



— BALTIMORE CITY —
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

GUIDE TO PERMITS

One-Stop Shop

417 E. Fayette Street, Room 100

Baltimore, MD 21202

443-984-1809

**Are you planning to build on or renovate
your property? The Baltimore City
Department of Housing & Community
Development's Office of Permits & Building
Inspections can help.**



<https://dhcd.baltimorecity.gov/pi/permits>

What requires a permit?

Generally speaking, a permit is required if you are replacing or significantly altering an item at a property. It's the law to obtain a permit for all renovations, modifications, and reconstructions.

This includes:

- Constructing, enlarging, altering, repairing, rehabilitating, demolishing, or moving any structure
- Changing, installing, or replacing any electrical, gas, mechanical, or plumbing system
- Changing the use of land or any structure
- Performing any grading or excavating



Who should obtain the permit?

The property owner is responsible for obtaining the permit, although an authorized party can apply for the permit online via the ePermits website. The owner must ensure that the contractor is working within the permit's scope.

Does a homeowner need a permit?

If the work requires a permit, then a permit is required before beginning the project, even if you are the homeowner.

Permits 101

DHCD enforces the Baltimore City Building Code, as well as state laws pertaining to construction and occupancy. Permit and inspection services exist for the safety, health, and welfare of the residents of Baltimore City. Obtaining a permit ensures that related work will be inspected by a City inspector who will verify that the completed work complies with the City's building code, which protects residents from dangers such as a structural collapse and/or fire. Additionally, permits help protect the value of your home, and serve as proof to future buyers that previous work was performed safely and correctly. Permits also help to ensure that a neighbor's work is done properly and will not damage your property. When work is performed on your property, the appropriate permit(s) must be available onsite to present to an inspector upon request.





Permitting in CHAP Districts

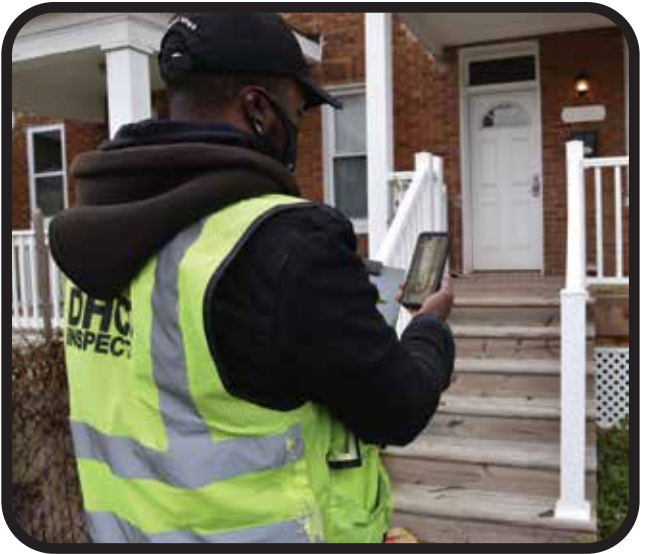
Typically, exterior modifications and improvements require the review and approval of the Commission for Historical and Architectural Preservation Districts (CHAP). When you apply for the permit your application will be referred to CHAP for approval. You must also complete a CHAP application. Additionally, you will need an Authorization-To-Proceed from CHAP in order for the City to issue your permit. Minor work that would not otherwise require a permit will require one in a CHAP district.

Unauthorized Work

To check whether a permit exists on a specific property, visit our “Existing Permit Search” tool online at: http://cels.baltimorehousing.org/Search_TM_MAP.aspx. You can anonymously report suspected unpermitted work by calling 311 or by submitting a request online and the City will follow up.

Penalties

Failing to obtain the required permit(s) will result in fines and penalties. Working without a permit is a misdemeanor and can be prosecuted at any time. It is punishable by up to one year in jail or a criminal fine up to \$1,000. In addition to paying any assessed administrative penalties, you must apply for the appropriate permit. You will be required to apply for the proper permits and pay the appropriate fees. You will be penalized with a surcharge that is the greater of \$1,000 or 50 percent of the total permit fee.



Permit Extensions

Most permits are valid for six months, but if it expires before your work is completed, you can apply for an extension. You can apply for an extension within 30 days of the permit's expiration at a cost of \$52 for 1-and 2 family dwelling permits and \$77 for all other permits. If you apply 30-60 days after expiration, the cost is 50 percent of the original permit fee.

Inspections

Schedule inspections through the online Inspection Scheduler in ePermits. You can also use the QuickTrac system at 443-984-2776 to schedule your inspection. You must have your permit number.

How to Apply

All permits are applied for online. You will need an account to apply for permits. You can setup your account and log into ePermits at https://cels.baltimorehousing.org/permit/Account_Login.aspx.

- Communications about permits are made via the ePermits message board
- Permits are paid for online (by check free and by credit/debit card nominal fee)
- The permit is issued online and you will receive an email to download your permit



For assistance call the One Stop Shop at 443-984-1809 or email DHCD.Permits@baltimorecity.gov.