



— BALTIMORE CITY —  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

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# ePermits Application

## How to apply for a Trades Permit

(1-and 2 Family Dwelling Electrical; HVAC&R; Plumbing; Gas)

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 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/exterior 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 (BFCRBC) 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 BFCRBC. 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:

3. In the “Select Permit Category,” section select “Residential (1 & 2 family dwelling units only): Add and/or replace plumbing/mechanical /gas/electrical”. Click on the icon at the end of each option for more information on that option.

4. Read and sign the “Affidavit”.

5. Click to continue.

**Property Owner Information**  
Is the property owner a business entity? Yes  No   
Company Name:   
Phone:   
Address 1:   
Address 2:   
City:   
State:   
Zip:

**Business Entity Contact Information**

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

1. Answer Yes or No for each question for the type of trades work you are doing. You can add more than one trade on a permit. Answer **No** for “Exterior Work”.

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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  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

2. Answer Yes or No for each question.

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

**Please Enter Address**

House/Building # Dir Street Name  
Street # Only   Street Name

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

2. The address and owner information will populate here.

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

**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)

5. Answer "Yes" or "No" to this item.

4. Answer "Yes" or "No" to this item.

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

**Please Enter Work Description**

Please key in detailed permit description.

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

**Please Enter Your Notes**

Optional

8. Click "Save"

Save Close



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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	Yes <input type="radio"/> No <input type="radio"/>
Mechanical Work	Yes <input type="radio"/> No <input checked="" type="radio"/>	building?	Yes <input type="radio"/> No <input type="radio"/>
Plumbing Work	Yes <input type="radio"/> No <input checked="" 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"/>
Gas Work	Yes <input type="radio"/> No <input checked="" type="radio"/>	Are you changing the total number of dwelling/rooming/efficiency units?	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"/>
		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"/>

Property Address & Work Description: [REDACTED] (click to edit)

[Previous](#) [Next](#) [Submit](#)

Note: This example is for electrical work, but follow the same process if you select other types of work to perform.

1. Click "Next".

**BALTIMORE CITY  
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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

**Fixture/Attachment Info**

Add Electrical Fixtures

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 "Add Electrical Fixtures" to add your fixtures to the case.

Add Electrical Fixture

Type: (Select One)

Count:

Notes:

Save Close

**Electrical Fixtures**

ID	Description	Count	Fee
Page 1 of 0			

Add Electrical Fixture

Type: (Select One)

Count:

Notes:

Save Close

**Electrical**

ID	Description	Count	Fee
Page 1 of 0			

2. Select your fixtures from the dropdown menu.

3. The selected fixture will populate here. Complete the required field(s).

4. Click "Save".

1. The item you selected will be here.

Add Electrical Fixture  
Type: (Select One)   
Count:   
Notes:

Electrical Fixtures				
ID	Description	Count	Fee	
1				

Page 1 of 1

2. Add as many fixtures as you need and click "Save" after each entry. Click "Close" when finished.

3. If you need to upload a document click "Upload File".  
Note: Documents must be in a PDF format.

4. Drag the file here then click "Close".

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

File Uploaded		
FileID	DateUpload	File Name

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5. Click "Next".

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Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

Project Name: [REDACTED]

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

Fixture/Attachment Info ?

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.



# BALTIMORE CITY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

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** ?

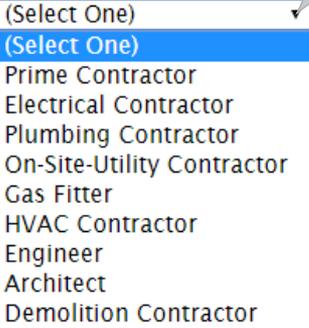
[Add Contractor](#)

Electrical Contractor is needed.

[Previous](#) [Next](#) [Submit](#)

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

2. From the dropdown menu select the type of contractor.



Name	Address

Page 1 of 1

Name	Address

for authorization)

Page 1 of 1

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 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".



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

Add Contractors <sup>?</sup>

Edit Contractor(1)

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

Previous

Next

Submit

Click "Submit" to submit your application for review.

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 Housing 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.

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