BALTIMORE CITY

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

ePermits Application
How to apply for a Non-Residential Interior Non-Structural Alterations/Demolition Permit (<200 square feet)

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: Interior 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 ⓘ to see more information.)

○ **Residential (1 & 2 family dwelling units only):** Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) ⓘ
○ **Residential:** Minor interior/interior demo/exterior alterations (drawings NOT required) ⓘ
○ **Residential:** Interior/exterior alterations(or demolition) (drawings to scale may be required) ⓘ
○ **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 (drawings to scale may be required) ⓘ
○ **Permit extension/Change(or Add) contractor** (requires original permit number) ⓘ
○ **Permit reinstatement** (requires original permit number) ⓘ
○ **Use and occupancy permit** ⓘ
○ **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

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) ⓘ
○ **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 (drawings to scale may be required)
○ **Permit extension/Change(or Add) contractor** (requires original permit number) ⓘ
○ **Permit reinstatement** (requires original permit number) ⓘ
● **Use and occupancy permit** ⓘ
○ **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.)** ⓘ

Business Entity Contact Information

First Name	Last Name	Phone #	Address	City	State	Zip
[ ]	[ ]	[ ]	[ ]	[ ]	(Select One) ▾	[ ]

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.

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 ○
		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

Previous | Next | Submit

1. The address and owner information will populate here.

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

3. Enter the "Cost for Exterior Work". Enter zero (0) if none.

5. If "Yes" to "Interior Demo" you will need to select the Interior Demo Category. Note: Category III requires a licensed contractor.

4. Enter the interior alteration square footage. Enter zero (0) if none.

6. Answer Yes or No to these two items.

8. Enter the existing and proposed dwelling unit count. If none enter zero (0).

7. From the dropdown menus select the "Existing Use" and the "Proposed Use" of the property.

10. Click "Save"

9. Enter a detailed description of the work you are going to perform.

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

Cost for Exterior Work

Interior Alteration Measure Square Footage

Interior Demo
Yes ○   No ○

Building Fully Sprinklered
Yes ○   No ○

Work Outside of the Property Line
Yes ○   No ○

Existing Use
(Select One)

Proposed Use
(Select One)

Existing Dwelling Unit Count

Proposed Dwelling Unit Count

Interior Demo
Yes ◉   No ○

Interior Demo Category
I ○   II ○   III ○

Please Enter Work Description

Please key in detailed permit description.

Please Enter Your Notes

Optional

Save   Close

Account:

Project Name:

Back Logout

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 🔵
Mechanical Work Yes ⚪ No 🔵
Plumbing Work Yes ⚪ No 🔵
Gas Work Yes ⚪ No 🔵

Any work on new HVAC, Plumbing & electrical lines/devices outside of the building? Yes ⚪ No 🔵
Will there be any change in any land use on any part of this parcel? Yes ⚪ No 🔵
Are you changing the total number of dwelling/rooming/efficiency units? Yes ⚪ No 🔵
Are you adding onto the exterior of any structure on this parcel? 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 🔵

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

Previous   Next   Submit

1. Click "Next".

Account: ▮▮▮▮▮▮▮▮▮▮▮▮

Project Name: ▮▮▮▮

Back   Logout

1 Step 1 Permit Information   **2 Step 2** Fixture Information   **3 Step 3** Contractor Information

Fixture/Attachment Info [?]

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 here to upload any documents.

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	

Page 1 of 0

Account: ▊▊▊▊▊▊▊▊▊▊

Project Name: ▊▊▊▊

Back   Logout

1 Step 1 Permit Information   **2 Step 2** Fixture Information   **3 Step 3** Contractor Information

Fixture/Attachment Info [?]

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".

BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Home > Code Enforcement > Update Permit Information

Account: ▮▮▮▮▮▮▮

Back **Logout**

Project Name: ▮▮▮▮▮▮▮

| 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
Page 1 of 1

for authorization)
Name   Address
Page

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

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** ❓

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".

Account:

Back Logout

Project Name:

1 **Step 1**
Permit Information

2 **Step 2**
Fixture Information

3 **Step 3**
Contractor Information

Add Contractors ❓

Edit Contractor(1)

Your application is ready to be submitted.
Please press submit button.

2. Click "Submit" to submit your application for review.

Previous   Next   Submit

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.