



TOWN OF BEL AIR BUILDING PERMITS DIVISION

Stephen D. Kline
Director of Public Works/Building Official

INFORMATION FOR HOMEOWNERS & LICENSED CONTRACTORS

RECOMMENDED CONSTRUCTION GUIDELINES

DEMOLITION CHECKLIST & PERMIT APPLICATION

Submit Permit Documents to:

Chrissy Mullaney, Building Permits Clerk
705 Churchville Road
Bel Air MD 21014
Ph: (410)638-4546 Fax: (410) 838-0775
Email: cmullaney@belairmd.org



TOWN OF BEL AIR BUILDING PERMITS DIVISION

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DEMOLITION / RENOVATION CHECKLIST

If you own a building constructed or significantly modified prior to 1990, it may contain asbestos. The OSHA regulation 29 CFR 1910.1101 requires owners to know the condition of asbestos in their buildings and if tenants and/or employees are being exposed. If you are planning a renovation or demolition, EPA regulations under National Emission Standards for Hazardous Air Pollutants (NESHAPS), 40 CFR 61, Part M require you to know the extent of asbestos in your building prior to the start of work.

- 1) ___ CONTRACTOR must be licensed by the State of Maryland. (Go to www.mde.state.md.us to apply for License to Remove/Encapsulate Asbestos in the State of Maryland.)
- 2) ___ "Notification of Intent to Demolish Project Information": You must submit the enclosed form to the Department of the Environment & provide a completed copy to the Town of Bel Air:
 MARYLAND DEPARTMENT OF THE ENVIRONMENT
 Air and Radiation Management Administration / Asbestos Division
 1800 Washington Boulevard, Ste 725
 Baltimore, Maryland 21230-1720
 (410) 537-3200 * 1-800-633-6101 * www.mde.state.md.us
- 3) ___ Submit one (1) site plan along with permit application.
- 4) ___ Notification to all adjoining property owners by certified/registered mail and copy of such written notice w/return receipt furnished to the Town.
- 5) ___ Notification from all utility companies (gas & electric, water, phone, cable, sewer (Town) -- verbally or in writing that the service has been satisfactorily disconnected/turned off at the subject job site.
- 6) ___ MARYLAND DEPARTMENT OF THE ENVIRONMENT APPROVAL REQUIRED PRIOR TO ISSUANCE (provide documentation).
- 7) ___ Pre-demolition meeting held with the Town Building Official.

JOB LOCATION: _____

PERMIT NO.: _____

I HAVE READ AND FULLY UNDERSTAND THE ABOVE DEMOLITION/RENOVATION CHECKLIST REQUIREMENTS.

Witness (print name)

Authorized Agent/Owner (print name)

Witness (signature)

Authorized Agent/Owner (signature)

{Signed copy to be placed in Permit File}



**TOWN OF BEL AIR
PROPERTY OWNER AUTHORIZATION**

I, We, _____, hereby authorize
(Property Owner(s) – Please Print)

_____, representative for _____,
(Applicant's Name) (Company, Firm, Organization)

to make application for a _____ to
(Type of Permit)

(Description of Proposed Work)

at _____.
(Property Location)

Property Owner's Signature

Date

Address: _____

Phone: _____ E-Mail: _____

National Emission Standards for Hazardous Air Pollutants (NESHAPS) 40 CFR 61, Part M

- YOU MAY NOT CONDUCT ASBESTOS REMOVAL OR ENCAPSULATION ACTIVITIES IN MARYLAND WITHOUT A VALID AND CURRENT ASBESTOS CONTRACTOR'S LICENSE. (Go to www.mde.state.md.us to apply for License to Remove/Encapsulate Asbestos in the State of Maryland.)
- YOU MUST SUBMIT THE ENCLOSED FORM TO DEPARTMENT OF THE ENVIRONMENT & PROVIDE A COMPLETED COPY TO THE TOWN OF BEL AIR:

“Notification of Intent to Demolish Project Information”

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

- YOU MUST PROVIDE documentation to the Town of Bel Air Building Official:
APPROVAL FROM THE MARYLAND DEPARTMENT OF THE ENVIRONMENT
prior to a demolition permit being issued by the Town.

**TOWN OF BEL AIR
BUILDING PERMITS DIVISION
Stephen D. Kline
Director of Public Works/Building Official
(410) 638-4546**

FOR MDE USE ONLY

Notification # _____

Postmark Date: _____

Date Received _____

MARYLAND DEPARTMENT OF THE ENVIRONMENT
Air and Radiation Management Administration / Asbestos Division
1800 Washington Boulevard, STE 725 Baltimore, MD 21230-1720
Phone (410) 537-3200 • Fax 410-537-3924
www.mde.state.md.us/asbestos
demo.mde@maryland.gov

NOTE:
Please email to
demo.mde@maryland.gov
or fax to 410-537-3924

Notification of Intent to Demolish Project Information

Structure Owner

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

Structure Information

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

Type of Operation (check one): Demo Ordered Demo Fire Training

Demolition Contractor: Dates of renovation, demolition or fire training burn:
Address: Start Date:
City: State: Zip: End Date:
Contact Name: Hours of Operation:
Phone Number: Fax Number:

Means of Demolition:

Emergency Demolition (complete only if this project is an Emergency Demo.)

1. Attach a copy of the Order to this notice:
2. Name of Authority Issuing Order: _____ Title: _____
3. Authority of Order (Citation of Code): _____
4. Date of Order (MM/DD/YY): _____ Date Ordered to Begin _____

Description of procedures to be followed in the event that unexpected RACM is found or non-friable ACM becomes crumbled, pulverized, or reduced to powder.

[Empty box for description of procedures]

Note: Federal regulations prohibit the intentional burning of any structure, including single-family homes, which 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 & Date:

[Empty box for MDE Sign-Off & Date]

INSTRUCTIONS

1. Structure Owner

2. Structure Information

- a. Building Name (ex: Former Montgomery Wards Building)
- b. Address- Please give the correct address. (ex: 1800 Washington Blvd)
- c. City
- d. Age
- e. Present Use of Building (ex: offices)
- f. Prior Use of Building (ex: commercial)

3. Type of Operation

4. Demolition Contractor

5. Dates of renovation, demolition or fire training

- a. Start Date: (Date you are planning to start). If this is a commercial building, former commercial building, school, apartment complex, rental home with more than four apartment units this project needs to be notified at least **10 WORKING DAYS** prior to the demolition.
- b. End Date: (Date you are ending)
- c. Hours of Operation: (ex M-F 0700-1530, ex: Sat-Sun 8AM-12:30 PM)

6. Means of Demolition

7. Emergency Demolition

8. Description of Procedures to be followed in the event that unexpected RACM is found or non-friable

ACM becomes crumbled, pulverized, or reduced to powder

- a. If friable acm (ex: pipe insulation) is found it will need to be removed by a licensed asbestos contractor.
- b. If non-friable ACM becomes friable it will need to be removed by a licensed asbestos contractor.

9. Date of inspection (ex: the date the building was inspected for asbestos)

10. Are any ACMs present that will be staying in place for the demolition? (ex: floor tile, mastic)

- a. If floor tile and mastic are in good condition they can stay during the demolition and be disposed of as construction debris at a C& D landfill.
- b. If you are planning to recycle the concrete pad then you will need to remove the floor tile and mastic beforehand.

The Notice of Intent to Demolish form can be faxed to the Maryland Department of the Environment Asbestos Division at 410-537-3924 or emailed to demo.mde@maryland.gov . If you have any questions please call the Asbestos Division at 410-537-3200.