.
Email (required)	Email

SECTION IV – DESIGN PROFESSIONAL INFORMATION [Required for Commercial Projects]

Architect	Engineer
Name	Name
Company Name	Company Name
Current Mailing Address	Current Mailing Address
Phone No. Cell No.	Phone No. Cell No.
Email	Email

SECTION V – PROJECT DETAILS

Description of Work (describe in detail work to be performed, include floor level if multi-story structure):

Building Planning Details

Code Analysis

Please identify the Design Criteria used to design structure:

Building Code Edition	
Occupancy Classification	A B F H I M R S U
Construction Type	IA IB IIA IIB IIIA IIIB IV VA VB

MDE Notification Required? yes no

Building Height, Elevation, and Stories

Building Height _____
 Number of Levels Including Basement: _____
 Number of Stories Above Grade _____
 Number of Stories Below Grade _____
 Elevation _____

Dimensions of Building:

Front: _____	Rear: _____
Left Side: _____	Right Side: _____

Any Electrical work involved? yes no

Any Plumbing work involved? yes no

If yes to either question, then the appropriate trade permits must be obtained.

Building Setbacks:

Front: _____	Rear: _____
Left Side: _____	Right Side: _____

Setbacks are measured to the shortest point

Construction Details: Type of structure being demolished

Residential – (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Dwelling Single Family | <input type="checkbox"/> Accessory structure attached |
| <input type="checkbox"/> Dwelling Mobile Home | <input type="checkbox"/> Accessory structure detached |
| <input type="checkbox"/> Dwelling Townhouse | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Dwelling Duplex | |
| <input type="checkbox"/> Dwelling Modular Home | |

Commercial – (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Mercantile | <input type="checkbox"/> Multi Family/ Apartments |
| <input type="checkbox"/> Business/ Office | <input type="checkbox"/> Storage/ Utility |
| <input type="checkbox"/> Factory | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Institutional | |
| <input type="checkbox"/> Assembly | |

Applicant Information

Applicant's Name: _____

Current Mailing Address:

Phone No. _____

Cell No. _____

Email (required) _____

Building Permits and Applications for Building Permits are Non-transferrable and Non-assignable.

IMPORTANT – PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all provisions of City of Hagerstown Regulations and State Laws whether herein specified or not, 4) that no work requiring permits will be performed on the referenced property that is not specifically described in this application prior to obtaining said permits, 5) that he/she understands that any and all electrical, plumbing, or mechanical work requires separate permits. Any changes made without approval of the agencies involved shall constitute a suspension of the building permit until revised plans are approved. A revision fee may be charged.

Signature of APPLICANT

 Please print name

 Date Signed
 Dec 12, 2016/pah

 Association with project