



# DUPLICATE DOCUMENT REQUEST FORM

Department of Housing and Community Development  
Permits and Codes Enforcement Division  
417 East Fayette Street, Suite 100  
Baltimore, Maryland 21202  
Phone: 443-984-1809 Fax: 410-545-1807

Email your completed form to:  
[DHCD.Permits@baltimorecity.gov](mailto:DHCD.Permits@baltimorecity.gov)

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Official Address for which information is being requested: \_\_\_\_\_

Years to research for your request: \_\_\_\_\_

**Please complete all of the above information. Incomplete forms will not be processed.**

### Permit Types

- Construction
- Electrical
- Mechanical
- Plumbing
- Razing
- Use

### Plans

- Site Plans
- Architectural Plans
- Structural Plans
- Mechanical Plans
- Electrical Plans
- Other, Specify \_\_\_\_\_

### Other Documents

- Permit Applications
- Inspection Notes
- Certificate of Completion
- Certificate of Occupancy
- Reports (e.g., Inspectors, Demolition, Correspondences, etc.)
- Other, Specify \_\_\_\_\_

Date Needed By \_\_\_\_\_ Date Issued \_\_\_\_\_ Issued By \_\_\_\_\_

Notes:

- (1) Turn around time is a minimum of 10 working days
- (2) The charges for copies or duplicates of permits, certificates, and other documents are:
  1. for photocopies of documents other than approved plans, \$1 for the 1<sup>st</sup> page and \$0.50 for each additional page,
  2. for duplicates of permits other than approved plans, \$10 for each duplicate issued and,
  3. for copies or duplicates of approved plans, \$10 per sheet plus any charge involved in reproducing them.

Exception: The fee for photocopies of violation notices, condemnation notices, and records related to either, will be waived if the notices are:

1. for a residential property, and
2. the copies and the fee waiver are requested by:
  - a. the current owner of the property, as evidenced by a recorded deed, or
  - b. a current occupant of the property, as evidenced by an executed lease or other record satisfactory to the Building Official