

BUILDING DEMOLITION PROCEDURES

GENERAL INFORMATION

1. Permits are required to construct, enlarge, alter, or demolish a structure within the City of Gaithersburg per Chapter 5 of the City Code. (City Code Chapter 5, SubSection 3303.1)
2. All requests for building demolition shall be reviewed and approved by the Mayor and City Council of Gaithersburg, with exception to those structures which are ordered to be demolished by the City Code Official.
3. The applicant is required to submit the following documents prior to the issuance of each demolition permit by the City of Gaithersburg:
 - a. File a permit and application fee. Refer to current **fee schedule**.
 - b. Provide copies of letters sent to adjacent property owners providing notification of the pending demolition
 - c. Submit letters from all applicable utility companies certifying that their services have been disconnected from the subject building i.e., electricity, gas, water, sewer, telephone, cable) in advance of the proposed work.
 - d. Post a bond for the total cost of demolition and stabilization of the site.
 - e. Prepare a photographic record essay (black and white, photographic paper only) of the building (building elevations to include all four (4) sides) and premises prior to proposed demolition.
 - f. Provide certification of the required hazardous materials survey and remediation efforts and methods of same (if found by the survey) from the property. (e.g. asbestos, lead, mercury, PCB's)
 - i. Provide written verification by a licensed HVACR mechanic/contractor (in the State of Maryland) that all fluids and refrigerants have been lawfully processed, disposed of, and/or removed from the property.
 - ii. All pressurized cylinders (existing fire suppression equipment, oxygen, carbon dioxide, etc.) must be properly removed by competent service personnel before demolition begins.
4. All City sediment control requirements and codes must be met and will be discussed with the contractors at the required pre-construction meeting prior to commencement of work.