



— BALTIMORE CITY —
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

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”.



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: Nickname your project
Your Role: (Select One)
Project Notes: Optional

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 ⁱ 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/exterior 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 ("BFCBC") 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 BFCBC. 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: Please enter your name

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:
Address1:
Address2:
City:
State: (Select One)
Zip:

Business Entity Contact Information
First Name: Last Name: Phone #: Address: City: State: (Select One) Zip:

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

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Project Name: [REDACTED]

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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 checked="" 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 #

Street # Only

Dir



Street Name

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.

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

Interior Demo	Interior Demo Category
Yes <input checked="" type="radio"/> No <input type="radio"/>	I <input type="radio"/> II <input type="radio"/> III <input type="radio"/>

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

10. Click “Save”

1. The address and owner information will populate here.

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

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.

6. Answer Yes or No to these two items.

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

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

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	Underpinning	Interior Demo
Yes <input checked="" type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>

2. If “Yes” to “Interior Demo” you will need to select the Interior Demo Category. Note: Category III requires a licensed contractor.

Interior Demo	Interior Demo Category
Yes <input checked="" type="radio"/> No <input type="radio"/>	I <input type="radio"/> II <input type="radio"/> III <input type="radio"/>

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.



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

Property Address & Work Description: (click to edit)

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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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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](#)

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

Add Electrical Fixture



Type: (Select One)

Count:

Notes:

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

Electrical Fixtures

ID	Description	Count	Fee
 			

Page 1 of 0

Add Electrical Fixture



Type: (Select One)

Count:

Notes:

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

Electrical Fixtures

ID	Description	Count	Fee
 			

2. Select your fixtures from the dropdown menu.

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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Project Name: [REDACTED]

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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.

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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
Page 1 of 1	
for authorization)	
Name	Address


Page


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".



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2 Step 2
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3 Step 3
Contractor Information

Add Contractors 2

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

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

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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

Submit

Cancel

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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THANKS!



@BmoreDhcd