



— BALTIMORE CITY —
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

ePermits Application

How to apply for a Use and Occupancy 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 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/interior 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)
- 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 ("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, rules, regulations, and conditions.

Affidavit:

3. In the "Select Permit Category," section select the "Use and occupancy permit".

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:

Zip:

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

1. Enter the property address.

2. Enter a detailed description for the use of the property.

3. Enter the lessee's name here. If this is a business enter the name of the business under the "Last Name".

4. Click "Next".

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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** Property Use | **3 Step 3** Upload Documents

Property Address

Please type in property address and use permit description. ?

Please Enter Address

House/Building #	Dir	Street Name	Street Type	Unit/Apt Num
Street # Only		Street Name		

[Verify](#)

Please Enter the USE Permit Description:

Please key in detailed permit description.

Lessee Information(if applicable)

First Name	Last Name	Phone #	Address	City	State	Zip
					(Select O	

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



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Project Name: [REDACTED]

1 Step 1
Permit Information

2 Step 2
Property Use

3 Step 3
Upload Documents

Property Use Information

Existing Property Use

(Select One) ▼

Proposed Property Use

(Select One) ▼

Existing Unit Count

Dwelling Count

(key in 0 if not applicable)

Rooming Count

(key in 0 if not applicable)

Efficiency Count

(key in 0 if not applicable)

Propose Unit Count

Dwelling Count

(key in 0 if not applicable)

Rooming Count

(key in 0 if not applicable)

Efficiency Count

(key in 0 if not applicable)

MFD or Rooming Housing

Is this property a multiple-family dwelling? ⓘ

Yes No

Is this property a rooming house? ⓘ

Yes No

Previous

Next

Submit

1. Use the dropdown menu to locate and select the existing use of the property.

2. Use the dropdown menu to locate and select the proposed use of the property.

3. Complete the “Existing Unit Count” section entering zero (0) if the answer is none.

4. Complete the “Proposed Unit Count” section entering zero (0) if the answer is none.

5. Answer the “MFD or Rooming Housing” questions.

6. Click the “Next” button.

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Back Logout Project Name: [REDACTED]

1 Step 1
Permit Information

2 Step 2
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Upload Documents

Upload Document

?

Optional: If your application requires supporting documents (e.g., plans or drawings, a ratified HUD-1, a CHAP Authorization to Proceed, or other attachments), please upload them here.

[Click Here to Upload Documents\(if needed\)](#)

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

Previous Next **Submit**

1. If you need to upload documents click here.

2. If you need to upload a file drag it here then click "Close". File needs to be in PDF format.

Please drop files(PDF only) here.

Close

File Uploaded		
FileID	DateUpload	File Name

Page 1 of 0

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

1. Review your permit description.

Your Permit Application Description:

TEST CASE

Submit

Cancel

Important Notes:

Thank you for using Baltimore Housing 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.

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