ePermits Application
How to apply for a Non-Residential Exterior Work Permit

1. Click on "Add Application".

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Home > Code Enforcement > My Permit Application List
Account: ▇▇▇▇▇▇▇▇▇▇▇

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.

3. In the "Select Permit Category," section select "Non-Residential: Exterior work". Click on the icon at the end of the option for more information on that option.

4. Read and sign the "Affidavit".

5. Click to continue.

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

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 ("BFRCBC") 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 BFRCBC. 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   [Click Here to Continue]

Property Owner Information
Is the property owner a business entity? Yes ● No ○
Company Name:
Phone:
Address1:
Address 2:
City:
State: (Select One) ▼
Zip:

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

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

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

2. Answer Yes or No for each question.

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Home > Code Enforcement > Update Permit Information

Account:

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Project Name:

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◯

Click Here To Enter Permit Address

3. If you are attaching the new construction/addition to an existing structure select "Yes" for this option.

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

Previous   Next   Submit

Please select Yes or No for a[...]

Electrical Work	Yes◯ No◯
Mechanical Work	Yes◯ No◯
Plumbing Work	Yes◯ No◯
Gas Work	Yes◯ No◯
Exterior Work	Yes◉ No◯
Fence	Yes◯ No◯
Grading	Yes◯ No◯
Paving	Yes◯ No◯
Ramp	Yes◯ No◯
Retaining Wall	Yes◯ No◯

Please Enter Address

House/Building #
Street # Only

Dir
▼

Street Name
Street Name

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

1. The address and owner information will populate here.

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

3. Select "Yes" or "No" for Building Fully Sprinklered.

4. Select "Yes" or "No" for Work Outside of the Property Line.

5. From the dropdown list select the Existing Use and the Proposed Use of the property.

6. Enter the Existing and Proposed Dwelling Count. If none enter zero (0).

7. Enter the description of work.

8. 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

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

Existing Use   Proposed Use
(Select One)   (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

Account: ▮▮▮▮▮▮▮▮▮▮▮

Back | Logout

Project Name: ▮▮▮

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.

	Yes	No			Yes	No
Electrical Work	○	●	Any work on new HVAC, Plumbing & electrical lines/devices outside of the building?	Yes ○	No ●
Mechanical Work	○	●	Will there be any change in any land use on any part of this parcel?	Yes ○	No ●
Plumbing Work	○	●	Are you changing the total number of dwelling/rooming/efficiency units?	Yes ○	No ●
Gas Work	○	●	Are you adding onto the exterior of any structure on this parcel?	Yes ○	No ●
Exterior Work	●	○	Are you increasing the number of parking spaces?	Yes ○	No ●
Fence	●	○	Are you constructing a new sign?	Yes ○	No ●
Grading	○	●	Are you increasing the size of any authorized sign?	Yes ○	No ●
Paving	○	●			
Ramp	○	●			
Retaining Wall	○	●			

Property Address & Work Description: ▮▮▮▮ (click to edit)

Previous | **Next** | Submit

This is an example of installing a new fence. Follow the same process for your exterior work project on non-residential property.

1. Click "Next".

Account: ▮▮▮▮▮▮▮▮▮▮

Back   Logout

Project Name: ▮

Fixture/Attachment Info [?]

Add Exterior Work Information

1. Click here to add the exterior work information.

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 Exterior Work Info

Type: (Select One)

Count:

Notes:

Save   Close

Building

ID	Description	Count	Fee

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1. Click the dropdown to see the list of exterior work.

Add Exterior Work Info

Type:

Count:

ft:

Notes:

Save   Close

Building

ID	Description	Count	Fee

Page 1 of 0

3. Complete the required fields for the type of work selected.

4. Click "Save".

Add Exterior Work Info

Type: (Select One)

Count:

Notes:

Save

Building

2. Select the type of work from the list.

(Select One)
Access Structure of 100 square feet or less of gross floor area
Access Structure over 100 square feet of gross floor area
Advertising Sign (# sq ft)
Chimneys (# ft high)
Fences (# linear ft)
Grading (# cu yd)
Moving Bldgs (#)
Other Exterior Work($cost)
Paving (# sq ft)
Pool (#) For 1- and 2- family dwellings
Pool (#) Other
Retaining Wall (# sq ft above footing)
Sign (# sq ft)
Stage
Temporary (# sq ft)
Tent
Tower (# ft high)

Add Exterior Work Info

Type: (Select One)

Count:

ft:

Notes:

Save   Close

6. Click "Close".

Building

ID	Description	Count	Fee
1			

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5. The work will populate here.

Account: ▮▮▮▮▮▮▮▮▮▮

Project Name: ▮▮▮▮

Back   Logout

1 **Step 1**
Permit Information

2 **Step 2**
Fixture Information

3 **Step 3**
Contractor Information

Fixture/Attachment Info ❓

Edit Exterior Info(1)

Upload File

1. Click here to upload a 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.You can click to browse for your file or drag your file to this location. Note: Documents must be in a PDF format.

3. Click "Close" when file is uploaded.

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

Close

2. The uploaded file will be listed here

File Uploaded

FileID	DateUpload	File Name	

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Account:

Project Name:

1 **Step 1**
Permit Information

2 **Step 2**
Fixture Information

3 **Step 3**
Contractor Information

Fixture/Attachment Info ❓

Edit Exterior Info(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.

1. Click "Next".

Previous   **Next**   Submit

BALTIMORE CITY
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Home > Code Enforcement > Update Permit Information

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1 Step 1
Permit Information

2 Step 2
Fixture Information

3 Step 3
Contractor Information

Add Contractors [?]

Add Contractor

Primary Contractor is needed.

Previous   Next   Submit

(Select One) ▼
(Select One)
Prime Contractor
Electrical Contractor
Plumbing Contractor
On-Site-Utility Contractor
Gas Fitter
HVAC Contractor
Engineer
Architect
Demolition Contractor

Name   Address

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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".

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

Prime Contractor ▼
✔ Owner As Prime Contractor
Add   Close   [?]

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.

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".

1. Review your permit description.

Your Permit Application Description:

TEST CASE.

Important Notes:

Thank you for using Baltimore City 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.

Submit   Cancel

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

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