



# E-Permits de Ciudad de Baltimore: Cómo agregar documentos

# Solicitud de Documento



Si los revisores de permisos necesitan más información para finalizar su permiso, le enviarán un correo electrónico al solicitante explicando qué necesita.



Additional Information Required for One and Two Family Combo Permit: BRCM-24-000213

Dear

We are reviewing your application and need additional information before we can advance to the next step. Please see the comment below.

Please supply a waste disposal plan for this project.

Documents may be uploaded to your record, BRCM-24-000213, by logging into your Citizen Access account, opening your record, and then selecting "Attachments" under "Record Info".

The approval of your application will be delayed in the absence of the required information. If you have any questions, please feel free to contact us via the contact information below.

Department of Housing and Community Development  
Office Services

Phone: 410-396-1976

Address: 417 E. Fayette Street, Room 100, Baltimore, MD 21202

Email: [DHCD.Permits@baltimorecity.gov](mailto:DHCD.Permits@baltimorecity.gov)

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### Records

Puede agregar documentos o fotos en cualquier momento siguiendo estos pasos.

1. Encuentre el permiso que necesita información adicional. Puede usar la búsqueda general o buscar el número de permiso que recibió por correo electrónico.

2. Haga clic en el número de permiso azul.

Showing 1-1 of 1 | Download | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Action	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	12/18/2024	<b>BRCM-24-000213</b>	One and Two Family Combo Permit	<b>Amendment</b>	Install on e non load bearing waal Add electrical fixtures 6	Install an interior wall	12/18/2024	Additional Info

# Agregar un documento



1. Haga clic en la flecha desplegable de Información de registro.

The screenshot shows the application details for record BRCM-24-000213. A dropdown menu is open under the 'Record Info' tab, showing options for 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Actions'. The 'Attachments' option is circled in red.

2. Haga clic en "Attachments" (Adjuntos).

The screenshot shows the 'Attachments' section of the application details page. It includes a table with columns for Name, Record ID, Record Type, Entity Type, Type, Size, Latest Update, and Action. A table row is visible for 'Plans.pdf'. Below the table is an 'Add' button, which is circled in red.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Plans.pdf	BRCM-24-000213	One and Two Family Combo Permit	Record	Form - Waste Disposal	62.01 KB	12/18/2024	Acti

3. Haga clic en "Add" (Agregar).

# Cargar documento



### File Upload

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n  
are disallowed file types to upload.

Waste Plans.pdf 100%

2. Cargue su archivo..

1. Haga clic en "Add" (Agregar).

Continue Add Remove All

3. Haga clic en "Continue" (Continuar).

### Attachments

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w  
are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Plans.pdf	BRCM-24-000213	One and Two Family Combo Permit	Record	Form - Waste Disposal	62.01 KB	12/18/2024	Acti

\* Type: Remove

--Select--

File: Waste Plans.jpg 100%

Description:

spell check

Save Add Remove All

4. Haga clic en la flecha desplegable para el tipo y seleccione el tipo más apropiado.

5. Haga clic en "Save" (Guardar).

# Registro exitoso



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**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Record BRCM-24-000213:**  
**One and Two Family Combo Permit**  
**Record Status: Additional Info Required**  
**Expiration Date: 12/18/2024**

Add to cart  
Add to collection

Record Info Payments Custom Component

**Attachments**

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
<a href="#">Waste Plans.pdf</a>	BRCM-24-00213	One and Two Family Combo Permit	Record	Plans	62.01 KB	12/18/2024	<a href="#">Acti</a>
<a href="#">Plans.pdf</a>	BRCM-24-000213	One and Two Family Combo Permit	Record	Form - Waste Disposal	62.01 KB	12/18/2024	<a href="#">Acti</a>

Add

**NOTA:** Todos los documentos de la sección de adjuntos son visibles para el solicitante y el revisor del permiso. Si el solicitante agrega un documento y quiere asegurarse de que el revisor lo vea, puede enviar un correo electrónico a [DHCD.permits@baltimorecity.gov](mailto:DHCD.permits@baltimorecity.gov) indicando número de permiso.

**¡REGISTRO EXITOSO!** El documento se adjuntó correctamente.

# Solicitud para completar formulario



En caso de que los revisores necesiten que el solicitante complete un formulario, le enviarán un correo pidiendo que complete el formulario en lugar de pedirle que agregue documentación.

El proceso es similar.

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Records

1. Encuentre el permiso que necesita información adicional. Puede usar la búsqueda general o buscar el número de permiso que recibió por correo electrónico.

2. Haga clic en el número de permiso azul.

<input type="checkbox"/>	Date	Record Number	Record Type	Action	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	12/18/2024	<a href="#">BRCM-24-000213</a>	One and Two Family Combo Permit	<a href="#">Amendment</a>	Install on e non load bearing waal Add electrical fixtures 6	Install an interior wall	12/18/2024	Additional Info

# Descargar un documento



1. Haga clic en la flecha desplegable junto a “Record Info” (Grabar información).

Record Info ▾ Payments ▾ Custom Component

**Record Details**

**Processing Status**

**Related Records**

**Attachments**

2. Haga clic en “Attachments” (Adjuntos).

Record BRCM-24-000213: [Add to cart](#)  
[Add to collection](#)

**One and Two Family Combo Permit**  
**Record Status: Additional Info Required**  
**Expiration Date: 12/18/2024**

Record Info ▾ Payments ▾ Custom Component

**Attachments**

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
<a href="#">Plans.pdf</a>	BRCM-24-000213	One and Two Family Combo Permit	Record	Form - Waste Disposal	62.01 KB	12/18/2024	<a href="#">Acti</a>

[Add](#)

3. Haga clic en el nombre azul del documento que debe completar. Se descargará automáticamente.

# Agregar documento actualizado



1. Abra el documento o formulario descargado y complételo. Guarde el documento con el mismo nombre y agregue sus iniciales para que el revisor sepa que es la versión completa.

Ahora tenemos que cargar el formulario completo. El proceso es el mismo que agregar un documento.

2. Encuentre el permiso que tiene que actualizar y haga clic en el número de permiso azul.

Showing 1-1 of 1 | Download | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Action	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	12/18/2024	<a href="#">BRCM-24-000213</a>	One and Two Family Combo Permit	<b>Amendment</b>	Install on e non load bearing waal Add electrical fixtures 6	Install an interior wall	12/18/2024	Additional Info

4. Haga clic en “Attachments” (Adjuntos).

3. Haga clic en la flecha desplegable de Información de registro.

Inspections Licensed Contractors

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**Record #** 24-000213:  
**One and Two Family Combo Permit**  
**Record Status** Additional Info Required  
**Expiration Date** 12/18/2024

Record Info Payments Custom Component

**Record Details**

**Processing Status**

**Related Records** 6538 \*

**Attachments**

**Inspections**

# Cargar documento



**File Upload**

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ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n  
are disallowed file types to upload.

Form with your initials 100%

[Continue](#) [Add](#) [Remove All](#)

2. Cargue su archivo.

1. Haga clic en "Add" (Agregar)

3. Haga clic en "Continue" (Continuar).

## Attachments

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ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;msp;mst;php;pif;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w  
are disallowed file types to upload.

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Form with your initials	BRCM-24-000213	One and Two Family Combo Permit	Record	Form - Waste Disposal	62.01 KB	12/18/2024	Acti

\* Type:

4. Haga clic en la flecha desplegable para el tipo y seleccione el tipo más apropiado.

File: Waste Plans.jpg 100%

5. Haga clic en "Save" (Guardar).

Description:

[spell check](#)

[Save](#) [Add](#) [Remove All](#)

# Registro exitoso



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Record Info Payments Custom Component

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BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT



BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

