DEMOLITION GUIDELINES CUSTOMER ASSISTANCE GUIDE

Charles County Government

Department of Planning & Growth Management

P.O. Box 2150

La Plata, MD 20646

(301) 645-0692 / (301) 870-3935

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Web Site: www.charlescountymd.gov

IMPORTANT PLEASE NOTE: All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

CHARLES COUNTY GOVERNMENT
PLANNING AND GROWTH MANAGEMENT
P.O. BOX 2150
LA PLATA, MARYLAND 20646

July 1, 2016

WHEN IS A BUILDING PERMIT REQUIRED FOR THE DEMOLITION OF A COMMERCIAL OR RESIDENTIAL STRUCTURE?

In accordance with Section R105.1 of the 2015 International Residential Code and Section 105.1 of the 2015 International Building Code, a permit is required to demolish a structure.

PROCEDURES TO OBTAIN A BUILDING PERMIT FOR THE DEMOLITION OF A STRUCTURE:

1. This type of permit qualifies as a "Same Day" permit on Thursday (except property located in the critical area). Applications are accepted Monday through Friday; however, they will not be processed until Thursday. Applications received after 2:30 p.m. on Thursday will be reviewed on the following Thursday.

2. Application: Complete the attached building permit application and include pictures of the structure (Attachment 1).

3. Site Plan: Submit two (2) copies of the site plan showing lot lines, existing and proposed structures, setback dimensions from the actual demolition site to the lot lines, existing and proposed tree lines, and well and/or septic location. These drawings shall indicate the location of the structure(s) to be removed from the property.

4. Maryland Department of the Environment Notification Form: As of December 31, 2011, the Maryland Department of the Environment, Asbestos Division, requires all applicants proposing the complete demolition of a commercial structure to provide a Notification of Intent to Demolish Project Information form to their offices prior to demolition of the structure. This does not include demolition that is performed as part of an interior renovation of an existing commercial space, nor does this requirement apply to a residential demolition. This form shall be provided to the applicant when the permit request to Charles County has been made. The form must be completed and provide to MDE. Please contact their offices at 410.537.3200 for further information (See Attachment 2).

5. Forest Conservation Ordinance: As of August 27, 2004, compliance with the Forest Conservation Ordinance is required; however, projects on tracts of land less than 40,000 square feet are automatically exempt from the requirements of the Ordinance.

   If the subject tract of land is 40,000 square feet or larger, Forest Conservation requirements must be addressed with your project. If there is a pending or approved Forest Conservation plan already on file in the Charles County Planning Division, please provide documentation. For more information, contact the Planning Division at

301.645.0540 (See Attachment 3).

In addition, the following information shall be provided for specific areas in Charles County:

1. Chesapeake Bay Critical Area and Resource Protection Zone: Property located in the above areas (1,000 feet from mean high water level) may require additional information. Contact the Environmental Section of the Planning Division at 301.645.0540 for specific submittal requirements and delineation of the CBCA and RPZ.

2. Well/Septic: If the property is served by individual well and/or on-site sewage disposal system, you must obtain approval from the Environmental Health Department prior to applying for 'same day' permit process. Health Department approval must be provided prior to permit issuance by Charles County. Submit a site plan and $65.00 review fee to the Health Department. Review time may take more than one (1) day. It is recommended that a request for pre-approval be made at least five (5) working days prior to applying for a "Same-Day" building permit. For more information, contact the Health Department at 301.609.6900.

Zoning

1. Charles County Zoning Section of the Planning Division requires that an applicant also complete a demolition application form. This form will request information that is specific to a Zoning review of the proposed demolition (See Attachment 4).

Fees **Fees are subject to change every July 1.**

Please make checks payable to Charles County Commissioners.

Application Fee

A $19.00 non-refundable application fee is due at time of permit application.

Plan Review Fee

The minimum plan review fee is $39.00. This non-refundable fee is due at time of permit application.

Inspection Fee

A flat fee of $39.00 is due when the permit is issued.

Technology Fee

A 4% Technology Fee surcharge will be added to all permits issued after July 1, 2014.

Codes, Regulations, and Standards

See Attachment 5 for code listing.

Contractor License Requirement

Charles County does not currently require the person(s) performing a demolition to carry or maintain licensure beyond a business license to operate.

Inspection Notes

The inspectors will be looking to make certain that any debris has been removed and the area has been provided a finish grade with lot stabilization. For the removal of an in-ground swimming pool, assurance of soil compaction will be required at final inspection. Please contact Codes, Permits, and Inspection Services (CPIS), Engineering at 301.645.0700 for further information and direction.

Use and Occupancy Certificate

This certificate shall be obtained from Codes, Permits, and Inspection Services to complete the inspection process and close the permit. When requesting a Use and Occupancy Certificate, submit the final inspection report signed by the building inspector from the inspection agency.

The following is a list of commonly requested telephone numbers for State and County agencies:

Health Department 301.609.6900
Web Site ..... www.charlescountyhealth.org

Inspection Agency 301.645.3302
Building, Electrical, Plumbing, & Mechanical Inspections 301.870.8710
Web Site ..... www.planchekinc.com

Planning & Growth Management
Codes, Permits, & Inspection Services ..... 301.645.0692 or 301.870.3935
Planning & Zoning ..... 301.645.0540 or 301.870.3896
Engineering ..... 301.645.0618 or 301.870.3937
Fax 301.645.0575
Web Site ..... www.charlescountymd.gov/pgm

Soil Conservation ..... 301.934.9588, Ext 3 or 301.870.3555
Web Site ..... www.charlesscd.com

State Highway Administration ..... 1.800.876.4742 or 410.333.1350
Web Site ..... www.marylandroads.com

State Fire Marshal 443.550.6820
Web Site ..... www.firemarshal.state.md.us

Mission Statement

The mission statement of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long – and short – term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

Vision Statement

Charles County is a place where all people thrive and businesses grow and prosper;
where the preservation of our heritage and environment is paramount;
where government services to its citizens are provided at the highest level of excellence;
and where the quality of life is the best in the nation.

Charles County Government
Department of Planning and Growth Management
200 Baltimore Street, P.O. Box 2150, La Plata, MD 20646
(301) 645-0692 or (301) 870-3935 Fax: (301) 645-0575
www.charlescountymd.gov
Inspections: (301) 870-8710 or (301) 645-3302

BUILDING AND ZONING PERMIT APPLICATION

FOR OFFICE USE ONLY
Date Received: _____
Permit Number: _____
Revision To: _____
Plans on File #: _____
Same Day: Y or N
Time Received: _____

Property Tax Number **OR** **Tax Map** **Parcel** **Grid**

Property Owner(s) Name **Address/E-Mail Address** **City, State** **Zip** **Phone No.**

Applicant(s) Name **Address/E-Mail Address** **City, State** **Zip** **Phone No.**

Contractor's Name **Address/E-Mail Address** **City, State** **Zip** **Phone No.**

MD Homebuilders Registration No. **MD Home Improvement No.** **MD State License No.**

Job Address (ADC Map #, House #, Street, City, etc.)

Subdivision Name **Lot No.** **Section** **Block** **Acreage**

General Description of Work and Intended Use:

Total Disturbed Area	**Flood Plain Elevation**	**Front Yard Setback**	**Rear Yard Setback**	**Right Yard Setback**	**Left Yard Setback**

State Road: [] Yes [] No
County Road: [] Yes [] No
PDRB Approval: [] Provided [] Exempt

Chesapeake Bay Critical Area: [] Yes [] No
Resource Protection Zone: [] Yes [] No
Development District: [] In [] Out

Stormwater Management:
[] Provided [] Exempt [] Waived

Total Floor Area: _____
No. of Stories: _____
No. of Bedrooms: _____

No. of Full Bathrooms: _____
No. of ½ Bathrooms: _____
Rough-In Only: _____

Public: [] Water [] Sewer
Private: [] Well [] Septic
Food/Drink: [] Yes [] No

Related Permits Required:
Electrical: [] Yes [] No
Plumbing: [] Yes [] No
Mechanical: [] Yes [] No

Estimated Construction Cost (Building Cost Only):

Commercial Business Trading As:

OFFICE USE ONLY

Application Fee: _____
Plan Review Fee: _____
Soil Conservation Fee: _____
Inspections: _____
_____
_____
Total: $_____

Name on Check: _____

Treasurer's Validation

CAUTION: I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the OWNER assumes full responsibility for this application and for the construction and will comply with all provisions of the Charles County ordinances and State laws whether herein specified or not. I/we further understand that to start construction before a building permit is issued and to use and occupy the premises before a Use and Occupancy Certificate is obtained is in violation of the law.

Signature of Owner or Authorized Agent | Printed Name | Date | Permit Specialist Initials

MARYLAND DEPARTMENT OF THE ENVIRONMENT
Air and Radiation Management Administration / Asbestos Division
1800 Washington Boulevard, STE 725 Baltimore, MD 21230-1720
(410) 537-3200 •1-800-633-6101 • www.mde.state.md.us

Notification of Intent to Demolish
Project Information

Structure Owner

Name:
Address:
City: State: Zip:
Contact Name:
Phone Number:

Structure Information

Building Name:
Address/Location:
City: State: Zip:
Age (years): Size (sq. ft.):
Present Use of Building:
Prior Use of Building:

Demolition Contractor:
Address:
City: State: Zip:

Dates of renovation, demolition or fire training burn:
Start Date:
End Date:

Means of Demolition:

Note: Federal regulations prohibit the intentional burning of any structure, including single-family homes, that have asbestos containing materials (ACMs), including floor tiles and exterior shingles.

Date of Inspection:

Note: You must inspect the structure of the presence of ACMs prior to demolition.

Are any ACMs present? ◯ Yes ◯ No

Friable materials (can be crumbled under ordinary hand pressure), usually associated with thermal systems or fire-proofing, must be removed by a licensed asbestos contractor before demolition. You may remove exterior shingles, with care, on your own. Call your local Health Department or landfill for disposal instructions.

MDE Sign-Off:
MDE Sign-Off Date:

CHARLES COUNTY FOREST CONSERVATION ORDINANCE
DECLARATION OF INTENT
SINGLE LOT EXEMPTION

Tax Account Number _____ Tax Map _____ Parcel Number _____ Lot No._____

Name(s) of Property Owner(s) _____

Address and/or location of property _____

I (We), _____, the Owner(s) of the real property located at _____ as described as _____ hereby declare my (our) intention to meet the requirements for an exemption under the *Single Lot Exemption* of the Charles County Forest Conservation Ordinance (§298-4.H of the Charles County Code) for five (5) years.

Under this Declaration of Intent, I (we) propose to disturb _____ square feet of forest. I (We) have included a sketch map or site plan showing approximate existing forest cover and the forest area to be cleared.

Is the property for which this Declaration of Intent being filed subject to either (please indicate yes or no):

_____ A previously approved Forest Conservation Plan; or
_____ A previous Declaration of Intent

This declaration grants an exemption for (name of activity) _____ conducted on an existing single lot based on the *Single Lot Exemption* of the Charles County Forest Conservation Program. If the Owner makes application for an additional activity regulated under the Forest Conservation Ordinance on all or part of the lot within a five (5) year period, the County Commissioners of Charles County shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance. If the owner cumulatively clears more than 20,000 square feet of forest without an approved Forest Conservation Plan, or violates the requirements of a previous Forest Conservation Plan on all or part of the lot within the five (5) year period, the County Commissioners of Charles County shall require the Owner to satisfy requirements established in the Charles County Forest Conservation Ordinance, and may also assess a non-compliance fee of $0.30 per square foot for forested areas disturbed in violation of this exemption.

I (We) declare under the penalties of perjury, that I (we) have examined this declaration, including any accompanying forms and statements, and the information contained herein, to the best of my (our) knowledge, information, or belief, is true, correct, and complete.

Property Owner(s) Signature(s)	Date
_____	_____
_____	_____

Building Permit No. _____

Charles County Government Department of

Planning and Growth Management P.O. Box 2150

La Plata, MD 20646

DEMOLITION APPLICATION FORM

1. Provide the Permit Specialist with a completed copy of this form, a Building Permit Application form and two copies of a site plan showing the location of the structure to be demolished.
2. Reference – The International Building Code, 2015 Section 3303, Demolition.
   a. Section 3303.4 Vacant Lot – Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.
   b. Section 3303.5 Water Accumulation – Provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.
   c. Section 3303.6 Utility Connection – Service utility connections shall be disconnected and capped in accordance with the approved rules and the requirements of the applicable governing authority.
3. Provisions shall be made to control water run-off and erosion. If the demolition activity will require excavation, has a written notice been provided to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings will be protected? □ **Yes** □ **No** □ **N/A**
4. Have all utilities have been properly notified of the proposed demolition? □ **Yes** □ **No**
   If **NO**, contact Codes, Permits and Inspection Services, Government Building, La Plata (301) 645 0692.
5. Will you be burning debris at the demolition site? □ **Yes** □ **No**
   If **YES**, contact the Environmental Health Services, 4545 Crain Highway, White Plains at (301) 609 6751 for the required Burning Permit.
6. Will any debris or construction material be disposed of on the demolition site? □ **Yes** □ **No**
   If **YES**, contact Codes, Permits and Inspection Services, Government Building, La Plata at (301) 645 0618.
7. Will any debris or construction material be removed from the site? □ **Yes** □ **No**
   If **YES**, give the exact location of dumping site: _____
   _____
8. Upon completion, contact the inspection agency at (301) 645 3302 or (301) 870 8710 for the required final inspection.
9. Age of the building: _____ Type of Building (dwelling, barn, church, etc.): _____

   Type of Construction (brick, stone, frame, etc.): _____
   New Construction Planned? □ **Yes** □ **No** Registered Historic? □ **Yes** □ **No**

I/WE HAVE CAREFULLY EXAMINED AND READ THE ABOVE APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT, AND THAT IN DOING THIS WORK, ALL PROVISIONS OF CHARLES COUNTY CODES, ORDINANCES, AND STATE LAWS WILL BE COMPLIED WITH, WHETHER HEREIN SPECIFIED OR NOT.

_____ _____

Signature of Owner or Authorized Agent Date

CHARLES COUNTY GOVERNMENT
DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT
P.O. BOX 2150, LA PLATA, MARYLAND 20646

CODES, REGULATIONS AND STANDARDS
FOR CONSTRUCTION IN CHARLES COUNTY

January 1, 2016

1. International Building Code/2015, International Mechanical Code/2015 and the International Energy Conservation Code/2015 as amended by periodic supplements and Charles County Bill No. 2015-05.

2. International Residential Code/2015 as amended by periodic supplements and Charles County Bill No. 2015-05.

3. National Electrical Code/2014

4. International Existing Building Code/2015 **(existing structures more than one year old)**

5. 2015 International Plumbing Code

6. 2015 International Fuel Gas Code

7. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code

8. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law

9. Code of Maryland Regulation 29.06.01 State Fire Prevention Code Incorporated by reference: NFPA 101 Life Safety Code/2015 and NFPA 1 Fire Code/2015

10. Code of Maryland Regulations 10.15.03 - Food Service Facilities

11. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal

12. 2015 International Property Maintenance Code