



— BALTIMORE CITY —  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

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# ePermits Application

## How to apply for a Combination Permit

(1-and 2-Family Dwelling Alterations and Electrical; HVAC&R; Plumbing; Gas)

1. Click on “Add Application”.



BALTIMORE CITY  
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Home > Code Enforcement > My Permit Application List  
Account: [REDACTED]

**My Permit Application List** Logout

Add Application License Management

2. Acknowledge statement.

Common renovation activities like sanding, cutting and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, the Environmental Protection Agency (EPA) issued the Renovation, Repair and Painting Rule (RRP Rule) that became effective on April 22, 2010. I understand that to comply with federal law any renovation, repair and painting work that disturbs lead-based paint in homes, child care facilities, and kindergartens built before 1978 must use certified renovators who follow specific work practices to prevent lead contamination. For more information go to the EPA website (<https://www.epa.gov/lead>) or call the National Lead Information Center at 1-800-424-LEAD.

I acknowledge that I have read and understand the statement above.

1. Complete “Project Information” section. Project Name and Your Role are mandatory fields.

2. Complete “Property Owner Information” section. Note: this information is for the legal owner of the property, **NOT** the lessee/tenant.

If the property owner is a business, complete this section of the form naming a contact person (an individuals first and last name) for the property owner.

**Project Information**  
Project Name:   
Your Role:   
Project Notes:

**Property Owner Information**  
Is the property owner a business entity? Yes  No

**Select Permit Category**  
Please review all options before making a selection  
(Please move the cursor over to see more information.)

- Residential (1 & 2 family dwelling units only): Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required)
- Residential: Minor interior/interior demo/exterior alterations (drawings NOT required)
- Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required)
- Residential: New construction/addition < 600 sq ft (drawings to scale required)
- Underpinning only (1 & 2 family dwelling units only)
- Non-Residential: Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required)
- Non-Residential: Exterior work (drawings to scale may be required)
- Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale may be required)
- Permit extension/Change(or Add) contractor (requires original permit number)
- Permit reinstatement (requires original permit number)
- Use and occupancy permit
- Razing or moving building/structure permit
- Work on BGE pole
- Please contact the Plans Examining Office at 410-396-3460 before proceeding. (Permit requiring plans review in the ePlans process.)

**Affidavit**  
The undersigned hereby certifies under penalties of perjury that he/she is the owner of the subject property, or is the duly authorized agent of the owner with full and specific consent and authorization to act for the owner for this application. Undersigned further certifies that he/she has examined this application, including any accompanying plans, and that the proposed work subject to the Building, Fire, and Related Codes of Baltimore City (BFCRBC) and other applicable laws and ordinances is a true, accurate, and complete statement of the work applied for in this application, and any incorrect, inaccurate, or incomplete information may result in the voiding of this permit pursuant to the BFCRBC. Undersigned further certifies that the owner or their duly authorized agent shall comply with all local, State, and Federal provisions, laws, and ordinances. You agree your electronic signature is the legal equivalent of your manual signature on this application. By entering your name you consent to be legally bound by this application's terms and conditions.

Affidavit:

3. In the “Select Permit Category,” section select the appropriate “Residential” work option for the work you are performing. Click on the icon at the end of each option for more information on that option.

4. Read and sign the “Affidavit”.

5. Click to continue.

**Property Owner Information**  
Is the property owner a business entity? Yes  No

Company Name:   
Phone:   
Address 1:   
Address 2:   
City:   
State:   
Zip:

**Business Entity Contact Information**

First Name	Last Name	Phone #	Address	City	State	Zip
<input type="text"/>	<input type="text" value="(Select One)"/>	<input type="text"/>				

1. Answer Yes or No for each question. If you select Yes for "Exterior Work" there are additional options.

**Please select Yes or No for a**

Electrical Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Mechanical Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Plumbing Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Gas Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Exterior Work	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Fence	Yes	<input type="radio"/>	No	<input type="radio"/>
Grading	Yes	<input type="radio"/>	No	<input type="radio"/>
Paving	Yes	<input type="radio"/>	No	<input type="radio"/>
Ramp	Yes	<input type="radio"/>	No	<input type="radio"/>
Retaining Wall	Yes	<input type="radio"/>	No	<input type="radio"/>

BALTIMORE CITY  
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

Back Logout Project Name: [REDACTED]

**1 Step 1** Permit Information | **2 Step 2** Fixture Information | **3 Step 3** Contractor Information

**Permit Information/Property Address** ?

**Please select Yes or No for all questions.**

Electrical Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Any work on new HVAC, Plumbing & electrical lines/devices outside of the building?	Yes	<input type="radio"/>	No	<input type="radio"/>
Mechanical Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Will there be any change in any land use on any part of this parcel?	Yes	<input type="radio"/>	No	<input type="radio"/>
Plumbing Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Are you changing the total number of dwelling/rooming/efficiency units?	Yes	<input type="radio"/>	No	<input type="radio"/>
Gas Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Are you adding onto the exterior of any structure on this parcel?	Yes	<input type="radio"/>	No	<input type="radio"/>
Exterior Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Are you increasing the number of parking spaces?	Yes	<input type="radio"/>	No	<input type="radio"/>
					Are you constructing a new sign?	Yes	<input type="radio"/>	No	<input type="radio"/>
					Are you increasing the size of any authorized sign?	Yes	<input type="radio"/>	No	<input type="radio"/>

[Click Here To Enter Permit Address](#)

Previous Next Submit

2. Answer Yes or No for each question.

3. Click to enter property address where work will be performed.

### Please Enter Address

House/Building #	Dir	Street Name
<input type="text" value="Street # Only"/>	<input type="text" value="▼"/>	<input type="text" value="Street Name"/>

1. Enter the address where the work is being performed.

Application for Permit Category:

**Residential: Minor interior/interior demo/exterior alterations (drawings NOT required)**

2. Enter the "Total Estimated Cost" of the entire project.

1. The address and owner information will populate here.

3. Enter the "Cost for Exterior Work" however, if you selected fence, grading, paving, ramp, or retaining wall on the previous screen **DO NOT** include that cost under the "Cost for Exterior Work".

5. If "Yes" to "Interior Demo" you will need to select the Interior Demo Category. Note: Category III requires a licensed contractor.

6. Answer Yes or No to these two items.

4. Enter the interior alteration square footage. Enter zero (0) if none.

Interior Demo: Yes  No   
Interior Demo Category: I  II  III

8. Enter the existing and proposed dwelling unit count. If none enter zero (0).

7. From the dropdown menus select the "Existing Use" and the "Proposed Use" of the property.

10. Click "Save"

9. Enter a detailed description of the work you are going to perform.

**Please Enter Address**  
House/Building #  Dir  Street Name  Street Type  Unit/Apt Num

Block:  Lot: , Owner:

**Please Enter Building and Construction Info**  
Total Estimated Cost  Cost for Exterior Work  Interior Alteration Measure Square Footage

Interior Demo: Yes  No   
Building Fully Sprinklered: Yes  No  Work Outside of the Property Line: Yes  No

Existing Use (Select One)  Proposed Use (Select One)

Existing Dwelling Unit Count  Proposed Dwelling Unit Count

**Please Enter Work Description**  
Please key in detailed permit description.

**Please Enter Your Notes**  
Optional

Save Close

Application for Permit Category:

**Residential: Interior/exterior alterations (or demolition) (drawings to scale may be required)**

1. The address and owner information will populate here.

2. Enter the “Total Estimated Cost” of the entire project.

5. Enter the building volume for the addition. Enter zero (0) if none.

3. Enter the “Cost for Exterior Work” however, if you selected fence, grading, paving, ramp, or retaining wall on the previous screen **DO NOT** include that cost under the “Cost for Exterior Work”.

4. Enter the interior alteration square footage. Enter zero (0) if none.

**Please Enter Address**

House/Building #  Dir  Street Name  Street Type  Unit/Apt Num

**Block:**  **Lot:**  **Owner:**

**Please Enter Building and Construction Info**

Total Estimated Cost  Cost for Exterior Work  Interior Alteration Measure Square Footage

New/Addition Measure Building Volume

Structural Alteration Yes  No  Interior Demo Yes  No

Building Fully Sprinklered Yes  No  Work Outside of the Property Line Yes  No

Existing Use (Select One)  Proposed Use (Select One)

Existing Dwelling Unit Count  Proposed Dwelling Unit Count

**Please Enter Work Description**

Please key in detailed permit description.

**Please Enter Your Notes**

Optional

## Application for Permit Category:

### Residential: Interior/exterior alterations (or demolition) (drawings to scale may be required)

1. If “Yes” to “Structural Alteration” you will need to select “Yes” or “No” to additional items. Note: If you select “Yes” to “Underpinning” you need to “Close” the application and under the “Select Permit Category” section select “Underpinning”.

Structural Alteration Yes <input checked="" type="radio"/> No <input type="radio"/>	Underpinning Yes <input type="radio"/> No <input type="radio"/>	Interior Demo Yes <input type="radio"/> No <input type="radio"/>
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2. If “Yes” to “Interior Demo” you will need to select the Interior Demo Category. Note: Category III requires a licensed contractor.

Interior Demo Yes <input checked="" type="radio"/> No <input type="radio"/>	Interior Demo Category I <input type="radio"/> II <input type="radio"/> III <input type="radio"/>
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4. Enter the existing and proposed dwelling unit count.  
If none enter zero (0).

6. Click “Save”

**Please Enter Address**

House/Building #  Dir  Street Name  Street Type  Unit/Apt Num

**Block:**  **Lot:**  **Owner:**

**Please Enter Building and Construction Info**

Total Estimated Cost  Cost for Exterior Work  Interior Alteration Measure Square Footage

New/Addition Measure Building Volume

Structural Alteration Yes  No  Interior Demo Yes  No

Building Fully Sprinklered Yes  No  Work Outside of the Property Line Yes  No

Existing Use (Select One)  Proposed Use (Select One)

Existing Dwelling Unit Count  Proposed Dwelling Unit Count

**Please Enter Work Description**

Please key in detailed permit description.

**Please Enter Your Notes**

Optional

3. From the dropdown menus select the “Existing Use” and the “Proposed Use” of the property.

5. Enter a detailed description of the work you are going to perform.



# BALTIMORE CITY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

[Back](#) [Logout](#) Project Name: [REDACTED]

**1 Step 1**  
Permit Information

**2 Step 2**  
Fixture Information

**3 Step 3**  
Contractor Information

**Permit Information/Property Address** ?

**Please select Yes or No for all questions.**

Electrical Work Yes  No  Any work on new HVAC, Plumbing & electrical lines/devices outside of the building? Yes  No

Mechanical Work Yes  No  Will there be any change in any land use on any part of this parcel? Yes  No

Plumbing Work Yes  No  Are you changing the total number of dwelling/rooming/efficiency units? Yes  No

Gas Work Yes  No  Are you adding onto the exterior of any structure on this parcel? Yes  No

Exterior Work Yes  No  Are you increasing the number of parking spaces? Yes  No

Are you constructing a new sign? Yes  No

Are you increasing the size of any authorized sign? Yes  No

Property Address & Work Description:  (click to edit)

Previous
Next
Submit

Note: This example is for alterations and electrical work, but follow the same process if you select other types of work to perform.

1. Click "Next".



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Account: [REDACTED]

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Project Name: [REDACTED]

**1 Step 1**  
Permit Information

**2 Step 2**  
Fixture Information

**3 Step 3**  
Contractor Information

### Fixture/Attachment Info ?

[Add Electrical Fixtures](#)

[Upload File](#)

Upload File is Optional: If your application requires supporting documents (e.g., plans or drawings, owner verification, a CHAP Authorization to Proceed, or other attachments), please upload them here.

[Previous](#) [Next](#) [Submit](#)

Add Electrical Fixture

Type: (Select One)

Count:

Notes:

[Save](#) [Close](#)

Electrical Fixtures	
ID	Description

Add Electrical Fixture

Type: (Select One)

Count:

Notes:

[Save](#)

- (Select One)
- Branch Circuits/Feeders (# circuits)
- Conduits/Duct Banks (#FT)
- Electric Service >600 V (#AMPS)
- Electric Service Up to 600V (#AMPS)
- Electrical Meters - New
- Electrical Meters, Enlarge
- Electrical Meters, Existing
- Electrical Meters, Relocate
- Fixtures/Devices (#fixtures)
- Line Side Service Cable
- Low Voltage (#devices)
- Photovoltaic System
- Semiannual Maintenance Group (#amps)
- Sub feeders for additional meters only
- Tele Communication Hotels(#devices)
- TELE- GROUNDING/BONDING
- Tele-Antennas (#Devices)
- TELE-POWER SUPPLY (#devices)
- Temp Carnival Non Profit (#KW)

Add Electrical Fixture

Type:

Count:

Notes:

[Save](#) [Close](#)

Electrical Fixtures			
ID	Description	Count	Fee

Page 1 of 0

2. Select your fixtures from the dropdown menu.

1. Click "Add Electrical Fixtures" to add your fixtures to the case.

3. The item selected will be here. Complete the required field(s).

4. Click "Save".

Add Electrical Fixture

Type: (Select One) ▼

Count:

Notes:

Save

Close

Electrical Fixtures				
ID	Description	Count	Fee	
1				

2. Add as many fixtures as you need and "Save" after each entry. Click "Close" when finished.

1. The item you selected will be here.

3. If you need to upload a document click "Upload File".  
Note: Documents must be in a PDF format.

4. Drag the file here then click "Close".

Please click here or please drop files(PDF only) directly here.

Close

File Uploaded		
FileID	DateUpload	File Name

5. Click "Next".

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Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

Project Name: [REDACTED]

Back Logout

**1 Step 1** Permit Information

**2 Step 2** Fixture Information

**3 Step 3** Contractor Information

Fixture/Attachment Info ?

Edit Electrical Fixtures(1)

Upload File

Upload File is Optional: If your application requires supporting documents (e.g., plans or drawings, owner verification, a CHAP Authorization to Proceed, or other attachments), please upload them here.

Previous Next Submit

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Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

Back Logout Project Name: [REDACTED]

**1 Step 1**  
Permit Information

**2 Step 2**  
Fixture Information

**3 Step 3**  
Contractor Information

**Add Contractors** ?

Add Contractor

Primary Contractor is needed.  
Electrical Contractor is needed.

Previous Next Submit

1. Click here to add your contractor(s).

(Select One) ▼

(Select One)

Prime Contractor

Electrical Contractor

Plumbing Contractor

On-Site-Utility Contractor

Gas Fitter

HVAC Contractor

Engineer

Architect

Demolition Contractor

Name	Address

2. From the dropdown menu select the type of contractor.

3. If the "Prime Contractor" is the owner, select the "Prime Contractor" and then click the box next to "Owner As Prime Contractor".

Prime Contractor ▼

Owner As Prime Contractor

Add Close ?

Please key in License Number:   
 Please key in Company Name or Last name:

Contractor List					
ID	Type	Lic#	Name	Address	
Page 1 of 1					

Pending Contractor List (waiting for authorization)					
ID	Type	Lic#	Name	Address	
Page 1 of 1					

1. Enter the license number and contractor/company name.

2. Click "Add".

3. If the contractor is the person applying for the permit under their login the name will show on the "Contractor List". Click "Close" to proceed with processing the application.

(Select One)

Contractor List					
ID	Type	Lic#	Name	Address	
1					
Page 1 of 1					

Pending Contractor List (waiting for authorization)					
ID	Type	Lic#	Name	Address	
Page 1 of 1					

4. If the person applying for the permit is not the contractor the contractor's name will show on the "Pending Contractor List" and the contractor will need to approve their name to be on the permit. In this case you will need to wait to receive an email approval before you can complete processing the permit application. At this time you can click "Close" and then logout of the application.

Note: You can add multiple contractors to a permit. Enter the information for the contractor then click "Add". When all contractors have been added click "Close".



Home > Code Enforcement > Update Permit Information

Account: [Redacted]

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Project Name: [Redacted]

- 1 Step 1**  
Permit Information
- 2 Step 2**  
Fixture Information
- 3 Step 3**  
Contractor Information

Add Contractors <sup>2</sup>

[Edit Contractor\(2\)](#)

Your application is ready to be submitted.  
Please press submit button.

[Previous](#) [Next](#) [Submit](#)

Click "Submit" to submit your application for review.

1. Review your permit description.

2. Click “Submit” to submit the application for review. Click “Cancel” if you need to make changes to the application.

**Your Permit Application Description:**

TEST CASE

**Important Notes:**

Thank you for using Baltimore Housing ePermits system. After submission, you will receive an email indicating that your permit is ready for payment, or a message from staff requesting more information, within one business day.

NOTE: Correspondences on the permit will be made via email so check the email account used to create this application.



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DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

# THANKS!



@BmoreDhcd