



101 S. MAIN ST, GALENA, MARYLAND 21635  
 410.648.5151  
 info@townofgalena.com  
 www.townofgalena.com

# RAZING OF A BUILDING

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REVISED 02/19/2026

PERMIT # <b>20</b> -	\$0.15/SQ FT OR MINIMUM OF \$100 + MDIA INSPECTION FEES:	TODAY'S DATE:	ACCEPTED BY:
P. O. NAME:		PHONE:	
ADDRESS:		EMAIL:	
SITE ADDRESS: <b>GALENA, MD 21635</b>		<ul style="list-style-type: none"> <li>• Permits shall be issued only in the name of the property owner on which the access is to be constructed, reconstructed, or where a change of uses occurs.</li> <li>• No work can begin until you receive the approved Permit, <b>NO EXCEPTIONS.</b></li> <li>• The P.O. is responsible for calling Miss Utility &amp; all markings must be complete before work can start.</li> <li>• *M.D.I.A. Inspection fees and Engineering Review Fees are in addition to the Town Permit Fees.</li> <li>• <b>FINAL AS BUILTS REQUIRED</b></li> <li>• <b>MUST PROVIDE A COPY OF MD STATE GENERAL CONTRACTOR'S STATE LICENSE</b></li> </ul>	
TAX MAP: <b>300</b> PARCEL:	LOT/UNIT: SUBD:		
RENTAL PROPERTY? <input type="radio"/> Y <input type="radio"/> N			

DEMO START DATE:			
CONTRACTOR'S NAME:		CONTRACTOR'S CELL:	
CONTRACTOR'S ADDRESS:			
CITY:	STATE:	ZIP:	
G.C. LIC #:			
STRUCTURE SIZE	HEIGHT:	#OF STORIES:	APPROX SQ FT:
MANNER OF PROTECTING SIDEWALKS & PUBLIC WAYS: (i.e., Roping off, Fencing, Overhead Protection)			
The owner hereby certifies that the adjoining property owners have been notified of the intention to demolish the main structure. _____ (Initials)			

**DEMOLITION REGULATIONS**

- 1) All measures required by the Zoning Coordinator for the enclosure of the site and the protection of the public shall be completed before the work of demolition is commenced.
- 2) The contractor shall be responsible for notifying the owners of all public utilities such as gas, electric, water, & Sewer service and arrange for the disconnection of such services.
- 3) A competent foreman shall be in charge of the work at all time
- 4) Waste materials shall be removed promptly from the site and stored in a manner so as not to create a fire hazard or nuisance to adjoining properties.
- 5) Upon completion of the work, the site shall be completely clean of debris and all damage to sidewalks and streets shall be repaired. All cellars and excavations shall be adequately barricaded or back-filled to grade and stabilized.
- 5) Adequate measures shall be taken by the contractor to protect the adjoining property. In the event of any damage to adjoining property, all work shall be stopped until necessary preventive measures have been taken.

SIGNATURE:	DATE:
PRINT:	PHONE:

THE FOLLOWING APPROVALS ARE REQUIRED IN ORDER FOR A DEMOLITION PERMIT TO BE ISSUED	
APPROVED BY: <b>KENT COUNTY PUBLIC WORKS</b>	
NAME:	DATE:
APPROVED BY: <b>TOWN OF GALENA ZONING COORDINATOR</b>	
NAME:	ISSUE DATE:
	EXPIRATION DATE:



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## REQUIREMENTS OF DEMOLITION OF BUILDINGS

A permit application and construction documents shall be submitted for each structure to be demolished.

These regulations shall control all matters concerning the demolition of all buildings and structures. Additionally to ensure public safety, health, and welfare insofar as they are affected by building demolition, and in general, to secure safety to life and property from all hazards incident to the removal or demolition of buildings, structures, or premises.

The application for a permit shall be accompanied by a site plan showing to scale the size and location of all existing structures and construction that is to remain on the site. The site plan shall show, distances from lot lines, the established street grades, and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey.

Before a structure is demolished or removed, the owner or contractor shall notify all utilities having service connections within the structure such as water, electric, gas, sewer, and other connections. A permit to demolish or remove a structure shall not be issued until all releases have been obtained from the flowing agencies, providing confirmation that the utilities have been disconnected and all issues have met their satisfaction. The contractor shall have all sewer, water, and gas lines removed and capped at the edge of the property. The contractor shall coordinate with the Kent County Public Works to ensure proper disconnection of the water and sewer.

All demolition work will be done in accordance with the Town, County, and State and other applicable laws.

The contractor will erect any barriers/ fencing, silt fences, etc. as required by the town, county, and state and necessary to keep pedestrians off of the property during demolishing work. All safety barriers will be removed upon completion of work.

All work is to be conducted in compliance with generally accepted safety standards, with no damage or disruptions to adjacent property, utilities, and town sidewalks and streets.

### Asbestos

Maryland Department of the Environment requires any building (residential or commercial) undergoing renovating or demolition for the structure to be inspected for asbestos prior to permitting issuance. Residential owners may submit a letter stating there is no asbestos located on the site. However, if asbestos is found during construction, owners must stop work and contact MOE. For commercial buildings, a copy of an environmental report indicating there are no hazardous materials on the site or in the building. **If hazardous materials are found, proof of satisfactory removal and/or a completed MDE form 259 will be required prior to permit issuance.**

The applicant shall request and receive permission of the adjacent owner(s) of each potentially affected adjoining lot, building, or structure if demolition will require entering onto, or access to or through their property is necessitated by the proposed work. If allowed to enter the adjoining lot, building or structure, the person causing the demolition or excavating to be made shall at all times and at this or her own expense preserve and protect the lot, building or structure from damage or injury. If not allowed to enter the property, it shall be the duty of the owner of the adjoining lot, building, or structure to make safe his or her own property.

Demolition work may not occur between the night time hours of 9:00 PM - 8:00 AM Monday through Friday. Or between 9:00 PM - 9:00 AM Saturday, Sunday, or Federal Holidays. Failure to comply with the Noise Ordinance requirements for the Town of Galena may result in the issuance of a citation.

Whenever a structure is demolished or removed, the premises shall be maintained free from all unsafe or hazardous conditions by the property regulation of the lot, restoration of established grades, and the erection of the necessary retaining walls and fences in accordance with the provisions of 2021 International Building Code.

Every excavation or area of construction on a site located five (5) feet (1524 mm) or less from the street lot line shall be enclosed with a barrier not less than six (6) feet (1829 mm) high to prevent the entry of unauthorized persons.

Where located more than five (5) feet (1524 mm) from the street lot line, a barrier shall be erected where required by the code official.

All waste materials shall be removed in a manner, which prevents injury or damage to person, adjoining properties, and public rights-of-way.

All buildings under demolition shall be provided with at least one (1) portable fire extinguisher with a minimum 2-A;20-B-C rating at each exit on all floor levels where combustible materials have accumulated. A portable fire extinguisher with a minimum 2-A;20-B-C rating shall also be provided in every striate and construction shed.

Additionally, at least one (1) portable fire extinguisher shall be provided where a special hazard, such as flammable or combustible liquid storage exists.

Wherever the ground is excavated under the sidewalk, a sidewalk bridge shall be constructed in accordance with the 2021 International Building Code.

Sidewalk sheds, underpinning and other temporary protective guards and devices shall be installed in accordance with the 2021 International Building Code.

Where a structure has been demolished or removed and a building permit has not been approved, the vacant lot shall be filled, graded, and maintained in conformity to the established elevation of the street grade at curb level nearest to the point of demolition of excavation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

Construction materials and equipment shall not be stored on the street without a permit issued by the administrative authority having jurisdiction. Where so stored, such materials or equipment shall not unduly interfere with vehicle traffic or the orderly travel of pedestrians on the highway or street. The piles shall be arranged to maintain a safe walkway not less than four (4) feet (1219 mm) of a street intersection or placed so as to obstruct normal observations of traffic signals or to hinder the use of public transit loading platforms.

Material shall not be dropped by gravity or thrown outside the exterior walls of a building during demolition or erection. Wood or metal chutes shall be provided for the removal of such materials. Where the removal of any material will cause an excessive amount of dust, such material shall be wet down to prevent the creation of a nuisance. All interior sidewalks/walkways (not Town sidewalks) shall be removed and backfilled with topsoil, graded and seeded.

Upon completion of work, the site and sidewalks will be policed of debris and trash and will present a neat appearance. It will be the demolition contractor's responsibility to call the Town of Galena for a final inspection 24 hours in advance.