



— BALTIMORE CITY —
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

ePermits License Management

How to register, renew, authorize, or deny
use of your license.

Register A License

1. Log into your account and click "License Management."

My Permit Application List [Log out](#)

New! On-Line Inspection Scheduler: Now, you may schedule inspections on-line; use the Inspection Scheduler feature below

[Add Application](#) [License Management](#) [Inspection Scheduler](#)

Most Current(Past 3 months) All Active Archived Deleted

Show entries Search:

				ID App	Permit Number	Project Name	Create Submit Accept	Status	Fee Due	Fee Paid	Notes
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[Add License Number](#) [License Renewal](#)

2. Click "Add License Number."

[License Renewal](#)


License Number:

e-Permit Access Code:

[Add](#)

Note: A license is only registered once. The ePermits Access Code is only given to the license holder.

An agent of the license holder **will not** be given the ePermits Access Code.

 **License Renewal**

License Number: e-Permit Access Code:

1. Enter the License Number & the ePermit Access Code then click “Add.”

My Licenses								
	Type	License Num	Name	License Expire	Insurance Expire	Date Add	Authorized Users	Request
Edit	ELE	M-Test01	JANE DOE	12/31/2021		3/1/2021		

Your license will populate on the “My Licenses” list. Once your license is on the “My Licenses” list it can be added to permits.

Renew A License

1. Log into your account and click "License Management."

My Permit Application List Logout

New! On-Line Inspection Scheduler: Now, you may schedule inspections on-line; use the Inspection Scheduler feature below

Add Application License Management Inspection Scheduler

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Show 10 entries Search:

ID App	Permit Number	Project Name	Create Submit Accept	Status	Fee Due	Fee Paid	Notes
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License renewals are only for the following types of licenses:

- Electrical
- Gas Fitter
- On-site Utility
- Demolition

All other license types need to contact the Trades Licensing & Registration Unit at 410-396-1976 or email DHCD.Permits@baltimorecity.gov and attach a copy of your license in order to have the expiration date updated.

Add License Number License Renewal

2. Click "License Renewal."

License Renewal: [Back](#)

	ID App	Lic #	Create/Submit	Status	Fee Due	Fee Paid	Notes
Renew	223326	M-Test01	3/1/2021	Initial			REG2021

1. Click on the "Renew" button on the line with the license you want to renew.

1 Step 1
License Information

2 Step 2
Upload Documents

3 Step 3
Submit

License Information

Please verify your license information. ?

License Holder's Name: Jane Doe, Lic#M-Test01

<small>Address</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
<input type="text" value="123 ANY ST"/>	<input type="text" value="ANYWHERE"/>	<input type="text" value="Maryland"/>	<input type="text" value="22222"/>

Previous
Next
Submit

2. Verify the license holder name, license number, and address.

3. Click the "Next" button.

1 Step 1
License Information

2 Step 2
Upload Documents

3 Step 3
Submit

Upload Documents

[Upload Documents](#)

Documents Required: [Please click here to see the requirements.](#)

Previous **Next** **Submit**

1. Click "Upload Documents" to upload the Certificate of Insurance and any other required documents. Click the link to see the required documents for each license type.

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

1. Click to upload your file.

Close

File Uploaded

FileID	DateUpload	File Name
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Page 1 of 0



2. Your file will show on the list below.
Click "Close" when done uploading files.

Close

File Uploaded

FileID	DateUpload	File Name
1	JANE.DOE@NOWHERE.COM 3/1/2021	TEST.PDF

Page 1 of 1

1 Step 1
License Information

2 Step 2
Upload Documents

3 Step 3
Submit

Upload Documents

Edit Drawing(1)

Documents Required: [Please click here to see the requirements.](#)

Previous Next Submit

1. Click "Next."

1 Step 1
License Information

2 Step 2
Upload Documents

3 Step 3
Submit

Submit

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

Previous Next Submit

2. Click "Submit."

Staff will process and send you a link to pay for your renewal.

Approve or Deny Use of License

1. Log into your account and click "License Management."

My Permit Application List

New! On-Line Inspection Scheduler: Now, you may schedule inspections on-line; use the Inspection Scheduler feature below

[Add Application](#) [License Management](#) [Inspection Scheduler](#)

Most Current(Past 3 months) All Active Archived Deleted

Show entries Search:

ID App	Permit Number	Project Name	Create Submit Accept	Status	Fee Due	Fee Paid	Notes
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[Add License Number](#) [License Renewal](#)

My Licenses

	Type	License Num	Name	License Expire	Insurance Expire	Date Add	Authorized Users	Request
Edit	ELE	M-Test01	JANE DOE	12/31/2021		3/1/2021		1

1. When an applicant wants to add your license to their permit you will see a "Request" to use your license. Click the number to see the request.

1. The “New Request” section populates with the date of the request, the requestors information, and the permit address. Click “Edit” to proceed.

New Request				
	Date Request	Request By	Permit Address	
Edit	4/1/2021	<u>JOHN.DOE@NOWHERE.COM</u> 444-444-4444	1 HOME ST	
Authorized Users				
	Date Add	Authorized User	Date Expired	Address
Edit				

Requester Info:

Requested By: JOHN.DOE@NOWHERE.COM 444-444-4444
Permit Address: 1 HOME ST
License Num: M-Test01

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes No

You will see the requestor information and your license number.

2. You will need to click “Yes” or “No” about the use of your license.

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes No

Save

1. If you do not want your license used click "No" and then click "Save."

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes No

Step 2: Select Authorization Type:

- (Select One)
- This Permit Only
- All Permits on This Property
- All Permits on All Properties

Save

2. If you want your license used, click "Yes." Select the Authorization Type.

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes No

Step 2: Select Authorization Type:

Save

3. If you only want to authorize use of your license for this permit click "Save."

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes No

Step 2: Select Authorization Type:

Step 3: Set Expiration Date: (Required)

Save

4. If you want to authorize use of your license for either all permits on this property or all permits on all properties, you will need to set an expiration date.

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes No

Step 2: Select Authorization Type:

Step 3: Set Expiration Date: (Required)

Save

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes No

Step 2: Select Authorization Type:

Step 3: Set Expiration Date: (Required)

Save

Calendar showing the month of April 2021. The date 18 is highlighted in yellow.

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1. Click in the box and select an expiration date on the calendar. Click "Save" when done.

Your Authorized Users will populate with the date added, user information, and the date the authorization expires.

New Request

	Date Request	Request By	Permit Address
Edit	4/1/2021	<u>JOHN.DOE@NOWHERE.COM</u> 444-444-4444	1 HOME ST

Authorized Users

	Date Add	Authorized User	Date Expired	Address
Edit	4/1/2021	<u>JOHN.DOE@NOWHERE.COM</u> 444-444-4444	6/1/2021	

New Request			
	Date Request	Request By	Permit Address
Edit	4/1/2021	<u>JOHN.DOE@NOWHERE.COM</u> 444-444-4444	1 HOME ST

Authorized Users				
	Date Add	Authorized User	Date Expired	Address
Edit	4/1/2021	<u>JOHN.DOE@NOWHERE.COM</u> 444-444-4444	6/1/2021	

1. At any time by clicking “Edit” for an authorized user you can change the expiration date or deactivate their use of your license.

2. Change the expiration date or deactivate the use of your license by this requestor.

Requester Info:

Requested By: JOHN.DOE@NOWHERE.COM 444-444-4444
 Permit Address:
 License Num: M-Test01

Update:

Date Expire:

3. When changes are complete, click “Update”.

Add License Number		License Renewal						
My Licenses								
	Type	License Num	Name	License Expire	Insurance Expire	Date Add	Authorized Users	Request
Edit	ELE	M-Test01	JANE DOE	12/31/2021		3/1/2021	1	



The number of authorized users are listed here on your “My Licenses” list.



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THANKS!



@BmoreDhcd