

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

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.

Property Owner Information

Company Name:

Phone:

Address1

Address 2:

First Name

City:

State

Is the property owner a business entity? Yes 

No

(Select One)

Business Entity Contact Information

Last Name

Phone #

Project Information	Select Permit Category
	Please review all options before making a selection
Project Name: Nickname your project	(Please move the cursor over to see more information.)
Your Role: (Select One) ▼	Residential (1 & 2 family dwelling units only): Add and/or replace plumbing/mechanical/gas/electrical
Project Notes: Optional	fixtures/devices (drawings NOT required)
,	Residential: Minor interior/interior demo/exterior alterations (drawings NOT required)
Property Owner Information	Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required)
s the property owner a business entity? Yes   No	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 (drawn
	Permit extension/Change(or Add) contractor (requires original permit number)
	Permit reinstatement (requires original permit number)
	□Use and occupancy permit <b>①</b>
	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	
o act for the owner for this application. Undersigned fi ire, and Related Codes of Baltimore City ("BFRCBC" ncorrect, inaccurate, or incomplete information may re	erjury 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 urther certifies that he/she has examined this application, including any accompanying plans, and that the proposed work subject to the Building, ) and other applicable laws and ordinances is a true, accurate, and complete statement of the work applied for in this patient, and any esult in the volding of this permit pursuant to the BFRCBC. Undersigned further certifies that the owner or their duly authorized agent shall comply ordinances. You agree your electronic signature is the legal equivalent of your manual signature on this application. By entering your name you and conditions.
Affidavit: Please enter your name	Click Here to Continue

(drawings NOT required)

Use and occupancy permit

Work on BGE pole

Address

Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required)

Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale

Please contact the Plans Examining Office at 410-396-3460 before proceeding, (Permit

State

(Select One)

Zip

Residential: New construction/addition < 600 sq (drawings to scale required)

Permit extension/Change(or Add) contractor (requires original permit number)

Non-Residential: Add and/or replace plumbing/mechanical/gas/electrics

Non-Residential: Exterior work (drawings to scale may be required)

Underpinning only(1 & 2 family dwelling units only)

Permit reinstatement (requires original permit number)

Razing or moving building/structure permit

requiring plans review in the ePlans process.)

City

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.

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

Please select \ 25 or No for a Electrical Work (es No Mechanical s No Work Plumbing Work Yes No Gas Work YE NO Exterior Work Yes No Yes No Fence Grading Yes No Yes No Paving Yes No Ramp Retaining Wall Yes No



2. Answer Yes or No for each question.

- 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.



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

1. The address and owner information will populate here.

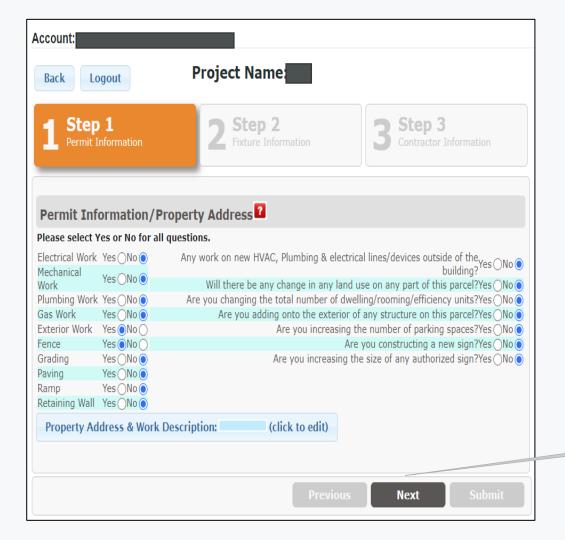
2. Enter the "Total Estimated Cost" of the entire project.

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

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

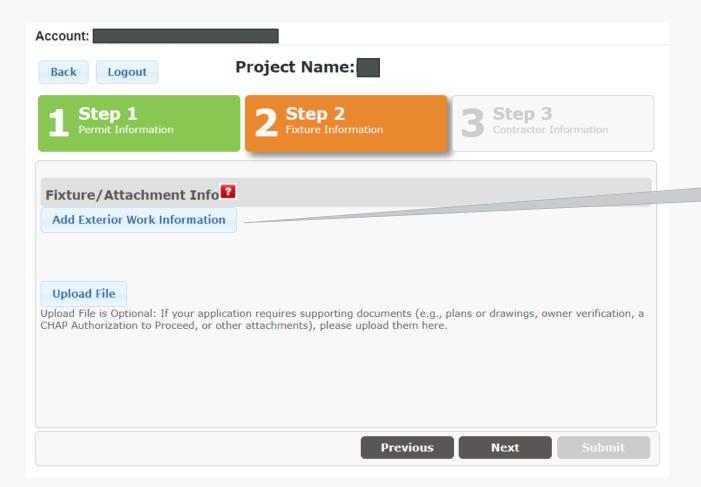
Please Enter Address House/Building # Dir Street Name Street Type Unit/Apt Num v Block: Lot: Owner: 4. Select "Yes" or "No" Please Enter Building and Construction Info \*Total Estimated Cost for Work Outside of the Property Line. Building Fully Sprinklered-Work Outside of the Property Line-Yes O No C Yes 🔾 No C Existing Use-Proposed Use (Select One) (Select One) 5. From the dropdown Proposed Dwelling Unit Count-Existing Dwelling Unit Countlist select the Existing Use and the Proposed Please Enter Work Description Please key in detailed permit description. Use of the property. Please Enter Your Notes 7. Enter the description of Optional work. Save Close

8. Click "Save".

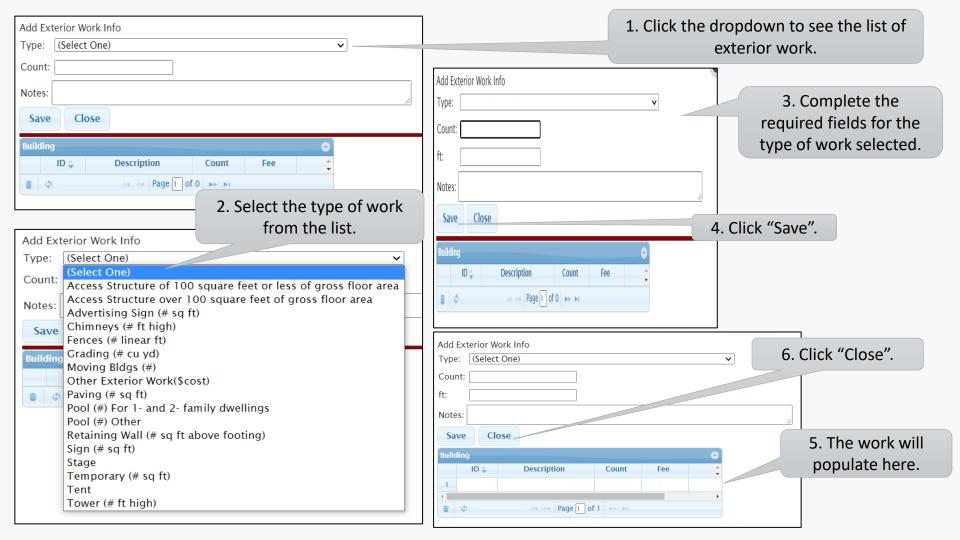


This is an example of installing a new fence. Follow the same process for your exterior work project on non-residential property.

1. Click "Next".



1. Click here to add the exterior work information.





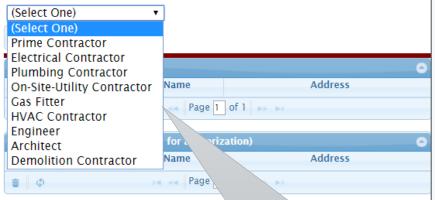
1. Click here to upload a file.

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 File Uploaded 2. The uploaded file will be listed here FileID 🚖 DateUpload File Name



1. Click "Next".





- 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".



Please key in License N Please key in Company Add Close ?	Name or Last name:			}	
Contractor List  ID · Type Lic#	Name Page of 1	Adaress	2. Clic	ck "Ac	dd".
Pending Contractor List (v  ID · Type Lic#	Name Page of 1	Address	0		
(Select One) Add Close	7				
Contractor List				•	,
ID : Type Lic	# Name	Ado	dress		
1					
<b>ΰ</b> φ	Page 1 of	1 ->		•	
Randing Contractor Li	st (waiting for authorizatio	n)		0	

Address

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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ID Type Lic#

1. Enter the license number and contractor/company name.

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.

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.

## **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

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



## **THANKS!**





