

# ePermits Application How to apply for an Extension or an Amendment to Add or Change the Contractor Permit

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	Select Permit Category
Project Name: Nickname your project	Please review all options before making a selection
	(Please move the cursor over to see more information.)
Your Role: (Select One) ▼	Residential (1 & 2 family dwelling units only): Add and/or replace plumbing/mechanical/gas/electrical
Project Notes: Optional	fixtures/devices (drawings NOT required)
Property Owner Information	Residential: Minor interior/interior demo/exterior alterations (drawings NOT required)
Is the property owner a business entity? Yes  No	Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required)
to the property entrol a securious entrol, 100 (110 )	Residential: New construction/addition < 600 sq ft (drawings to scale required)
	○Underpinning only(1 & 2 family dwelling units only)  ①
	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 manufactural)
	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	
to act for the owner for this application. Undersigned further ce Fire, and Related Codes of Baltimore City ("BFRCBC") and oth incorrect, inaccurate, or incomplete information may result in the	at 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 riflies that he/she has examined this application, including any accompanying plans, and that the proposed work subject to the Building, ere applicable laws and ordinances is a true, accurate, and complete statement of the work applied for in this application, and any se voiding of this permit pursuant to the BFRCBC. Undersigned further certifies that the owner or their duly authorized agent shall comply ces. You agree your electronic signature is the legal equivalent of your manual signature on this application. By entering your name you didlions.
Affidavit: Please enter your name	Click Here to Continue

3. In the "Select Permit Category," section select "Permit extension/Change(or Add contractor". Click on the icon at the end of the option for more information on that option.

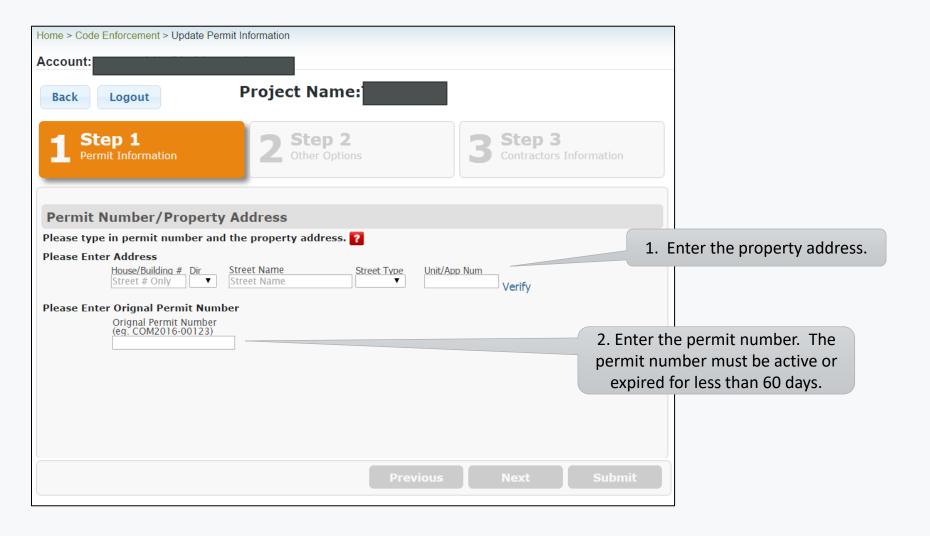
4. Read and sign the "Affidavit".

5. Click to

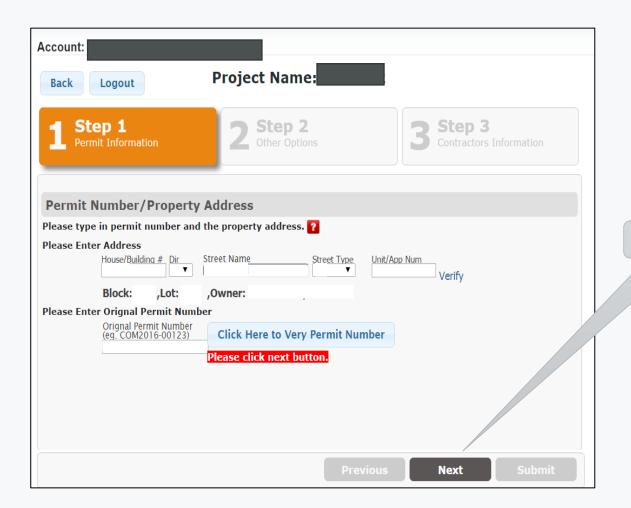
continue.

scale

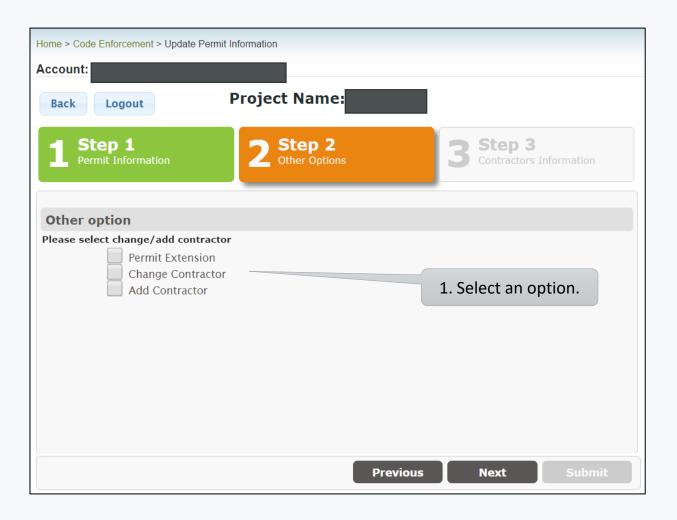
Property Owner Information			Residential: Interior/exterior alteracions(or demolition) (drawings to scale may be required)				
Is the property owner a business entity? Yes   No		Residential: New construction/addition < 600 sq. drawings to scale required)					
Company Name:			Underpinning only	y(1 & 2 family dwelling i	units only)		
Phone:					nbing/mechanical/gas/elect	res/devices	
Filone.		(drawings NOT required)					
Address1:			Non-Residential:	Exterior work (drawings	to scale may be required)	•	
Address 2:			Non-Residential: I may be required)	nterior non-structural al	terations(or demolition) < 2	00 sq ft (drawings to s	scale
City:		Permit extension/Change(or Add) contractor (requires original permit number)					
Oity.			Permit reinstatem	ent (requires original pe	ermit number)		
State: (Select One) ▼		●Use and occupancy permit  ● Use and occupancy permit					
₹ip:		Razing or moving building/structure permit					
ID.		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 Con	tact Information		, ,		,		
	st Name	Phone #	Address	City	State	Zip	
I IISLIVAIIIC LA	SUVALLIC	I Hone #	Audicoo	Oity		Zip	
					(Select One)	7	





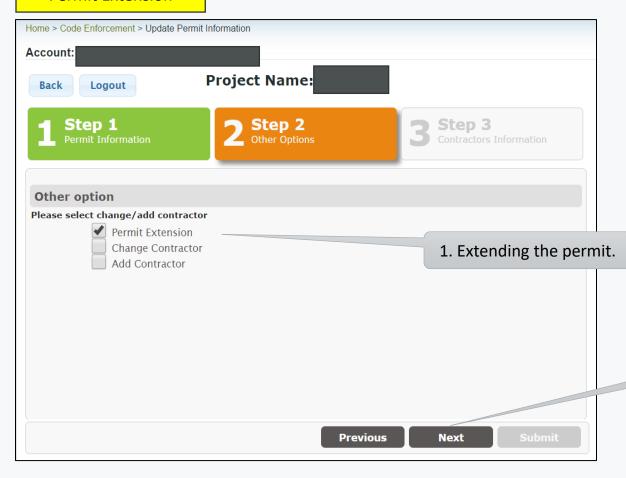


1. Click "Next".

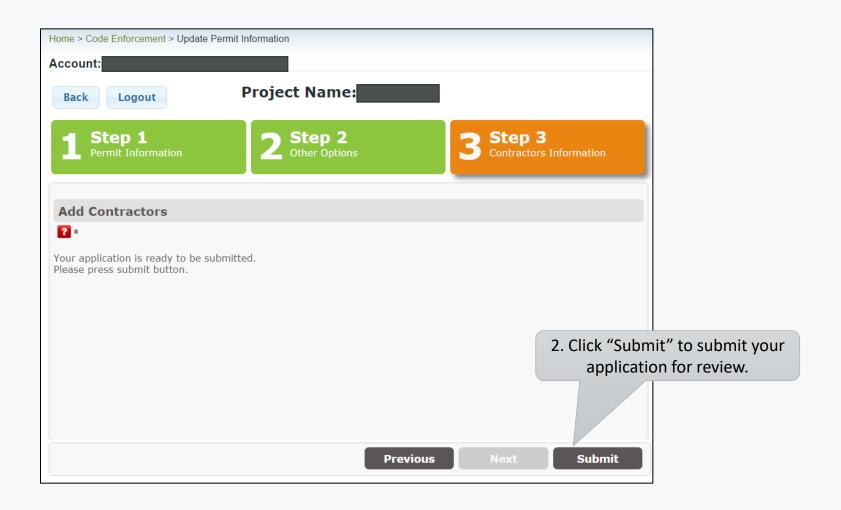


NOTE: You can extend a permit; change a contractor; add a contractor; or extend and add/change a contractor.

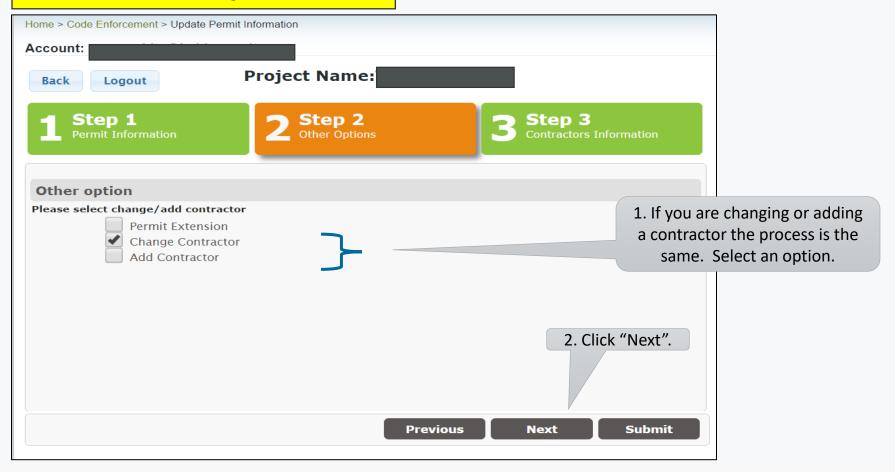
#### **Permit Extension**



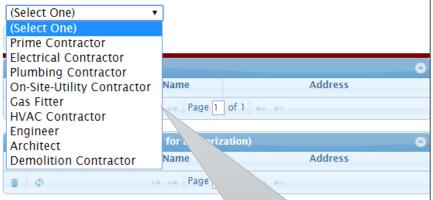
2. Click "Next".



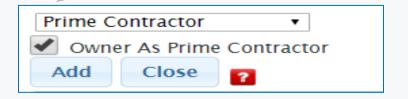
#### Permit Amendment to Change or Add Contractor







- 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".



Please key in License Number:  Please key in Company Name or Last name:  Add  Close	<u>}</u>
ID +   Typi   Lic#   Name       Of 1   >> > > >	2. Click "Add".
Pending Contractor List (waiting for authorization)  ID · Typu Lic# Name    Page of 1 page of 1 page (Select One)	Address
Add Close ? Contractor List	•
ID · Typc Lic# Name	Address
(	) b)

Address

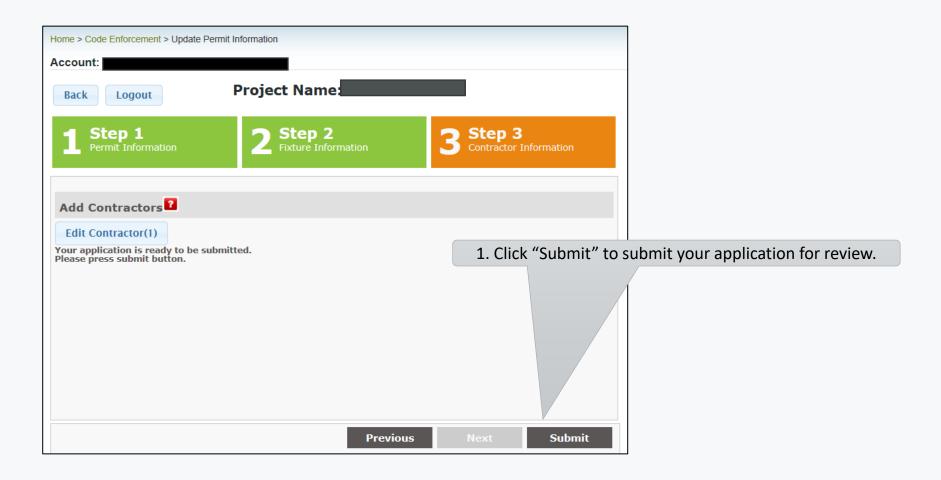
Note: You can add multiple contractors to a permit. Enter the information for the contractor then click "Add". When all contractors have been added click "Close".

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1. Enter the license number and contractor/company name.

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.



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 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

NOTE: Correspondences on the permit will be made via email so check the email account used to create this application.



# **THANKS!**





