

ePlans Contractor Application Guidelines

- When an email prompts you to upload your plans, you will need to submit the ePlans Contractor Application (referred to in this document as the “contractor form”).
- The contractor form should be **submitted online** and list the permit and the plans number.
- Provide the property address where the work is being performed.
 - The block and lot number can be used on the Maryland State Department of Assessment and Taxation (SDAT) real property website to get the complete address for a property.
- Ownership information must match SDAT records or verification of ownership will be required.
 - If the property is owned by Mayor and City Council a right of entry (ROE) letter is needed.
 - The ROE letter should be obtained from the city agency that authorized the work on the permit to be performed. Submit ROE letter when submitting the contractor application if applicable.
- If the property owner is a company/business an agent is required.
 - The agent must be listed by **FIRST and LAST NAME** and include the address and phone number. A company name for the agent is not acceptable.
- Contractors can be added at a later date. In this is case, please write to be determined (TBD) on the application on the line where the contractor’s name would be written. **An amendment to add the contractor(s) must be filed through ePermits to add a contractor after the permit has been issued. There is a cost for the amended permit (\$25 plus tax and filing fee).**
- Prime contractors should be listed by company name unless the business is registered under the contractor’s personal name.
 - MHIC contractor - can be listed on 1-and 2-family dwellings, multi-family, and commercial properties.
 - General contractor - can be listed on 4 or more dwellings and commercial properties.
 - MHBR license - can only be listed on newly built 1- and 2-family dwellings.
 - Owner as contractor - can be listed on minor interior and exterior alterations, Interior Demolition Category I, and Interior Demolition Category II.
- Sprinkler work should not be added to the building permit. Sprinklers requires a separate permit. The contractor should be listed by company name and enter the phone number and license number on the contractor form.
 - Sprinkler contractor - can replace/relocate sprinkler heads and add new sprinklers.
 - Fire protection contractors - can relocate hose stations, install chemical system, and standpipe riser.
- Low voltage contractors - should be listed by company name unless they are listed on the business license by their first and last name. On the contractor form include the phone number and the 10-digit license number.
- Electrical contractors - should be listed by the first and last name and enter the phone number. The Baltimore City electrical registration number must be listed on the contractor form. Your state license will not be accepted.

- Plumbing contractors - should be listed by first and last name and enter the phone number. The state plumbing license is required.
- On-site Utility contractor - should be listed by first and last name and enter the phone number. The Baltimore City On-site Utility registration number must be listed on the contractor form.
- Gas Fitter contractors - should be listed by the first and last name and enter the phone number. The Baltimore City gas fitter registration number must be listed on the contractor form. Your state license will not be accepted. **Note:** The gas and plumbing license cannot be the same.
- HVAC&R contractor - should be listed by first and last name and enter the phone number.

The person completing the contractor form must:

- print and sign their name,
- enter the date,
- enter their phone number,
- enter their street address, and
- enter their email address.

The MHIC, General contractor, Sprinkler, Low voltage, Plumbing, and HVAC&R license must be renewed through the State of Maryland. Note: If you have registered your license in our online system and you are unable to pull a permit, please send an updated copy of the license to the following email address: DHCD.TradesLicense@baltimorecity.gov. Your license information will be updated in our database.

All ePlans applicants must register their license. If your contractor license is not linked to your online account, please follow the directions provided below.

Please send your contractor license and a valid photo ID to DHCD.TradesLicense@baltimorecity.gov to be entered in the permit database and added to this application. Please note that in order to be added to future applications (extensions, amendments to add/change contractor, or reinstatement) you will need to register your license in the ePermits database using an ePermits access code. For more information on registration view the document at the following website: [PowerPoint Presentation \(baltimorecity.gov\)](#) or send a request to DHCD.TradesLicense@baltimorecity.gov. After the ePlans contractor application is processed, a link to pay will be sent to the applicant of the permit.

Affidavits are required for all contractors to be listed on an ePlans application effective October 15, 2023. If the license holder selects all permits on the Agent Authorization Affidavit, you will be allowed to pull all ePlans permits under the listed license. If “all permits” is not selected, you will need to upload a new affidavit for each contractor form submitted. Note: We will no longer accept back dated affidavits.

Permit No. _____ Plans No. _____

MAYOR AND CITY COUNCIL OF BALTIMORE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
417 E. FAYETTE STREET, ROOM 100
BALTIMORE, MD 21202

ePLANS CONTRACTOR APPLICATION

Please complete this form to add contractors to an application submitted through ePlans and then upload to the Message Board for processing.

You can only use this form if the ePlans permit has not been issued.

To add contractors to issued permits you must use the "Permit extension/change (or Add) contractor" permit category in ePermits.

Property Address: _____

Property Owner: _____

Agent (Enter first and last name of owner representative if property owner is a company/business):

First/Last Name: _____ Address _____ Phone _____

Prime Contractor: _____ Phone _____ Lic. No. _____

Sprinkler Contractor: _____ Phone _____ Lic. No. _____

Low Voltage Contractor: _____ Phone _____ Lic. No. _____

List the first and last name of the license holder. Company name not acceptable.

Electrical Contractor: _____ Phone _____ Lic. No. **M** _____

Plumbing Contractor: _____ Phone _____ Lic. No. _____

On-Site Utility Contractor: _____ Phone _____ Lic. No. **OS** _____

Gas Fitter: _____ Phone _____ Lic. No. **M** _____

H.V.A.C. &R. Contractor: _____ Phone _____ Lic. No. _____

INFORMATION OF PERSON COMPLETING THE FORM (Note to Office Personnel: Do not enter in CCE)

Printed Name: _____ Signature: _____

Phone: _____ Date: _____

Address: _____
Print Number and Name of Street City State Zip Code

Email Address: _____

COMPLETED BY OFFICE PERSONNEL ONLY

Approved Per: _____ Date: _____