

# PERMIT GUIDE FOR DEMOLITION



[www.talbotcountymd.gov](http://www.talbotcountymd.gov)

215 Bay Street, Suite 3  
Easton, MD 21601  
410-770-6840



The Office of Permits and Inspections  
Talbot County, Maryland

## Zoning Certificate

- A zoning certificate is required prior to demolition in Talbot County. A zoning certificate application may be obtained from the Talbot County Department of Permits and Inspections located at 215 Bay Street, Suite 3, Easton, Maryland. Applications are accepted between 8:00 a.m. and 4:00 p.m. Monday – Friday. No fee is required for the permit. Each applicant is required to fill out the **permit application** and **demolition information sheet** and sign and date the bottom of each obtained at our office.

## Site Drawings/Site Plans

Submit **four (4)** Site Plans showing the following: Drawn to a standard engineering scale of 1"=10', 1"=20', 1"=50' etc. with scale noted on plan..

### **Be sure to show structure to be demolished**

- The site plan and all existing and proposed structures and improvements including accessory utility equipment (ex: HVAC, generators) and propane

fuel tanks shall be drawn to the same scale.

- Location and dimensions of all roads, easements, property lines and natural features.
- Setbacks from property boundary lines, shorelines, streams, and wetlands to the proposed structure(s).
- All structures shall be shown on site plans and be properly labeled in order to be accepted.
- The location of the existing septic system and the Sewage Disposal Area (SDA) if applicable. Include the location of the septic tank(s) and the location of the distribution system (tile fields & distribution box or dry well). *If the applicant is unclear as to the location of the SDA, the applicant may contact the Office of Environmental Health to review the records. If an approved SDA exists on site, both the SDA and septic system must be shown on the plan.*
- The location of the well, labeled as existing or proposed.
- The location of the driveway, labeled as existing or proposed.

- For property served by a well and/or septic systems, the County Environmental Health Department will review the project for compliance with appropriate setback requirements.
- Please obtain a copy of a demolition form from our office or website describing how structure will be demolished and how rubble will be disposed.
- Photographs of the structure to be demolished are also required.
- After permit issuance the applicant is required to contact the Office of Permits and Inspections at 410-770-6840 for a final inspection upon completion of the demolition.
- Construction must begin within 9 months and be completed within 18 months.
- A Certificate of Completion will be issued only after the project has passed all required inspections.

Please contact the Office of Permits and Inspections at 410-770-6840 with any questions or our website for obtaining a permit package of requirements and application forms.

*Demo Permit Guide*

n:\permits & inspections\brochures\revised brochures  
2015\demolition permit guide new 2015.docx

**This permit guide *may not* address all situations but is intended to provide general information for the permitting process.**