



— BALTIMORE CITY —  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

---

# **ePermits Application**

## **How to apply for a Trades Permit**

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

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.

**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 ("BFCBC") 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 BFCBC. 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 “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:

Address1:

Address 2:

City:











State:

Zip:

**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"/>

**Select Permit Category**

- ☐ 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.) 

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”.

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

The screenshot shows the 'Update Permit Information' page for the Baltimore City Department of Housing & Community Development. The header features a logo with a house and a bar chart, and the text 'BALTIMORE CITY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT'. Below the header is a navigation breadcrumb: 'Home > Code Enforcement > Update Permit Information'. The form includes fields for 'Account:' and 'Project Name:', both redacted with black boxes. There are 'Back' and 'Logout' buttons. A progress bar shows three steps: 'Step 1 Permit Information' (highlighted in orange), 'Step 2 Fixture Information', and 'Step 3 Contractor Information'. The main section is titled 'Permit Information/Property Address' with a red question mark icon. It contains a instruction: 'Please select Yes or No for all questions.' followed by several questions with radio button options for 'Yes' and 'No'. The questions are: 'Electrical Work', 'Mechanical Work', 'Plumbing Work', 'Gas Work', 'Any work on new HVAC, Plumbing & electrical lines/devices outside of the building?', 'Will there be any change in any land use on any part of this parcel?', 'Are you changing the total number of dwelling/rooming/efficiency units?', 'Are you adding onto the exterior of any structure on this parcel?', 'Are you increasing the number of parking spaces?', 'Are you constructing a new sign?', and 'Are you increasing the size of any authorized sign?'. A blue button labeled 'Click Here To Enter Permit Address' is located below the questions. At the bottom of the form are three buttons: 'Previous', 'Next' (highlighted in dark grey), and 'Submit'.

BALTIMORE CITY  
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

Project Name: [REDACTED]

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 ☐ 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.

**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



# 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 checked="" type="radio"/>	Will there be any change in any land use on any part of this parcel?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Plumbing 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 checked="" type="radio"/>
Gas Work	Yes <input type="radio"/> No <input checked="" type="radio"/>	Are you adding onto the exterior of any structure on this parcel?	Yes <input type="radio"/> No <input checked="" type="radio"/>
		Are you increasing the number of parking spaces?	Yes <input type="radio"/> No <input checked="" type="radio"/>
		Are you constructing a new sign?	Yes <input type="radio"/> No <input checked="" type="radio"/>
		Are you increasing the size of any authorized sign?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Property Address & Work Description:  (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  
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

**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](#)

Add Electrical Fixture

Type: (Select One)

Count:

Notes:

[Save](#) [Close](#)

2. Select your fixtures from the dropdown menu.

Add Electrical Fixture

Type: (Select One)

Count:

Notes:

[Save](#)

Electrical Fixtures	
ID	Description
	Branch Circuits/Feeders (# circuits)
	Conduits/Duct Banks (#FT)
	Electric Service >600 V (#AMPS)
	Electric Service Up to 600V (#AMPS)
	Electrical Meters -New
	Electrical Meters, Enlarge
	Electrical Meters, Existing
	Electrical Meters, Relocate
	Fixtures/Devices (#fixtures)
	Line Side Service Cable
	Low Voltage (#devices)
	Photovoltaic System
	Semiannual Maintenance Group (#amps)
	Sub feeders for additional meters only
	Tele Communication Hotels(#devices)
	TELE- GROUNDING/BONDING
	Tele-Antennas (#Devices)
	TELE-POWER SUPPLY (#devices)
	Temp Carnival Non Profit (#KW)

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

Add Electrical Fixture

Type:

Count:

Notes:

[Save](#) [Close](#)

Electrical Fixtures			
ID	Description	Count	Fee

Page 1 of 0

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

Page 1 of 0

5. Click "Next".

BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

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:

[Back](#) [Logout](#) Project Name:

**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.

(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 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				

(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				

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.

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".



# 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

Add Contractors ?

[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

Submit

Cancel

### 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.



— BALTIMORE CITY —  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

# THANKS!



@BmoreDhcd