



— BALTIMORE CITY —  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

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# ePermits Application

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

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 **i** to see more information.)

- Residential (1 & 2 family dwelling units only): Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) **i**
- Residential: Minor interior/exterior demo/exterior alterations (drawings NOT required) **i**
- Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required) **i**
- Residential: New construction/addition < 600 sq ft (drawings to scale required) **i**
- Underpinning only(1 & 2 family dwelling units only) **i**
- Non-Residential: Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) **i**
- Non-Residential: Exterior work (drawings to scale may be required) **i**
- Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale may be required) **i**
- Permit extension/Change(or Add) contractor (requires original permit number) **i**
- Permit reinstatement (requires original permit number) **i**
- Use and occupancy permit **i**
- Razing or moving building/structure permit **i**
- Work on BGE pole
- Please contact the Plans Examining Office at 410-396-3460 before proceeding. (Permit requiring plans review in the ePlans process.) **i**

**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:  [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”.

**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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="(Select One)"/>	<input type="text"/>

**Select Permit Category**  
Please review all options before making a selection  
(Please move the cursor over **i** to see more information.)

- Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required) **i**
- Residential: New construction/addition < 600 sq ft (drawings to scale required) **i**
- Underpinning only(1 & 2 family dwelling units only) **i**
- Non-Residential: Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) **i**
- Non-Residential: Exterior work (drawings to scale may be required) **i**
- Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale may be required) **i**
- Permit extension/Change(or Add) contractor (requires original permit number) **i**
- Permit reinstatement (requires original permit number) **i**
- Use and occupancy permit **i**
- Razing or moving building/structure permit **i**
- Work on BGE pole
- Please contact the Plans Examining Office at 410-396-3460 before proceeding. (Permit requiring plans review in the ePlans process.) **i**

5. Click to continue.

Account: [Redacted]

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Logout


Project Name: [Redacted]

**1 Step 1**  
Permit Information

**2 Step 2**  
Other Options

**3 Step 3**  
Contractors Information

### Permit Number/Property Address

Please type in permit number and the property address. 

Please Enter Address

House/Building #	Dir	Street Name	Street Type	Unit/App Num	Verify
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

1. Enter the property address.

Please Enter Original Permit Number

Original Permit Number  
(eg. COM2016-00123)

2. Enter the permit number. The permit number must be active or expired for less than 60 days.

Previous

Next

Submit

Account:

[Redacted]

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Project Name:


[Redacted]

**1 Step 1**  
Permit Information

**2 Step 2**  
Other Options

**3 Step 3**  
Contractors Information

### Permit Number/Property Address

Please type in permit number and the property address. 

Please Enter Address

House/Building #  Dir  Street Name  Street Type  Unit/App Num  [Verify](#)

Block:  Lot:  ,Owner:

Please Enter Original Permit Number

Original Permit Number  
(eg. COM2016-00123)

[Click Here to Very Permit Number](#)

1. The address and owner information will populate.

2. Click her to verify the permit number you entered.

Account: [Redacted]

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[Logout](#)

Project Name: [Redacted]

**1 Step 1**  
Permit Information

**2 Step 2**  
Other Options

**3 Step 3**  
Contractors Information

**Permit Number/Property Address**

Please type in permit number and the property address. **?**

Please Enter Address

House/Building #  Dir  Street Name  Street Type  Unit/App Num  [Verify](#)

Block: , Lot: , Owner:

Please Enter Original Permit Number

Original Permit Number (eg. COM2016-00123)  [Click Here to Verify Permit Number](#)

**Please click next button.**

1. Click "Next".

[Previous](#)

**Next**

[Submit](#)

Account: [REDACTED]

[Back](#) [Logout](#)

Project Name: [REDACTED]

**1 Step 1**  
Permit Information

**2 Step 2**  
Other Options

**3 Step 3**  
Contractors Information

**Other option**

Please select change/add contractor

- Permit Extension
- Change Contractor
- Add Contractor

1. Select an option.

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

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

# Permit Extension

Home > Code Enforcement > Update Permit Information

Account: [REDACTED]

Back

Logout

Project Name: [REDACTED]

**1 Step 1**  
Permit Information

**2 Step 2**  
Other Options

**3 Step 3**  
Contractors Information

## Other option

Please select change/add contractor

- Permit Extension
- Change Contractor
- Add Contractor

1. Extending the permit.

2. Click "Next".

Previous

Next

Submit



Account: [REDACTED]

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Logout

Project Name: [REDACTED]

**1 Step 1**  
Permit Information

**2 Step 2**  
Other Options

**3 Step 3**  
Contractors Information

### Add Contractors



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

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

Previous

Next

Submit

# Permit Amendment to Change or Add Contractor

Home > Code Enforcement > Update Permit Information

Account: [Redacted]

[Back](#) [Logout](#)

Project Name: [Redacted]

**1 Step 1**  
Permit Information

**2 Step 2**  
Other Options

**3 Step 3**  
Contractors Information

## Other option

Please select change/add contractor

- Permit Extension
- Change Contractor
- Add Contractor



1. If you are changing or adding a contractor the process is the same. Select an option.

2. Click "Next".

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

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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

Add Contractors 7

Add Contractor

Contractor is needed.

Previous Next Submit

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

(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

Name Address

Page

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 ?

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

2. Click "Add".

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.

(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".

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.

1. 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.



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**THANKS!**



@BmoreDhcd