

## 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.

Property Owner Information

Company Name:

Phone:

Address1

Address 2:

First Name

City:

State

Is the property owner a business entity? Yes 

No

(Select One)

Business Entity Contact Information

Last Name

Phone #

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)
is the property owner a business criticy: 165 110	Residential: New construction/addition < 600 sq ft (drawings to scale required)
	□Underpinning only(1 & 2 family dwelling units only)  ■
	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 may be required)
	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	
The undersigned hereby certifies under penalties of to act for the owner for this application. Undersigner Fire, and Related Codes of Baltimore City ("BFRCB incorrect, inaccurate, or incomplete information may	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 of further certifies that he/she has examined this application, including any accompanying plans, and that the proposed work subject to the Building, C?) and other applicable leavs and ordinances is a true, accurate, and complete statement of the work applied for in this pictation, and any result in the voiting of this permit pursuant to the BFRCBC. Undersigned further certifies that the owner or their duly authorized agent shall comply not ordinances. You agree your electronic signature is the legal equivalent of your manual signature on this application. By entering your name you ms and conditions.
Affidavit: Please enter your name	Click Here to Continue

(drawings NOT required)

Use and occupancy permit

Work on BGE pole

Address

Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required)

Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale

Please contact the Plans Examining Office at 410-396-3460 before proceeding, (Permit

State

(Select One)

Zip

Residential: New construction/addition < 600 sq (drawings to scale required)

Permit extension/Change(or Add) contractor (requires original permit number)

Non-Residential: Add and/or replace plumbing/mechanical/gas/electrics

Non-Residential: Exterior work (drawings to scale may be required)

Underpinning only(1 & 2 family dwelling units only)

Permit reinstatement (requires original permit number)

Razing or moving building/structure permit

requiring plans review in the ePlans process.)

City

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".

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 \ 25 or No for a Electrical Work (es No Mechanical s No Work Plumbing Work Yes No Gas Work YE NO Exterior Work Yes No Yes No Fence Grading Yes No Yes No Paving Yes No Ramp Retaining Wall Yes No



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.



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.

Please Enter Address House/Building # Dir Street Type Street Name Unit/Apt Num Block: Lot: ,Owner: Please Enter Building and Construction Info Cost for Exterior Work Interior Alteration Measure Total Estimated Cost Square Footage ¡New/Addition Measure Building Volume Structural Alteration Interior Demo Yes No 🔘 Yes No 🔘 Building Fully Sprinklered ¡Work Outside of the Property Line-Yes 🔘 No 🔘 Yes No 🔘 Existing Use Proposed Use (Select One) (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 Close Save

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.

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 
No 
No 
Viderpinning

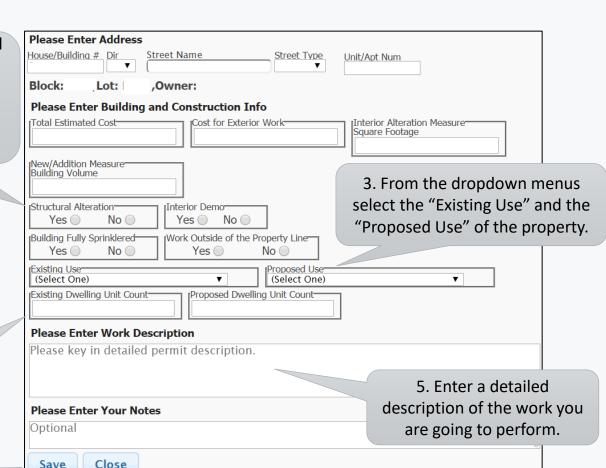
Yes 
No 
Vies 
No 
Vies 
No 
No 
Vies 
Vie

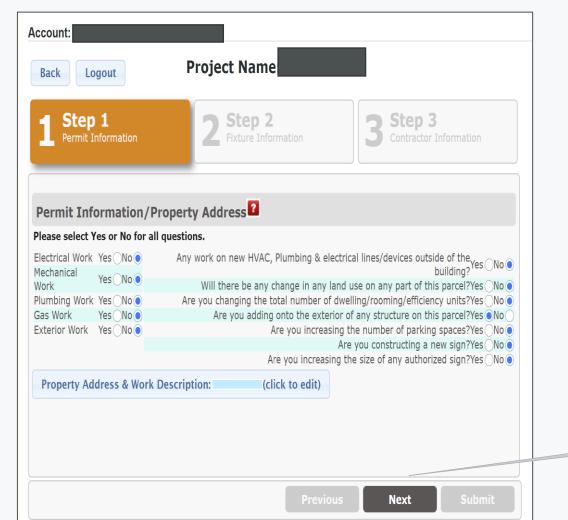
 If "Yes" to "Interior Demo" you will need to select the Interior Demo
 Category. Note: Category III requires a licensed contractor.

Interior Demo Ves No Interior Demo Category Interior Demo Lategory I

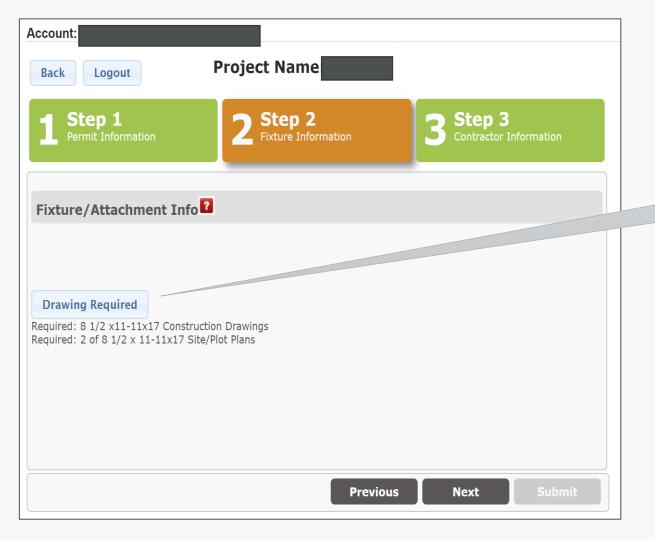
4. Enter the existing and proposed dwelling unit count. If none enter zero (0).

6. Click "Save"



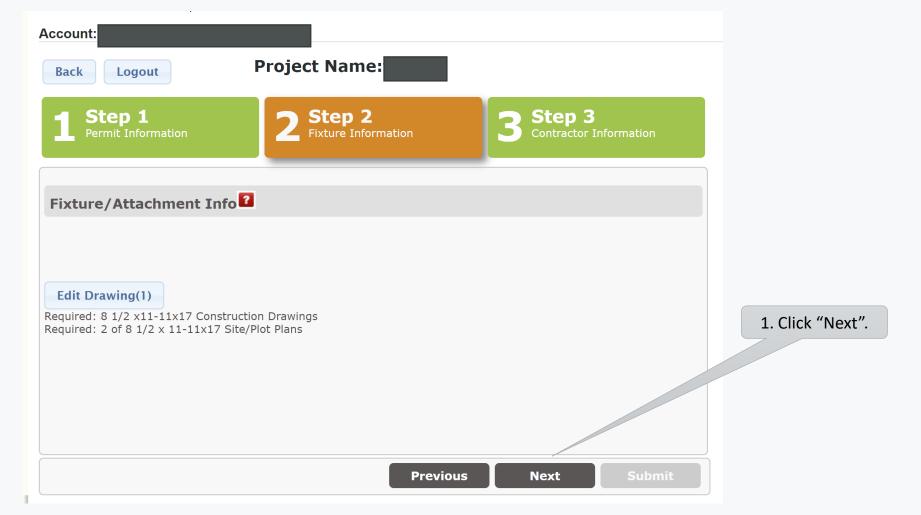


1. Click "Next".

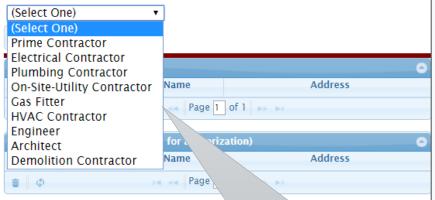


1. Click to upload drawings to the permit application.

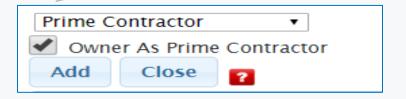
1. You can click to browse for your file or drag your file to this location. Note: Documents must be in a PDF format. 3. Click "Close" when file is uploaded. Please click here or please drop files(PDF only) directly here. Close File Uploaded 2. The uploaded file will be listed here FileID 🚖 DateUpload File Name







- 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			}	
Contractor List	Address	2. Clic	ck "Ac	dď.
Pending Contractor List (waiting for authorization)  ID · Typt Lic# Name  Page of 1   page	Address	0		
(Select One) ▼  Add Close ?  Contractor List   ID · Typt   Lic#   Name	Ada	dress	0	
1 Name  1 Page 1 of 1		ness	•	

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.



Click "Submit" to submit your application for review.

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!**





