



# CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**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.
- Completed 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.**
- 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.



# CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

**BUILDING PERMIT PLAN REVIEW CHECKLIST FOR DEMOLITION:  
ENTIRE STRUCTURES, PARTIAL STRUCTURES, ACCESSORY STRUCTURES, INTERIOR ONLY**

Complete sets of scaled plans minimum  $\frac{3}{16}$ " to one foot or  $\frac{1}{4}$ " to one foot scale is required  
(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**

Permits

1 East Franklin Street  
 Hagerstown, Maryland 21740  
 (301) 739-8577 ext 123



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**

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

**SECTION II – PROPERTY INFORMATION**

Address of Jobsite _____	Property Owner(s) Name(s) _____
Lot No. _____ Suite No. _____  Subdivision Name: _____	Property Owner(s) Address _____ _____ Phone: _____ Cell Phone: _____

**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  
 Oct2025/pah

\_\_\_\_\_  
 Association with project