



Demolition Permits

Prior to the demolition of a structure(s), the following requirements may apply:

1. **Well(s)**
 - A. Protect during demolition.
or
 - B. Locate, abandon & seal
 - i. Hand Dug Wells – Contact the Health Department at (410) 877-2300 for instructions.
 - ii. Drilled Wells - Contact a licensed well driller to seal a drilled well.
 - C. Public Water – Cap water service. For more information contact the Harford County Division of Water and Sewer at (410) 638-3300.
2. **Septic Systems(s)**
 - A. Protect during demolition.
or
 - B. Locate, pump, & abandon according to Health Department guidelines. Contact a licensed septic installer to pump out the septic tank and/or drywell. Provide a copy of the pump-out receipt to the Health Department.
 - C. Public Sewer – Cap sewer line. Contact a licensed plumber to perform the work.
3. **Power Utilities** – Disconnect all energy source(s) to the structure(s) which may include electric, natural gas, oil, propane, etc.

***Have power company disconnect & certify gas/electric service to the structure(s). Contact MISS UTILITY at 1-800-247-7777 regarding any buried lines/cables.**

4. **Asbestos containing materials (ACM's)** – Contact the Health Department at (410) 877-2335 for removal and disposal requirements.
5. **Hazardous Materials** – Remove and properly dispose of all hazardous materials as required. Hazardous materials include hazardous wastes, chemicals, heavy metals, medical wastes, radiological, etc. Contact the Health Department at (410) 877-2335 or MDE at (410) 537-3400 for hazardous materials handling & disposal requirements. Contact the Emergency Operations Center at (410) 638-4900 regarding leaks or spills.
6. **Underground storage tanks (USTs)** – Remove and dispose of any USTs as required. Contact MDE at (410) 537-3037 regarding UST removal.
7. **Solid Waste/Debris** – Remove all solid waste and debris. Do not bury. Control Dust. Separate and properly dispose of all electronic wastes.
8. **Structural Security / Integrity** – The owner is responsible for maintaining the property in a safe manner at all times. Any structure (i.e. buildings, septic tank, wells, etc.) found to be open, accessible, or unsafe, will result in a Notice of Violation (NOV) to correct the problem(s).
9. **Demolition by Fire** – Demolition by fire requires an open burning permit issued by the Health Department to

the local fire department. Special conditions apply.

10. Other issues may apply.

Contact the Health Department immediately if any unknown environmental issues are discovered. Contact this office at (410) 877-2335 for a follow-up inspection when the issues identified above have been addressed.

Rev. 1/11

ROBERT G. CASSILLY
Harford County Executive

ROBERT S. McCORD
Director of Administration



RICHARD C. TRUITT
Director of Inspections,
Licenses and Permits

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS **ISSUED DEMOLITION PERMIT REQUIREMENTS**

The following procedures must be implemented and maintained until demolition is completed:

1. Install barriers with directional signage or other required public safety measures.
2. Proper dust control must be maintained.
3. Adjoining public and private property shall be protected from damage during demolition work.
4. Means of egress and required accessible means of egress shall be maintained at all times during demolition.
5. Where a building is being demolished and a standpipe exists within such a building, such standpipe shall be maintained in an operable condition so as to be available for use by the fire department. Such standpipe shall be demolished with the building, but shall not be demolished more than one floor below the floor being demolished.

Demolition permits will remain valid for one year from Date of Issuance with the expiration date being extended for a period of six (6) months after the scheduled inspection as long as the project is being diligently pursued. All permits may be tracked through the Harford County ePermit Center Site, https://epermitcenter.harfordcountymd.gov/energov_prod#/home. For individuals with ePermit Center User Accounts additional information can be obtained along with the ability to schedule inspections for the project.

Upon completion of the demolition project the applicant is required to contact the Harford County Department of Inspections, Licenses, and Permits Building Services Division to schedule a final inspection, (410) 638-3366.

ROBERT G. CASSILLY
Harford County Executive

ROBERT S. McCORD
Director of Administration



RICHARD C. TRUITT
Director of Inspections,
Licenses and Permits

DEMOLITION PERMIT NOTICE TO APPLICANT

Building Permit No.: _____

Site Address: _____

Dear Demolition Permit Applicant,

When application is made to obtain a permit to raze a structure(s), an onsite inspection of the property will be performed by the Department of Inspections, Licenses and Permits and the Harford County Health Department. You will be notified in writing of any action(s) that must be taken prior to beginning demolition. The following is a general list of items that will be considered during the onsite inspection:

1. Are there any wells or septic systems that need to be properly abandoned?
2. Are there any hazardous materials that need to be removed from the premises?
(i.e., asbestos, solvents, old cans of paint, household cleaners, etc.)
3. Have public utilities been removed or capped properly? (Electric and/or Public Water & Sewer).
4. Are there underground storage tanks that need to be removed?
5. Are you removing electrical, plumbing, or mechanical equipment? A separate trade demolition permit may be required for each type of activity.

Please be advised the owner is responsible for his or her property and the structure cannot be left open and accessible. At the time of the inspection, if any structure(s) is found to be open and accessible, this office will issue a Notice of Violation and a corrective order to secure the structure(s) until demolition can take place.

If you have any questions regarding the processing of your demolition permit or the Harford County Health Department guidelines, please contact the Department of Inspections, Licenses and Permits at 410-638-3366 or the Harford County Health Department at 410-877-2335.

By signing this document, I concur that I have read and acknowledge receipt of this notice.

SIGNATURE _____

DATE _____

PRINTED NAME _____

Revised January 18, 2023

DILP Document No. 000031-2023

Harford County Celebrates 250 Years ~ 1773-2023

410.638.3344 | 410.879.2000 | 220 South Main Street, Bel Air, Maryland 21014 | www.harfordcountymd.gov

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST

ROBERT G. CASSILLY
Harford County Executive

ROBERT S. McCORD
Director of Administration



RICHARD C. TRUITT
Director of Inspections,
Licenses and Permits

DEMOLITION PERMIT IMPORTANT NOTICE

STRUCTURES CONTAINING ASBESTOS CONTAINING MATERIALS (ACM'S):

As part of the Harford County Demolition permit approval process, the Harford County Health Department **must** review all demolition permit applications. This review includes identifying and properly disposing of ACM's. The Health Department must be contacted at 410-877-2335 for the removal and disposal requirements.

In addition, the Maryland Department of the Environment (MDE) **must** be notified via e-mail of the intent to demolish. The Property Owner, the owner's Authorized Agent, or the Demolition Contractor **must** inspect the structure(s) prior to demolition for the presence of ACM's. Notification must be made to MDE **even if no ACM'S are present.**

For notification, go to the MDE website www.mde.state.md.us/asbestos. Click on the line in the left-hand menu "Asbestos Forms". When the new window opens you will see an Adobe Acrobat format. Click on the first item "Asbestos Demolition Form". You will fill out the appropriate information then click on the box at the upper right "Submit by Email".

Harford County Health Department approval for your project will not be given until the Health Department has received confirmation of your notification to MDE. Questions regarding this process may be directed to the Harford County Health Department at (410) 877-2335. Online Health Department information is available at <https://harfordcountyhealth.com/environmental-health-services/building-permit-and-inspections/>

In consideration of the granting of this permit, the applicant agrees that he/she will conform to and abide by all the rules and regulations of the Maryland Department of the Environment, the Harford County Health Department, and the Harford County Department of Inspections, Licenses and Permits.

Applicant Signature

Date

Print Name

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DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

DEMOLITION PERMIT APPLICATION REQUIREMENTS

1. The applicant may be the property owner, the owner's agent, the contractor, or other representative.
2. A site plan of the parcel that shows the location of the proposed structure(s) that are to be removed and the location of any wells or septic systems must be submitted with the application.
3. If the structure is to be demolished by fire, a letter from the Volunteer Fire Company that wishes to use the structure for a live fire training exercise must be provided.
4. If the demolition is to take place in areas that are open to public accommodation, the applicant must provide a safety plan. The plan shall show where barriers and directional signage will be placed prior to demolition to ensure the public's safety.
5. A Demolition Plan shall be required when work is removing a portion of an existing structure. In addition, some cases may require an engineer's evaluation of the project.
6. If the area of disturbance is more than 5000 square feet, a grading permit may be required.
7. The applicant will be required to sign a **DEMOLITION PERMIT NOTICE TO APPLICANT** and a **DEMOLITION PERMIT IMPORTANT NOTICE** form. Both forms will be attached to the application.

OTHER IMPORTANT INFORMATION

If the property owner fails to provide the information required to obtain a permit within 6 months from the date of application, the permit application may be cancelled without refund of any permit fees paid.

The demolition permit application will also be reviewed by the following departments or agencies:

- a. Department of Public Works
 - i. Division of Water and Sewer - 410-638-3300
 - ii. Division of Sediment Control - 410-638-3217
 - iii. Bureau of Highways - 410-638-3279
- b. Harford County Health Department 410-877-2335