



# E-Permits de la ciudad de Baltimore: Agregar un Contacto



- Individuo con Asociación de la Propiedad
- Organización con Asociación de la Propiedad
- Contacto de la Organización

# Individuo con Asociación de la Propiedad



Una vez que haya completado la información inicial del permiso como:

- Información sobre el Lugar de Trabajo
- Información sobre el Proyecto
- Información sobre la Propiedad
- Información Laboral

Deberá agregar contactos.

### Contact List

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

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	Action
No records found.						

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

1. "Select from existing Account"  
(Seleccionar de Cuenta existente)

### 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 address list.

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Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Mason Dobbs
<input type="radio"/> Associated Owner		

**Continue** Discard Changes

La ventana emergente muestra los nombres asociados a la propiedad

2. Haga clic en "Associated Contact"  
(Contacto Asociado)

3. Haga clic en "Continue"  
(Continuar)

# Individuo con Asociación de la Propiedad



**Select Contact from Account**

Mason Dobbs  
\* Type: Applicant

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"/>	Mailing		417 East Fayette Street

**Continue** Discard Changes

**Contact Information**

Name of Business:  
\* Primary Phone: 2122132145  
Secondary Phone:  
\* E-mail: breezes.outlets\_Ou@icloud.com  
\* Individual/Organization: Individual

**Contact Address Information**

Address Type: Mailing  
Address Line 1: 417 East Fayette Street  
\* City: Baltimore \* State: MD \* Zip Code: 21202  
\* Country/Region: United States

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

**1.** Para este ejemplo, actuaré como "Applicant" (Solicitante)

**2.** Haga clic en "Continue" (Continuar)

**3.** Agregue "Primary Phone" (Teléfono principal)

**4.** Seleccione Individual/Organization (Individuo/organización)

**5.** Si la dirección ya existe, vaya al paso 8 y haga clic en "Continue" (Continuar). De lo contrario, haga clic en "Add Contact Address" (Agregar dirección de contacto) y vaya al paso 6.

**6.** Verifique la dirección y complete los campos que falten

**7.** Haga clic en "Save and Close" (Guardar y cerrar)

**8.** Haga clic en "Continue" (Continuar).

La dirección ya está incluida.

# Organización con Asociación de la Propiedad



Agregar una organización como propietaria.

### Contact List

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

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	Action
No records found.						

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

1. Para agregar una organización que está asociada a la propiedad, utilice “Select from existing account” (Seleccionar de Cuenta existente)

### 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	Individual	Mason Dobbs
<input checked="" type="radio"/> Associated Owner		6411 BECKLEY STREET, LLC

**Continue** Discard Changes

La ventana emergente muestra los nombres asociados a la propiedad.

2. Haga clic en “Associated Owner” (Propietario asociado)

3. Haga clic en “Continue” (Continuar).

# Organización con Asociación de la Propiedad



**Select Contact from Account**

6411 BECKLEY STREET, LLC

\* 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

1. Seleccione "Property Owner" (Propietario)

No hay ninguna dirección asociada a este contacto, por lo que tendremos que agregar una.

2. Haga clic en "Continue" (Continuar)

3. Agregar "Primary Phone" (Teléfono Principal)

4. Seleccione "Organization" (Organización). Al hacerlo, se borrará la sección del nombre anterior.

5. Como no aparece ninguna dirección, haga clic en "Add contact address" (Agregar dirección de contacto)

**Contact Information**

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

Name of Business:

\* Primary Phone:  Secondary Phone:

\* E-mail:

\* Individual/Organization:

**Add Contact Address**

To add 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** Discard Changes

8. Haga clic en "Continue" (Continuar).

# Organización con Asociación de la Propiedad



**Contact Information**

Address Line 1:  
6411 Beckley Street

\* City: Baltimore \* State: MD \* Zip Code: 21202

\* Country/Region: United States

Save and Close Save and Add Another Clear Discard Changes

1. Introduzca la dirección

2. Haga clic en "Save and Close" (Guardar y cerrar).

3. Utilice el menú desplegable y seleccione "Mailing" (Dirección Postal)

4. Introduzca o confirme la dirección

5. Haga clic en "Guardar y Cerrar"

**Contact Address Information**

Address Type: Mailing

Address Line 1:  
6411 Beckley Street

\* City: Baltimore \* State: MD \* Zip Code: 21202

\* Country/Region: United States

Save and Close Save and Add Another Clear Discard Changes

**Contact Information**

Name of Business:  
6411 BECKLEY STREET, LLC

\* Primary Phone: 2122132145 Secondary Phone:

\* E-mail: breezes.outlets\_0u@icloud.com

▼ 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
Actions ▼	No	Mailing	6411 Beckley Street	

Continue Discard Changes

Verá el mensaje "Contact address added successfully" (Dirección de contacto agregada correctamente).

6. Haga clic en "Continue" (Continuar).

# Contacto del Agente de Organización

**An error has occurred.**  
**An Authorized Agent for the owning business is required to be listed.**

**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: Agent

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
<input checked="" type="checkbox"/> Applicant	1
<input checked="" type="checkbox"/> Property Owner	1

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

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

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

Cuando el propietario es una empresa, debe asignarse un agente.

1. Haga clic en "Add New" (Agregar nuevo)

2. Seleccione "Authorized agent" (Agente Autorizado) en el menú desplegable.

3. Haga clic en "Continue" (Continuar).

**Select Contact Type**

\* Type: Authorized Agent

**Continue** **Discard Changes**



# Contacto del Agente de Organización



### 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. Nombre completo, teléfono y correo electrónico

2. Haga clic en "Add Contact Address" (Agregar dirección de contacto)

4. Haga clic en "Guardar y Cerrar"

### 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. Información completa sobre la dirección

# Contacto del Agente de Organización



### 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**

Aparecerá un mensaje en verde indicando que la dirección se ha agregado correctamente.

1. Haga clic en "Continue" (Continuar).

### 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 Role	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 >>**

Verá un mensaje en verde diciendo que el contacto se ha agregado correctamente y aparecerá en su lista de contactos.

2. Haga clic en "Continue Application" (Continuar Solicitud)



BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

