



# City of Baltimore E-Permits: Add a Contact



- Add Individual with Property Association
- Add Property Owner
- Add Individual without Property Association

# Add a Contact



Once you have completed the initial permit information such as:

- Work Location Information
- Project Information
- Property Information
- Work Information

You will need to add contacts

**NOTE:** Applicant and Property Owner are required. You may need to add additional contacts based upon the scope of work or property information.

1. Enter Applicant Role. What is your relationship to the project?

2. Is the owner acting as a Contractor?

3. Is the property owner a business? If yes, you may need to add an “authorized agent” to the contacts.

**Contact Detail**

**Responsible Parties**

\* Applicant Role:

\* Owner as Contractor:  Yes  No

\* Is the Owner a Business?:  Yes  No

**Contact List**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1
Property Owner	1

[Select from existing Account](#) [Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail
No records found.					

[Save and resume later](#) [Continue Application »](#)

4. Click “Select from existing Account”.

# Applicant Contact Information

1. Select “Associated Contact”

2. Click “Continue”

3. Select “Applicant” from drop down

4. Select the address

5. Click “Continue”

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Organization	Mason Dobbs
<input type="radio"/> Associated Owner		MCDONALD, COLLEEN MARGARET

[Continue](#) [Discard Changes](#)

A pop up “Select Contact from Account” will appear.

### Select Contact from Account

Mason Dobbs

\*Type:

Select contact addresses for this contact to attach to the record.  
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Business		825 Chauncey

[Continue](#) [Discard Changes](#)

# Applicant Contact Information



**Contact List**

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To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
✔ Applicant	1
⚠ Property Owner	1

[Select from existing Account](#) [Add New](#)

✔ **Contact added successfully.**

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Mason Dobbs	Mason Dobbs	Applicant			masonblack113@gmail.com	<a href="#">Edit</a> <a href="#">Delete</a>

[Save and resume later](#) [Continue Application >](#)

Applicant now has a green check.  
You need to add the Property Owner.

1. Click “Select from existing Account”

**NOTE:** If the owner has recently changed and does not show up in the list of contacts related to the project, use the “Add New” button and follow the steps for adding a new contact provided under adding contacts not associated with the property.

# Property Owner Contact Information

1. Select “Associated Owner”

2. Click “Continue”

3. Select “Property Owner ” from drop down

4. Click “Continue”

**Select Contact from Account**

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input type="radio"/> Associated Contact	Organization	Mason Dobbs
<input checked="" type="radio"/> Associated Owner		MCDONALD, COLLEEN MARGARET

[Continue](#) [Discard Changes](#)

A pop up “Select Contact from Account” will appear.

**Select Contact from Account**

MCDONALD, COLLEEN MARGARET

\* Type:

Select contact addresses for this contact to attach to the record.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

[Continue](#) [Discard Changes](#)

# Property Owner Contact Information



**Contact Information**

\*First:  Middle:  \*Last:  Suffix:

Name of Business:

\*Primary Phone:  Secondary Phone:

\*E-mail:

\*Individual/Organization:

▼ **Contact Addresses**

**Add Contact Address**

To edit a contact address, click the address. Required contact address type(s): Mailing

Showing 0-0 of 0

Action	Primary	Address Type	Address
No records found.			

◀  ▶

**Continue** [Discard Changes](#)

1. Enter first and last name

2. Enter primary phone number

3. Enter email address

4. Choose either Individual or Organization. If you select Organization, you might need to add an authorized agent as a contact.

5. Click "Add Contact Address"

# Property Owner Contact Information



**Contact Address Information**

Address Type:  
Mailing

Address Line 1:  
825 Chauncey

\* City: Baltimore \* State: MD \* Zip Code: 21217

\* Country/Region:  
United States

[Save and Close](#) [Save and Add Another](#) [Clear](#) [Discard Changes](#)

1. Address Type should be Mailing

2. Complete Address

3. Click "Save and Close"

**Contact Information**

COLLEEN McDonald

Name of Business:

\* Primary Phone: 2123334567 Secondary Phone:

\* E-mail: masonblack113@gmail.com

\* Individual/Organization: Individual

**Contact Addresses**

[Add Contact Address](#)

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✓ Contact address added successfully.

Showing 1-1 of 1

Action	Primary	Address Type	Address	Ph
<a href="#">Actions</a>	No	Mailing	825 Chauncey	

[Continue](#) [Discard Changes](#)

You will see "Contact address added successfully."

4. Click "Continue"



# Contact Information



### Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
✓ Applicant	1
✓ Property Owner	1

[Select from existing Account](#) [Add New](#)

✓ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Mason Dobbs	Mason Dobbs	Applicant			masonblack113@gmail.com	<a href="#">Edit</a> <a href="#">Delete</a>
MCDONALD, COLLEEN MARGARET		Property Owner			masonblack113@gmail.com	<a href="#">Edit</a> <a href="#">Delete</a>

[Save and resume later](#) [Continue Application >>](#)

The contact requirements are complete. There is both an applicant and a property owner.

1. If you need to add more contacts, click “Add New” and follow the steps in the next few slides.

2. To continue the application process, click “Continue Application”

# Individual with no Property Association

**Commercial and Multifamily Combo Permit**

1 2 3 Exterior Work Information 4 Trade Information 5 Contact Information 6 Supporting Documentation 7 Review 8 9

**Step 5: Contact Information > Contact Information** \* indicates a required field.

**Contact Detail**

Responsible Parties

Applicant Role:

Owner as Contractor:  Yes  No

Property Owner is a Business?:  Yes  No

**Contact List**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
✓ Applicant	1
✓ Property Owner	1

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
6411 BECKLEY STREET, LLC	6411 BECKLEY STREET, LLC	Property Owner			breezes.outlets_0u@icloud.com	Edit Delete
Mason Dobbs		Applicant			breezes.outlets_0u@icloud.com	Edit Delete

If you need to add an authorized agent or another contact not linked to the property, follow the steps for “Add New”.

1. Click “Add New”.

2. Choose “Authorized Agent” or the right contact type from the drop-down menu.

**Select Contact** [X]

\* Type:

3. Click “Continue”.

# Add Contact



### Contact Information

\* First:  Middle:  \* Last:

\* Name of Business:

\* Primary Phone:  Secondary Phone:

\* E-mail:

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s):Mailing

Showing 0-0 of 0

Action	Primary	Address Type	Address	Ph
No records found.				

◀ \_\_\_\_\_ ▶

**Continue** **Clear** Discard Changes

1. Complete name, phone, and email information

2. Click "Add Contact Address".

4. Click "Save and Close"

### Contact Information

\* First:  Middle:  \* Last:

### Contact Address Information

Address Type:

Address Line 1:

\* City:  \* State:  \* Zip Code:

\* Country/Region:

**Save and Close** **Save and Add Another** **Clear** Discard Changes

3. Complete address information.

# Add Contact Success



### Contact Information

\* FIRST:  Middle:  \* Last:

\* Name of Business:

\* Primary Phone:  Secondary Phone:

\* E-mail:

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Primary	Address Type	Address	Ph
<b>Actions</b> ▼	No	Mailing	6411 Beckley Street	

**Continue** **Clear** **Discard Changes**

You will see a message saying the address was added successfully.

### Step 5: Contact Information > Contact Information

\* indicates a required field.

#### Contact Detail

Responsible Parties

Applicant Role:

Owner as Contractor:  Yes  No

Property Owner is a Business?:

#### Contact List

To add new contacts, click the Select from Account or Add New button. To edit

Required Contact Type	Minimum
✔ Applicant	1
✔ Property Owner	1

**Select from existing Account** **Add New**

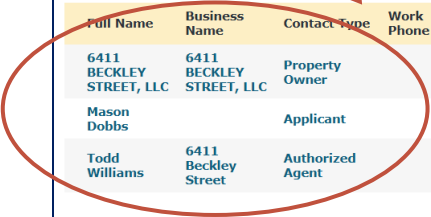
✔ Contact added successfully.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
6411 BECKLEY STREET, LLC	6411 BECKLEY STREET, LLC	Property Owner			breezes.outlets_0u@icloud.com	Edit Delete
Mason Dobbs		Applicant			breezes.outlets_0u@icloud.com	Edit Delete
Todd Williams	6411 Beckley Street	Authorized Agent			Chris.Pfaff@baltimorecity.gov	Edit Delete

**Save and resume later** **Continue Application >>**

You will see a message saying the contact was added successfully, and it will appear in your contact list.



1. Click "Continue".

2. Click "Continue Application".



BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

