



DHCD E-Permits Glossary

The DHCD E-Permits Glossary provides a list of key terms and definitions.

Key Term	Definitions
Applicant	The person applying for the permit or license registration.
Authorized Agent	The authorized agent is someone who can speak or sign documents for an organization.
BMZA	Board of Municipal and Zoning Appeals
CHAP	Commission for Historical and Architectural Preservation, Historic District
Dashboard	One screen summary of items requiring action or attention includes your cart, your collections, and work in progress.
DHCD	Department of Housing and Community Development
E-Permits Portal	The external portal, where customers apply for DHCD building permits and professional license registrations. Residents/businesses can also search permit/license information without creating an account.
My Collections	The collection tile on the home page contains different permits/records you may have in the system. You can decide how to organize your information, for example organized by client, project, etc.
Property Owner	The actual owner of the property, not the lessee or tenant.
PUD	Planned Unit Developments
Record	A term that represents a broad range of items or forms in the E-Permits system; including but not limited to an application, license, permit, service request, and work order.
Record Issuance	The state or point when the permit or license registration issued.
Record Number	The permit number or license registration number.
Record Type	Type of permit such as the One-and Two-Family Combo Permit for building permits or Master Electrical Contractor for license registration applications.
Saved in Cart	Fees that have been added to the cart to be paid.
Wildcards	A symbol that can stand for any letter or group of letters in a search. Use * as the wildcard when looking for information or records.
Work in Progress	A list of up to 10 records that were recently created by you. You can resume them from here.

Last revised: 2/2/2025



Visit [DHCD Permit Like A Pro](#) to review step-by-step E-Permits How-To Guides and E-Permits video recordings.