



— BALTIMORE CITY —  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

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# **ePermits Application**

## **How to apply for a New Construction or <600 Square Foot Addition Permit (Residential)**

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 <sup>i</sup> to see more information.)

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

**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: New construction/addition < 600 sq ft”. 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**


- ☐ Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required) <sup>i</sup>
- ☐ Residential: New construction/addition < 600 sq ft (drawings to scale required) <sup>i</sup>
- ☐ Underpinning only(1 & 2 family dwelling units only) <sup>i</sup>
- ☐ Non-Residential: Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) <sup>i</sup>
- ☐ Non-Residential: Exterior work (drawings to scale may be required) <sup>i</sup>
- ☐ Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale may be required)
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- ☐ Please contact the Plans Examining Office at 410-396-3460 before proceeding. (Permit requiring plans review in the ePlans process.) <sup>i</sup>

5. Click to continue.

1. Answer Yes or No for each question. If you select Yes for “Exterior Work” there are additional options.

**Please select Yes or No for a**

Electrical Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Mechanical Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Plumbing Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Gas Work	Yes	<input type="radio"/>	No	<input type="radio"/>
Exterior Work	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>
Fence	Yes	<input type="radio"/>	No	<input type="radio"/>
Grading	Yes	<input type="radio"/>	No	<input type="radio"/>
Paving	Yes	<input type="radio"/>	No	<input type="radio"/>
Ramp	Yes	<input type="radio"/>	No	<input type="radio"/>
Retaining Wall	Yes	<input type="radio"/>	No	<input type="radio"/>



# BALTIMORE CITY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Home > Code Enforcement > Update Permit Information

Account: [REDACTED]


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

[Click Here To Enter Permit Address](#)

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

2. Answer Yes or No for each question.

3. If you are attaching the new construction/addition to an existing structure select “Yes” for this option.

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

### Please Enter Address

House/Building #

Street # Only

Dir



Street Name

Street Name

1. Enter the address where the work is being performed.

1. The address and owner information will populate here.

2. Enter the “Total Estimated Cost” of the entire project.

5. Enter the building volume for the new construction/addition. Enter zero (0) if none.

3. Enter the “Cost for Exterior Work” however, if you selected fence, grading, paving, ramp, or retaining wall on the previous screen **DO NOT** include that cost under the “Cost for Exterior Work”.

4. Enter the interior alteration square footage. Enter zero (0) if none.

<b>Please Enter Address</b>				
House/Building #	Dir	Street Name	Street Type	Unit/Apt Num
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Block:</b>	<b>Lot:</b>	<b>,Owner:</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>Please Enter Building and Construction Info</b>				
Total Estimated Cost		Cost for Exterior Work	Interior Alteration Measure Square Footage	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
New/Addition Measure Building Volume				
<input type="text"/>				
Structural Alteration		Interior Demo		
Yes <input type="radio"/> No <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>		
Building Fully Sprinklered		Work Outside of the Property Line		
Yes <input type="radio"/> No <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>		
Existing Use (Select One)		Proposed Use (Select One)		
<input type="text"/>		<input type="text"/>		
Existing Dwelling Unit Count		Proposed Dwelling Unit Count		
<input type="text"/>		<input type="text"/>		
<b>Please Enter Work Description</b>				
Please key in detailed permit description.				
<input type="text"/>				
<b>Please Enter Your Notes</b>				
Optional				
<input type="text"/>				
<input type="button" value="Save"/> <input type="button" value="Close"/>				

1. If “Yes” to “Structural Alteration” you will need to select “Yes” or “No” to additional items. Note: If you select “Yes” to “Underpinning” you need to “Close” the application and under the “Select Permit Category” section select “Underpinning”.

Structural Alteration Yes <input checked="" type="radio"/> No <input type="radio"/>	Underpinning Yes <input type="radio"/> No <input type="radio"/>	Interior Demo Yes <input type="radio"/> No <input type="radio"/>
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2. If “Yes” to “Interior Demo” you will need to select the Interior Demo Category. Note: Category III requires a licensed contractor.

Interior Demo Yes <input checked="" type="radio"/> No <input type="radio"/>	Interior Demo Category I <input type="radio"/> II <input type="radio"/> III <input type="radio"/>
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4. Enter the existing and proposed dwelling unit count.  
If none enter zero (0).

6. Click “Save”

**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  Cost for Exterior Work  Interior Alteration Measure Square Footage   
New/Addition Measure Building Volume   
Structural Alteration Yes ☐ No ☐ Interior Demo Yes ☐ No ☐  
Building Fully Sprinklered Yes ☐ No ☐ Work Outside of the Property Line Yes ☐ No ☐  
Existing Use (Select One)  Proposed Use (Select One)   
Existing Dwelling Unit Count  Proposed Dwelling Unit Count

**Please Enter Work Description**  
Please key in detailed permit description.

**Please Enter Your Notes**  
Optional

3. From the dropdown menus select the “Existing Use” and the “Proposed Use” of the property.

5. Enter a detailed description of the work you are going to perform.

Account: [REDACTED]

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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 ☐ 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 ☐
- Exterior Work 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 ☒

Property Address & Work Description: [REDACTED] (click to edit)

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Next

Submit

1. Click "Next".



Account: [REDACTED]

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Project Name [REDACTED]

**1 Step 1**  
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Fixture Information

**3 Step 3**  
Contractor Information

Fixture/Attachment Info 

**Drawing Required**

Required: 8 1/2 x11-11x17 Construction Drawings  
Required: 2 of 8 1/2 x 11-11x17 Site/Plot Plans

1. Click to upload drawings to the permit application.

[Previous](#)

[Next](#)

[Submit](#)

1.You can click to browse for your file or drag your file to this location.  
Note: Documents must be in a PDF format.

3. Click "Close" when file is uploaded.

2. The uploaded file will be listed here

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

Close

File Uploaded		
FileID	DateUpload	File Name
Page 1 of 0		

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Project Name:

**1 Step 1**

Permit Information

**2 Step 2**

Fixture Information

**3 Step 3**

Contractor Information

**Fixture/Attachment Info** 

Edit Drawing(1)

Required: 8 1/2 x11-11x17 Construction Drawings


Required: 2 of 8 1/2 x 11-11x17 Site/Plot Plans

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Submit

1. Click "Next".

 **BALTIMORE CITY  
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Contractor Information

**Add Contractors** 

[Add Contractor](#)

Primary 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	
for authorization)	
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				

1. Enter the license number and contractor/company 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.

(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".



# BALTIMORE CITY DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT



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**1 Step 1**  
Permit Information

**2 Step 2**  
Fixture Information

**3 Step 3**  
Contractor Information

**Add Contractors** 2

[Edit Contractor\(2\)](#)

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.

### 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