

**INSPECTION GUIDELINES  
AND  
OTHER PERMIT INFORMATION**

**ALL PERMITS REQUIRE INSPECTIONS**

A Certificate of Occupancy requires the following inspections **prior to issuance**.

\*\*All work permits must have a final inspection before a Certificate of Occupancy can be issued.\*\*

Use Type	Required Inspection
Restaurant Carry-Out Deli Day Care <sup>1</sup>	Animal Care Facilities Old Age/Infirm Care Facilities Convalescent Home Rest/Nursing Home
Offices Retail/Wholesale Stores Most Businesses (except grocery stores)	Beauty Salons Barber Shops Fire Department Building Inspection
<b>Multi-Family Dwelling</b>  <i>**Note: Baltimore City considers 3 or more dwelling units as a Multi-Family Dwelling**</i>	<b>Step #1 Fire Department Inspection</b> (4 or more dwelling units) <b>Step #2 HOUSING INSPECTION</b> Schedule your Housing Inspection by calling 410-396-4170 <b>Step #3 BUILDING INSPECTION</b> After your Housing Inspection is <u>complete</u> , schedule your Building Inspection through QuickTrac 443-984-2776
Single Family Dwelling with more than 4 unrelated persons Single Family Dwelling (use unchanged) Home Office Trailers	Building Inspection

**All Electrical, Mechanical, Plumbing and H.V.A.C.& R. permits require a rough-in and a final inspections.**

**Required Building Inspections**

Decks	Footing; final
New Bldg/Addition	Footing; foundation; slab; framing; insulation; final
Alterations	Framing; insulation; final
Fencing/Temporaries/Signs	Footing (as needed); final
Razing	On-site consultation before permit is issued; <b>MUST</b> schedule inspector presence at start of demolition; slab removal; footing (if required); backfill; final

**QUICKTRAC: 443-984-2776 24-hour scheduling for permit inspections**

**The cut off time for scheduling an inspection is 2:30 P.M. the day prior to the date requested.**

MISS UTILITY: 48 hours prior to work call 1-800-257-7777 or [www.missutility.net](http://www.missutility.net)

For additional permit information visit our website at <http://www.baltimorehousing.org/permits>

**PROPERTY REGISTRATION: 410-396-3575**

Every owner of a non-owner-occupied dwelling unit in Baltimore City must file a Property Registration Statement with the Housing Commissioner whether or not the property is occupied, fit for human habitation, revenue producing, a vacant structure (residential and non-residential), rooming house and some vacant lots.

For more information please go to: [http://www.baltimorehousing.org/property\\_registration](http://www.baltimorehousing.org/property_registration) Property Registration Statement Part A, B, and C (Compliance with Lead Poisoning Prevention Laws) must be completed.

For more information about Lead Inspections and Compliance please go to:

<http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/Pages/Programs/LandPrograms/LeadCoordination/index.aspx>

## Permit Information

- ✓ The building permit or copy shall be kept on the site of work until the completion of the project
- ✓ When issued a permit that required plans you must keep an approved set of the plans at the job site during construction
- ✓ The issuance of a permit does not prevent the Building Official from later requiring the correction of errors in any plans, drawing, work or operations
- ✓ Construction or work for which a permit is required shall be subject to inspection by the Building Official and such construction of work shall remain accessible and exposed for inspection purposes until approved
- ✓ Footing or foundation inspections shall be made after excavation for footings are complete and any required reinforcing steel is in place
- ✓ Inspection shall be made on concrete slab and under-floor before any concrete is placed or floor sheathing installed, including sub-floor
- ✓ Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved
- ✓ The final inspection shall be made after all work required by the building permit is completed

### **Miss Utility**

Before you dig. Every dig. It's the law.  
**48 hours prior to work call 1-800-257-7777**  
[www.missutility.net](http://www.missutility.net)

### **For more information contact the Inspection Offices**

Building Inspections  
410-361-9436

Electrical Inspections  
410-361-9271

Mechanical/Plumbing Inspections  
410-361-9272

Fire Department  
311  
443-263-2220

Health Department  
410-396-4544  
410-396-4424

Housing Inspections  
410-396-4170