BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

ePermits Application

How to apply for an Underpinning Permit

© Created by Baltimore City Department of Housing & Community Development

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: Nickname your project

Your Role: (Select One)

Project Notes: Optional

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 to see more information.)

- **Residential (1 & 2 family dwelling units only):** Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required)
- **Residential:** Minor interior/interior demo/exterior alterations (drawings NOT required)
- **Residential:** Interior/exterior alterations(or demolition) (drawings to scale may be required)
- **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 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: Please enter your name

Click Here to Continue

3. In the “Select Permit Category,” section select “Underpinning”. 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.

Property Owner Information

Is the property owner a business entity? Yes No

Company Name:

Phone:

Address1:

Address 2:

City:

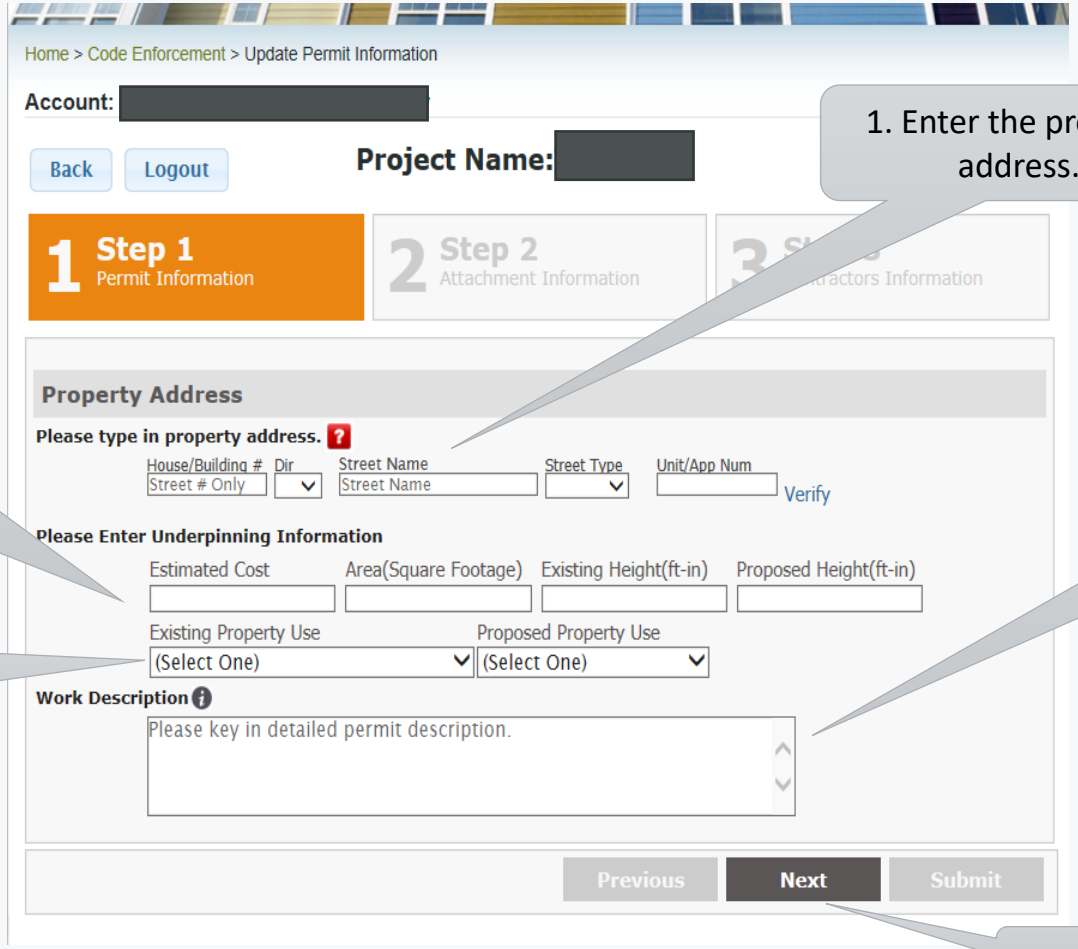
State: (Select One)

Zip:

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

Business Entity Contact Information

First Name	Last Name	Phone #	Address	City	State	Zip
					(Select One)	



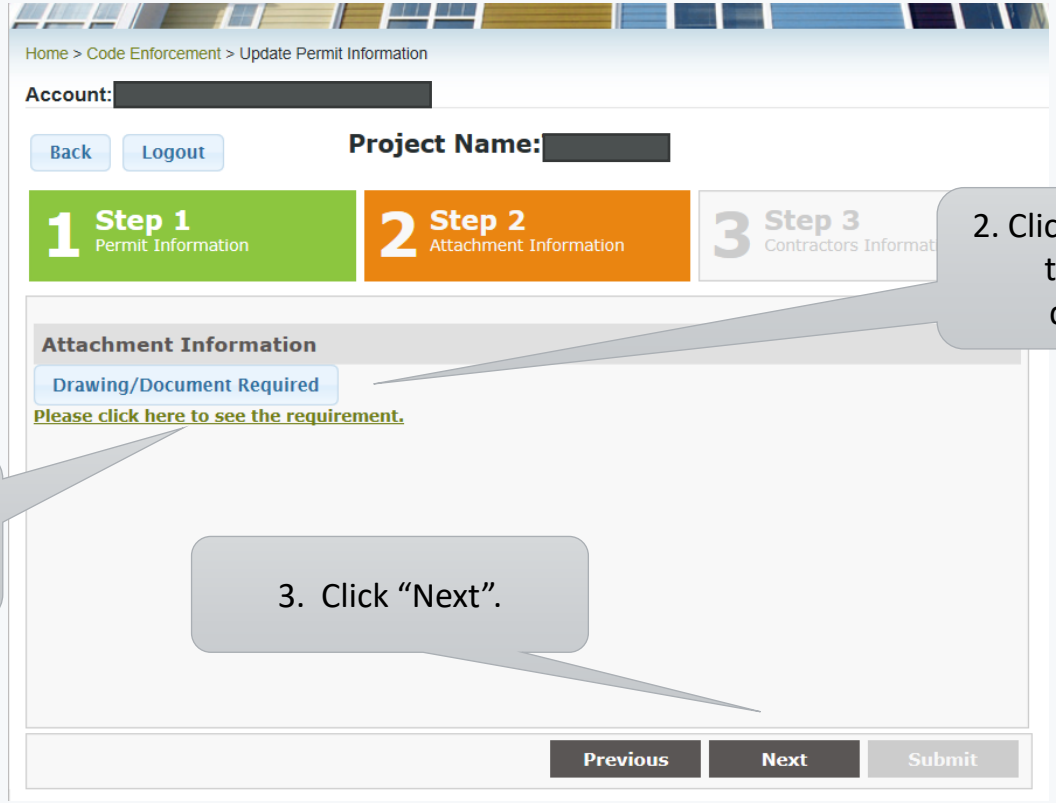
1. Enter the property address.

2. Enter the Estimated Cost, Area, Existing and Proposed Height.

3. Enter the Existing & Proposed Property Use.

4. Enter the description of work.

5. Click “Next”.



1. Click here to see the underpinning requirements.

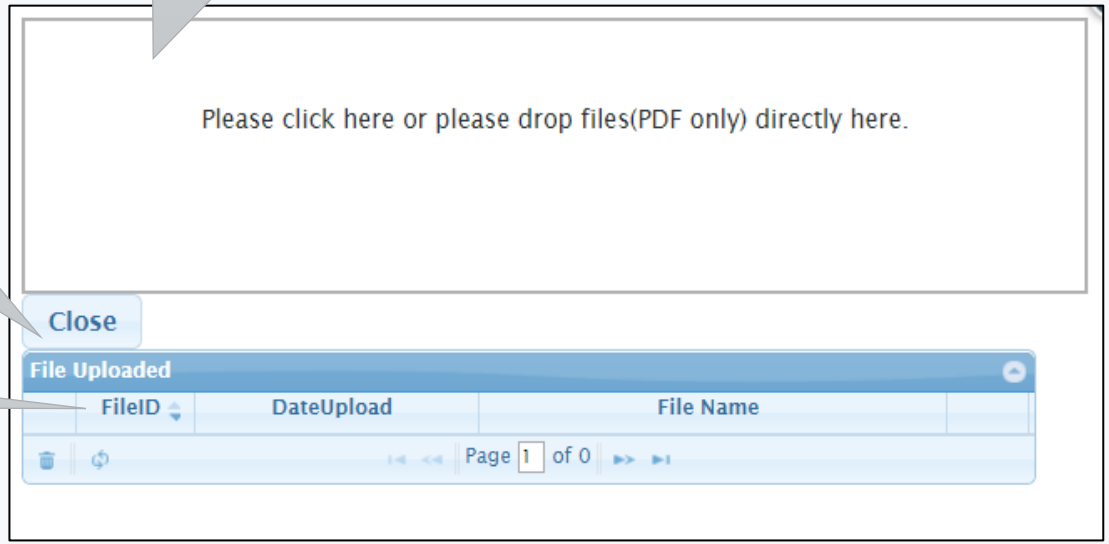
2. Click here to upload the required documents.

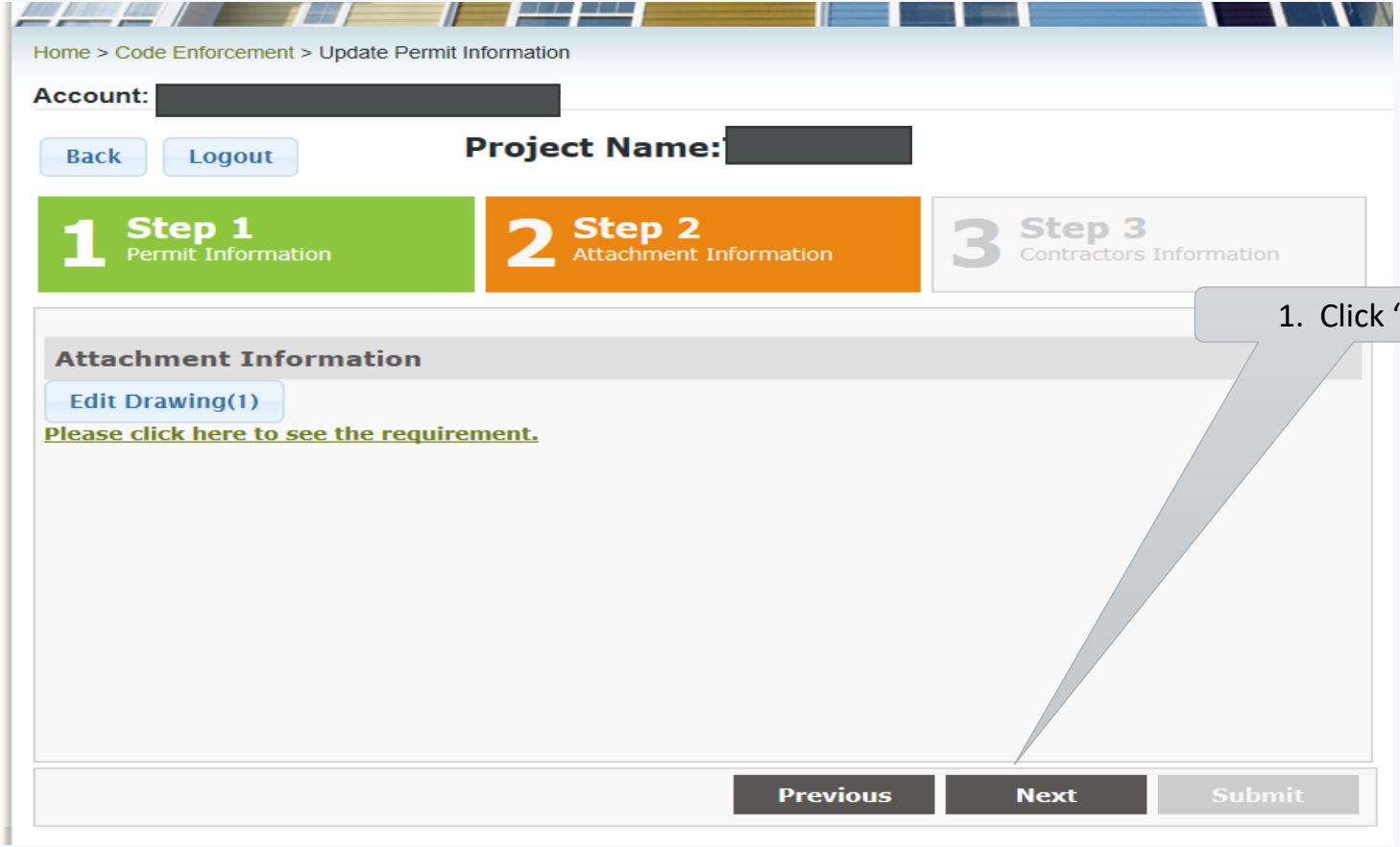
3. Click “Next”.

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

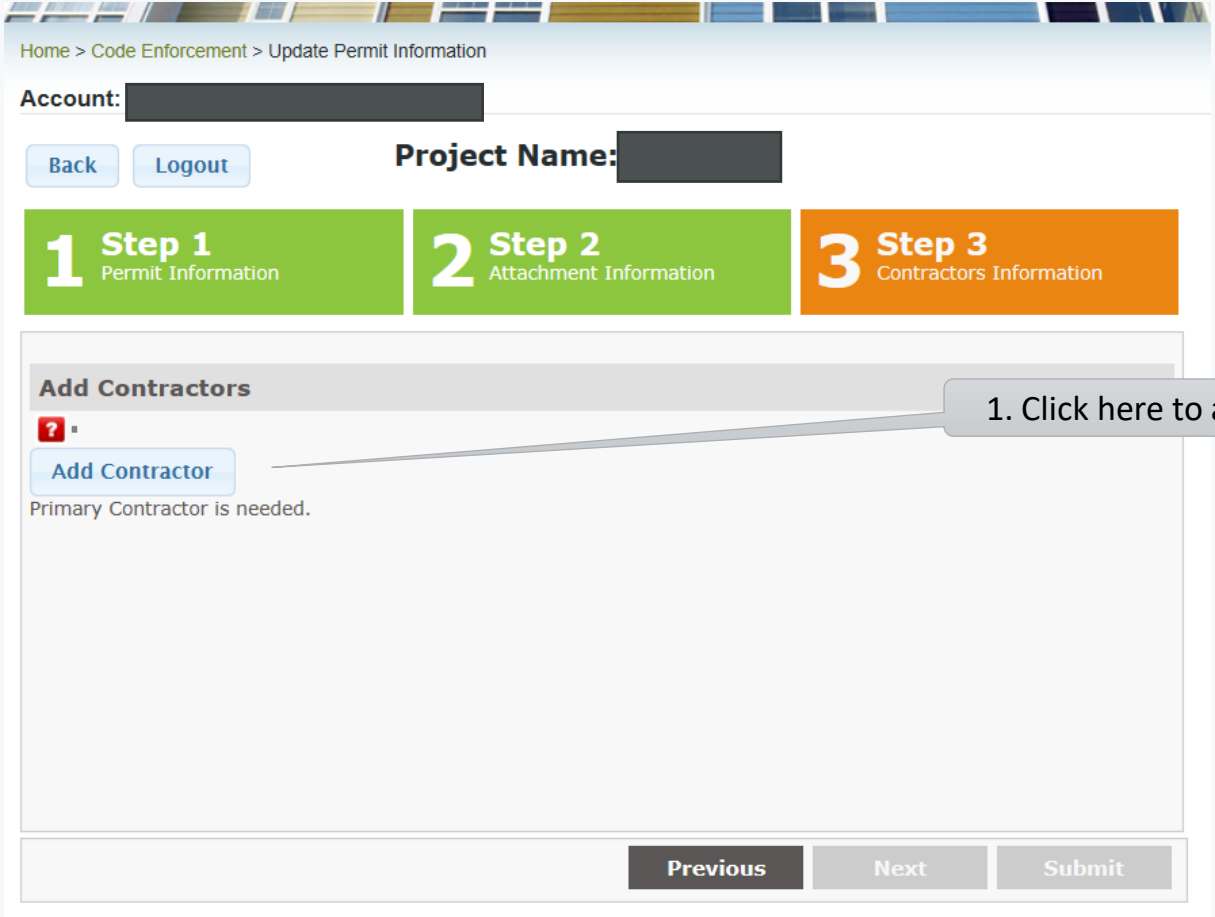
3. Click “Close” when file is uploaded.

2. The uploaded file will be listed here.

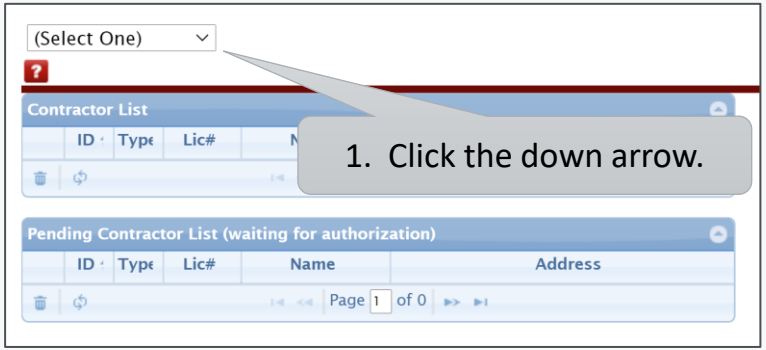



Home > Code Enforcement > Update Permit Information
Account:
Back
Logout
Project Name:
1 Step 1
Permit Information
2 Step 2
Attachment Information
3 Step 3
Contractors Information
Attachment Information
Edit Drawing(1)
Please click here to see the requirement.
Previous
Next
Submit

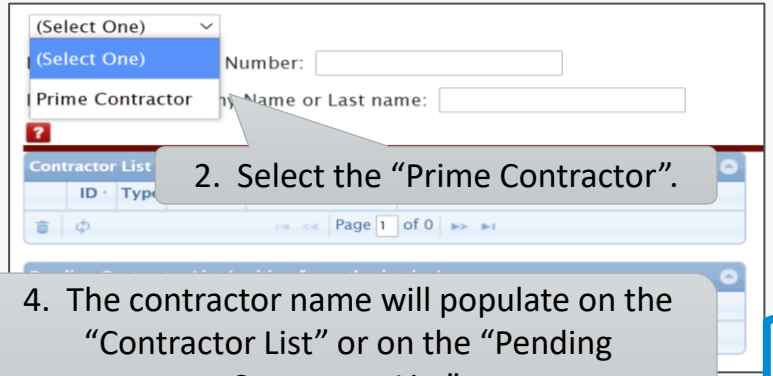
1. Click “Next”.



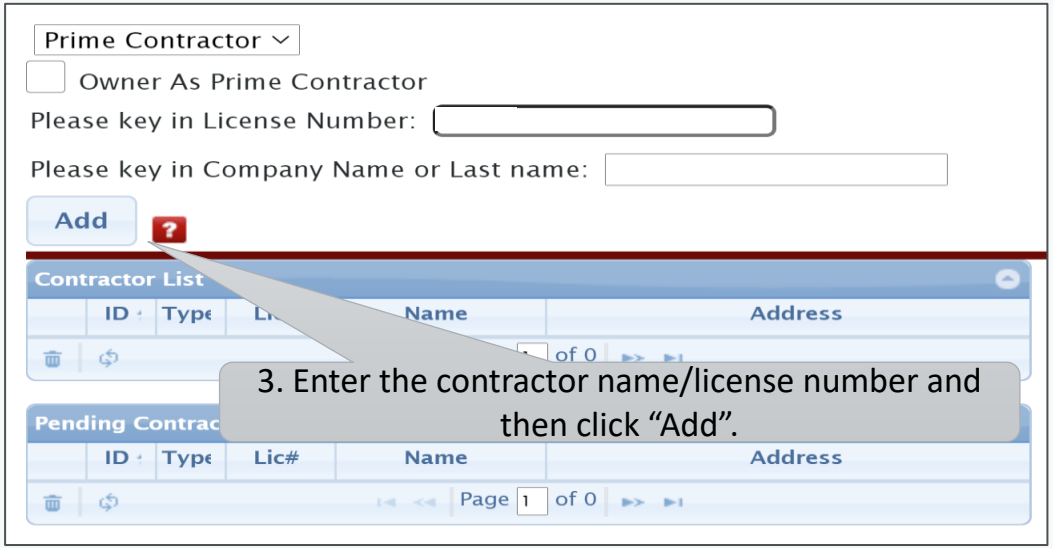
1. Click here to add the contractor.



1. Click the down arrow.



2. Select the "Prime Contractor".

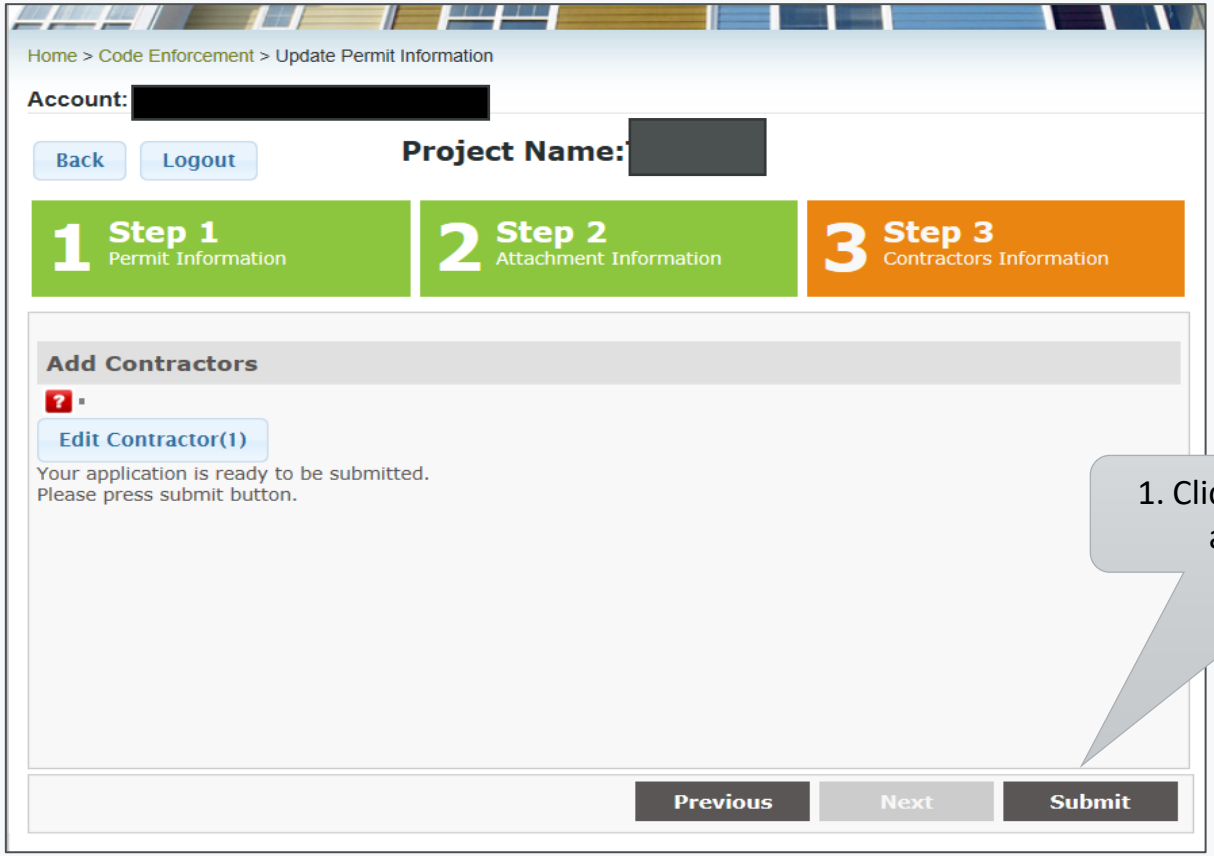


3. Enter the contractor name/license number and then click "Add".

4. The contractor name will populate on the "Contractor List" or on the "Pending Contractor List".

5. Click the "X" to close the window.

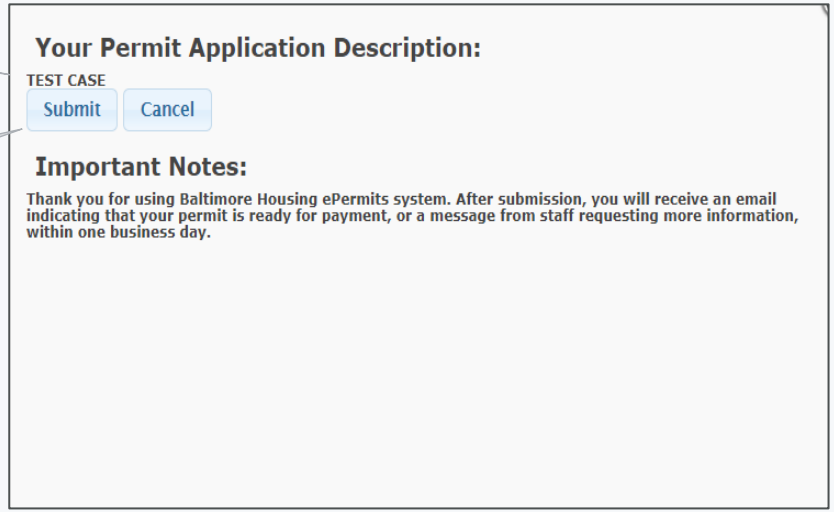
Note: Underpinning permits require a licensed contractor. For 1 to 3 family dwellings it must be an MHIC contractor.



1. 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.



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

BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

THANKS!

@BmoreDhcd