



— BALTIMORE CITY —
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

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: [REDACTED]

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.

Project Information

Project Name:

Your Role:

Project Notes:

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 **i** to see more information.)

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

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: [Click Here to Continue](#)

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”.

Property Owner Information

Is the property owner a business entity? Yes No

Company Name:

Phone:

Address 1:

Address 2:

City:

State:

Zip:

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

Business Entity Contact Information

First Name	Last Name	Phone #	Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="(Select One)"/>	<input type="text"/>

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 Yes or No for a

Electrical Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Mechanical Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Plumbing Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Gas Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Exterior Work	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Fence	Yes	<input type="radio"/>	No	<input type="radio"/>
Grading	Yes	<input type="radio"/>	No	<input type="radio"/>
Paving	Yes	<input type="radio"/>	No	<input type="radio"/>
Ramp	Yes	<input type="radio"/>	No	<input type="radio"/>
Retaining Wall	Yes	<input type="radio"/>	No	<input type="radio"/>

BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

Back Logout Project Name: [REDACTED]

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	<input type="radio"/>	No	<input type="radio"/>	Any work on new HVAC, Plumbing & electrical lines/devices outside of the building?	Yes	<input type="radio"/>	No	<input type="radio"/>
Mechanical Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Will there be any change in any land use on any part of this parcel?	Yes	<input type="radio"/>	No	<input type="radio"/>
Plumbing Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Are you changing the total number of dwelling/rooming/efficiency units?	Yes	<input type="radio"/>	No	<input type="radio"/>
Gas Work	Yes	<input type="radio"/>	No	<input type="radio"/>	Are you adding onto the exterior of any structure on this parcel?	Yes	<input type="radio"/>	No	<input type="radio"/>
Exterior Work	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>	Are you increasing the number of parking spaces?	Yes	<input type="radio"/>	No	<input type="radio"/>
					Are you constructing a new sign?	Yes	<input type="radio"/>	No	<input type="radio"/>
					Are you increasing the size of any authorized sign?	Yes	<input type="radio"/>	No	<input type="radio"/>

[Click Here To Enter Permit Address](#)

Previous Next Submit

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.

Please Enter Address

House/Building #	Dir	Street Name
<input type="text" value="Street # Only"/>	<input type="text" value="▼"/>	<input type="text" value="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.

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

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

Existing Use Proposed Use

Existing Dwelling Unit Count Proposed Dwelling Unit Count

Please Enter Work Description

Please key in detailed permit description.

Please Enter Your Notes

Optional

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.

7. Enter the description of work.

Account: [REDACTED]

Back

Logout

Project Name: [REDACTED]

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
- Fence Yes No Are you constructing a new sign? Yes No
- Grading Yes No Are you increasing the size of any authorized sign? Yes No
- Paving Yes No
- Ramp Yes No
- Retaining Wall Yes No

Property Address & Work Description: [REDACTED] (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: [Redacted]

Back

Logout

Project Name: [Redacted]

1 Step 1
Permit Information

2 Step 2
Fixture Information

3 Step 3
Contractor Information

Fixture/Attachment Info ?

Add 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

1. Click here to add the exterior work information.

Add Exterior Work Info

Type: (Select One) ▾

Count:

Notes:

Save Close

Building				
ID	Description	Count	Fee	
Page 1 of 0				

2. Select the type of work from the list.

Add Exterior Work Info

Type: (Select One) ▾

Count: (Select One)

Notes: 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)

Save

Building

ID	Description	Count	Fee	
Page 1 of 1				

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

Add Exterior Work Info

Type: ▾

Count:

ft:

Notes:

Save Close

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

4. Click "Save".

Building				
ID	Description	Count	Fee	
Page 1 of 0				

6. Click "Close".

Add Exterior Work Info

Type: (Select One) ▾

Count:

ft:

Notes:

Save Close

Building				
ID	Description	Count	Fee	
1				
Page 1 of 1				

5. The work will populate here.

Account: [REDACTED]

[Back](#)

[Logout](#)

Project Name: [REDACTED]

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.

[Previous](#)

[Next](#)

[Submit](#)

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.

2. The uploaded file will be listed here

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

Close

File Uploaded		
FileID	DateUpload	File Name

Page 1 of 0

Account: [Redacted]

Back

Logout

Project Name: [Redacted]

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.

Previous

Next

Submit

1. Click "Next".

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Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

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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

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

(Select One) ▼

(Select One)

Prime Contractor

Electrical Contractor

Plumbing Contractor

On-Site-Utility Contractor

Gas Fitter

HVAC Contractor

Engineer

Architect

Demolition Contractor

Name Address

Page 1 of 1

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".

Prime Contractor ▼

Owner As Prime Contractor

Add Close ?

Please key in License Number:

Please key in Company Name or Last name:

Contractor List				
ID	Type	Lic#	Name	Address

Page 1 of 1

Pending Contractor List (waiting for authorization)				
ID	Type	Lic#	Name	Address

Page 1 of 1

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.

(Select One)

Contractor List				
ID	Type	Lic#	Name	Address
1				

Page 1 of 1

Pending Contractor List (waiting for authorization)				
ID	Type	Lic#	Name	Address

Page 1 of 1

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.



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THANKS!



@BmoreDhcd