E-Permits

City of Baltimore E-Permits: "How-To" for Permits Customers

Topics

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- **Introduction and Overview**
- **Walk Through E-Permits**
  - Account Creation
  - Register a Professional Trade License
  - One- and Two-Family Combo Permit
  - Schedule an Inspection
  - Use and Occupancy
  - Temporary Event Permit
  - Razing and Moving Permit
  - Check Permit Status
- **Maintaining Communication**
- **Questions**

Introduction and Overview

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- City of Baltimore (CoB) is launching a **new E-Permits System**
  - Reduces 15 permit types down to 5
- You will need an **E-Permits account** to perform the following:
  - Apply for a permit
  - Schedule inspections
  - Register a professional trade license with the City of Baltimore to perform work in the city.
- E-Permits will go live on **February 3rd**. The system will be available as of 6:00AM.
- **The current system:**
  - The existing permitting system will be temporarily unavailable from the **close of business on Thursday, January 30, 2025, through February 2, 2025**. During this period, customers will not be able to apply for permits, schedule inspections, or receive approved permits.

Introduction and Overview

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

CURRENT PERMIT CATEGORIES	FUTURE: E-Permits CATEGORIES Effective February 3, 2025
RESIDENTIAL PERMITS	
Residential (1 & 2 family dwelling units only)	**1) One- and Two-Family Combo Permit**
Residential: Minor interior/interior demo/exterior alterations	
Residential: Interior/exterior alterations(or demolition)	
Residential: New construction/addition < 600 sq ft	
Underpinning only(1 & 2 family dwelling units only)	
COMMERCIAL PERMITS	
Non-Residential: Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices	**2) Commercial and Multifamily Combo Permit**
Non-Residential: Exterior work	
Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft	
OTHER PERMITS	
Use and occupancy permit	**3) Use and Occupancy Permit**
Temporary Event Permit	**4) Temporary Event Permit**
Razing or moving building/structure permit	**5) Razing and Moving Permit**
NO LONGER USED ITEMS	
Work on BGE pole	**No Longer Used**
Permit requiring plans review in the ePlans process	
Permit extension/Change(or Add) contractor	
Permit reinstatement	

Introduction and Overview

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- **Benefits**
  - Improved process efficiencies
  - Reduced permit processing cycle time
  - External customers can schedule inspections with greater ease via the device-friendly website
  - External customers receive status updates via email notifications
  - Trained call center staff to manage incoming DHCD calls
  - Language translation via Google Translate
- **How to access**
  - Continue to use **login button** on DHCD website
- **Support Available**
  - “How-to” guides and instructional videos will be available on the DHCD website

Introduction and Overview

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- During this session, we will walk through E-Permits “How-To” guides that will help you:
  - Create an account in the new system
    - Existing customers will receive an email with details on how to connect an existing account with the new system
  - Register a Professional Trade License
  - Create Building Permit Applications
  - Schedule an Inspection
  - Check Your Permit Status

E-Permits

Account Creation

Topics

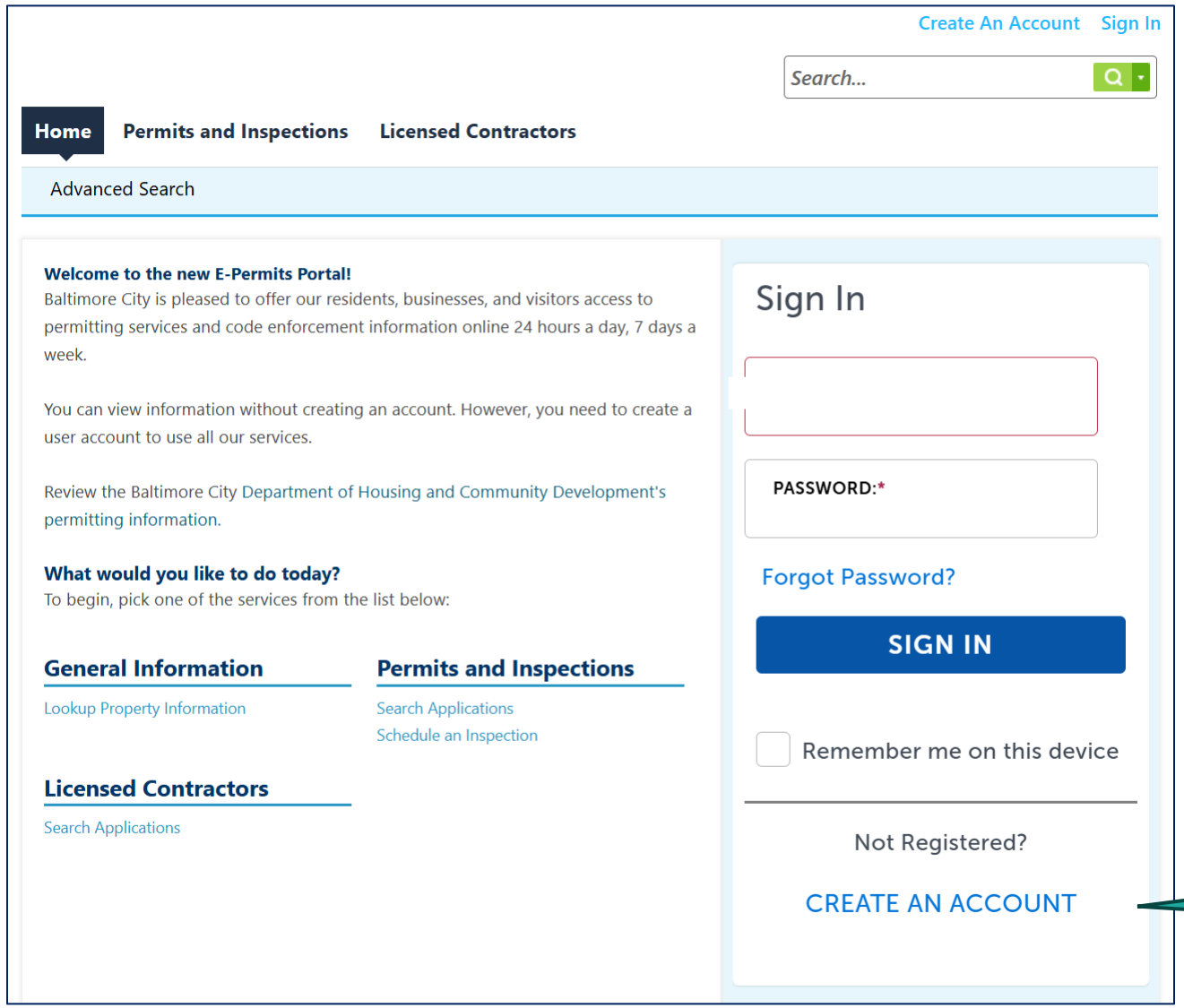
- **You will need the following items to create an E-Permits account:**
  - Username
  - Email address
  - Password
  - Name
  - Address
  - Phone number

- **Account Management**
  - Update log in information
  - Add a license
  - Update contact information

- **Account is ready for use**

Create an E-Permits Account

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



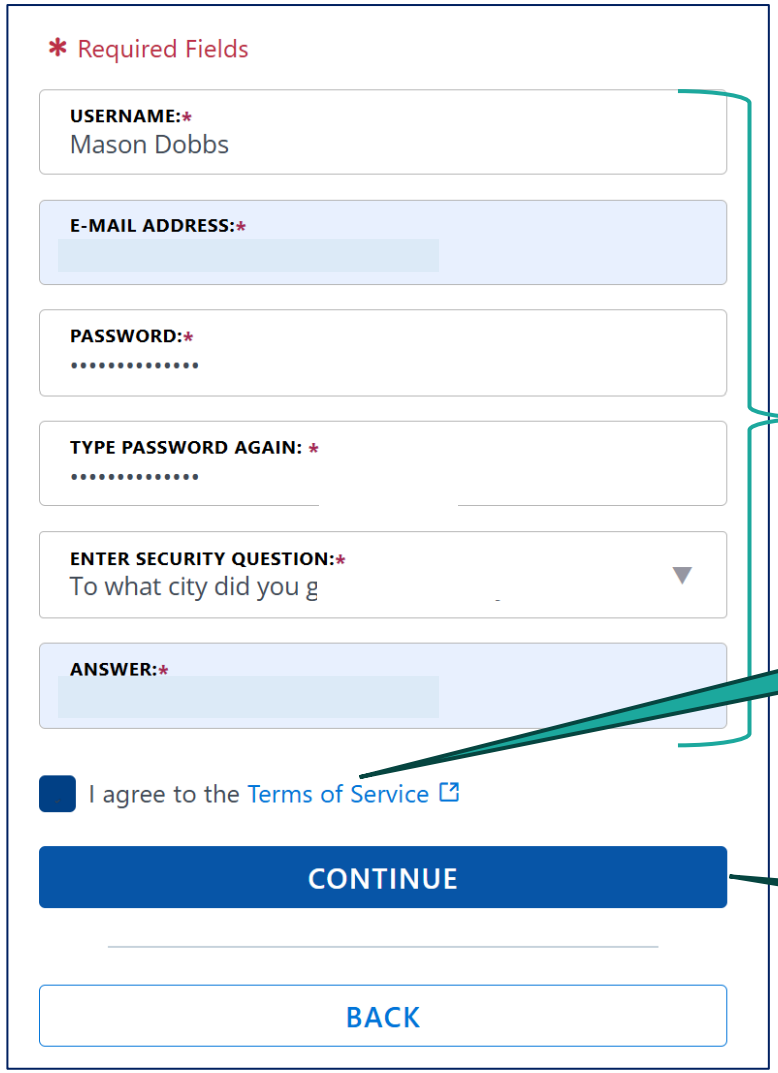
You will need an E-Permits account to:

- Apply for a permit
- Schedule inspections
- Register a professional trade license with the City of Baltimore to perform work in the city.

Existing customers will receive an email with details on how to connect an existing account with the new system.

1. Click “Create an Account”.

Account Information



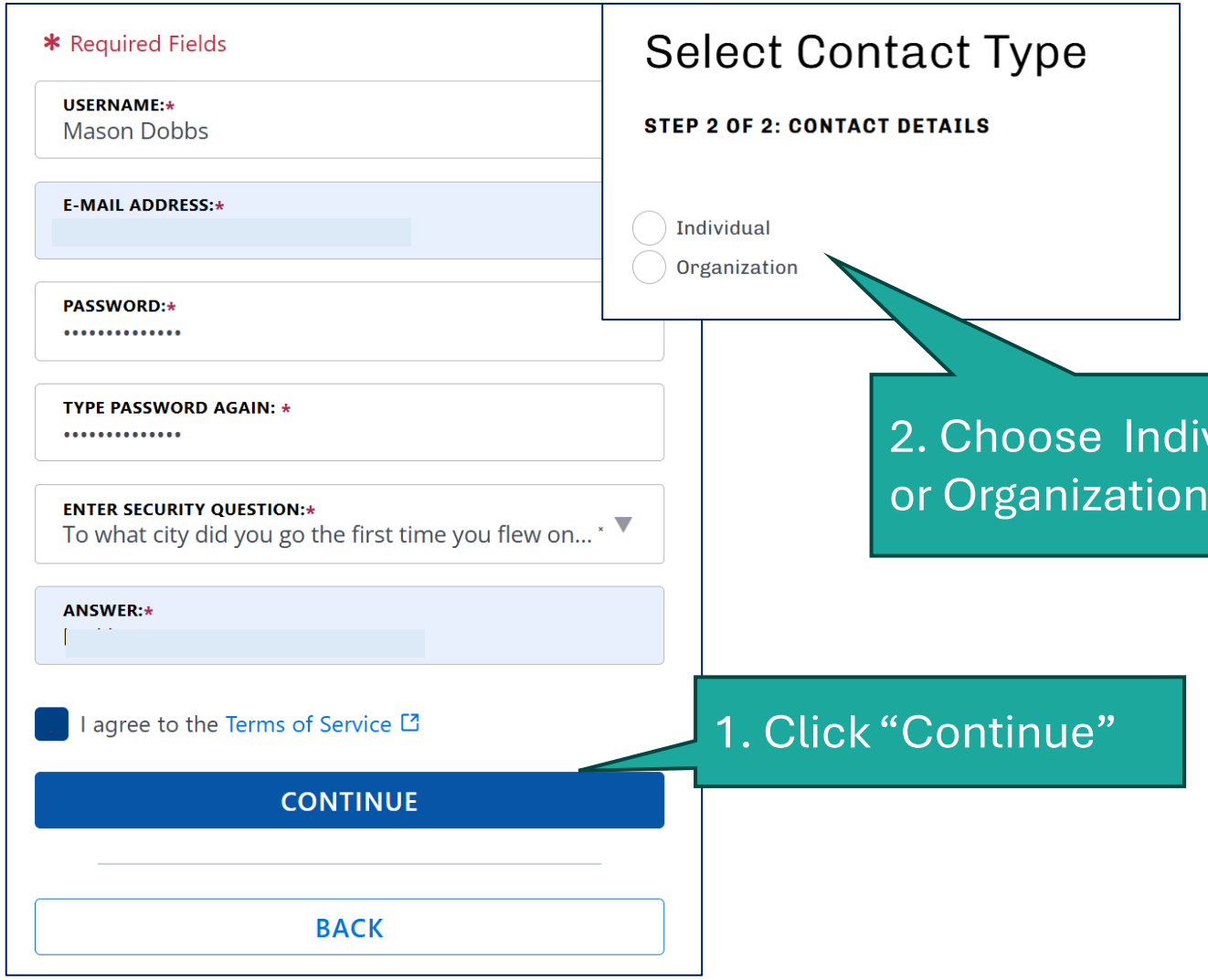
1. Complete required information.

2. Check the box to agree to Terms of Service.

3. Click “Continue”.

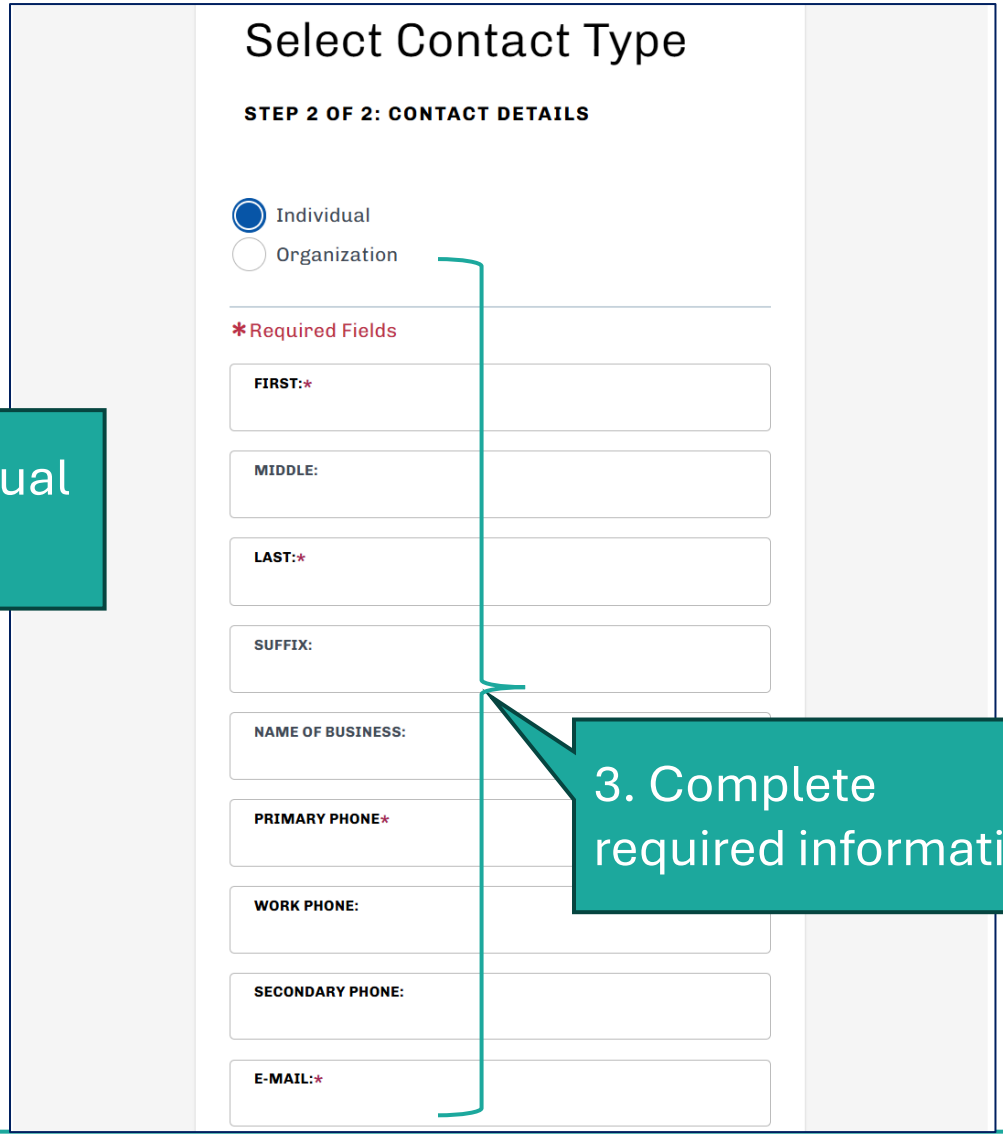
Contact Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Click "Continue"

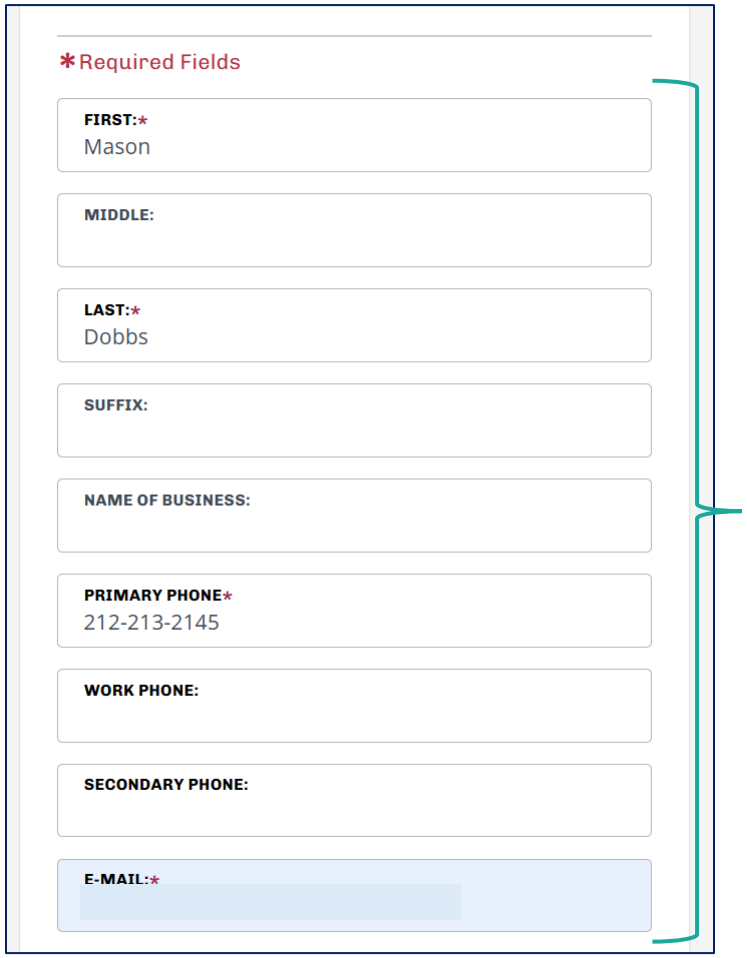
2. Choose Individual or Organization

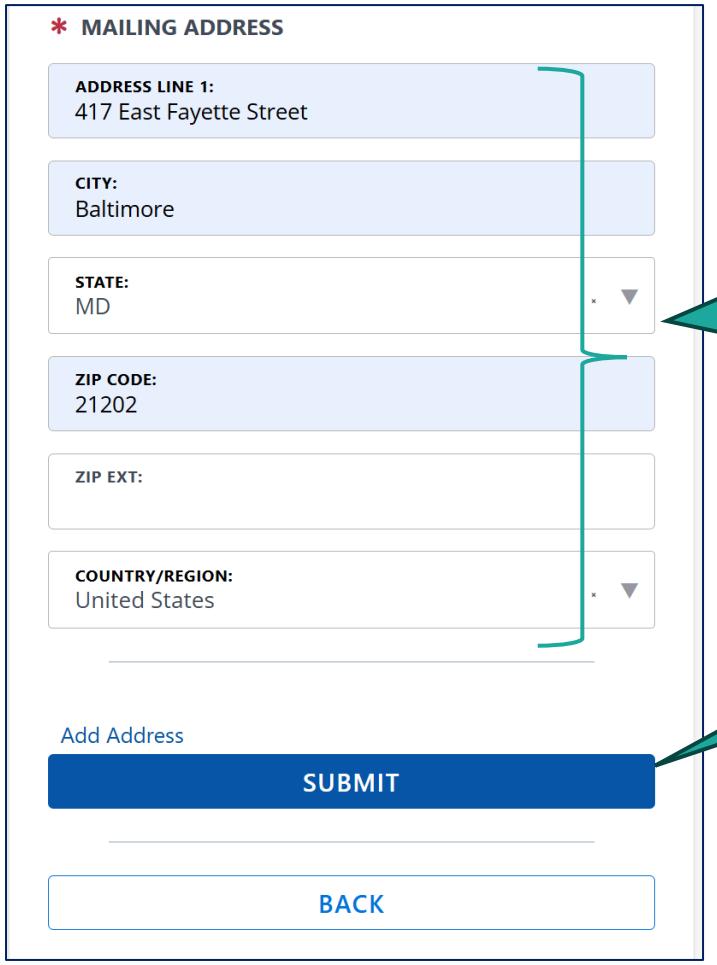


3. Complete required information

Contact Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



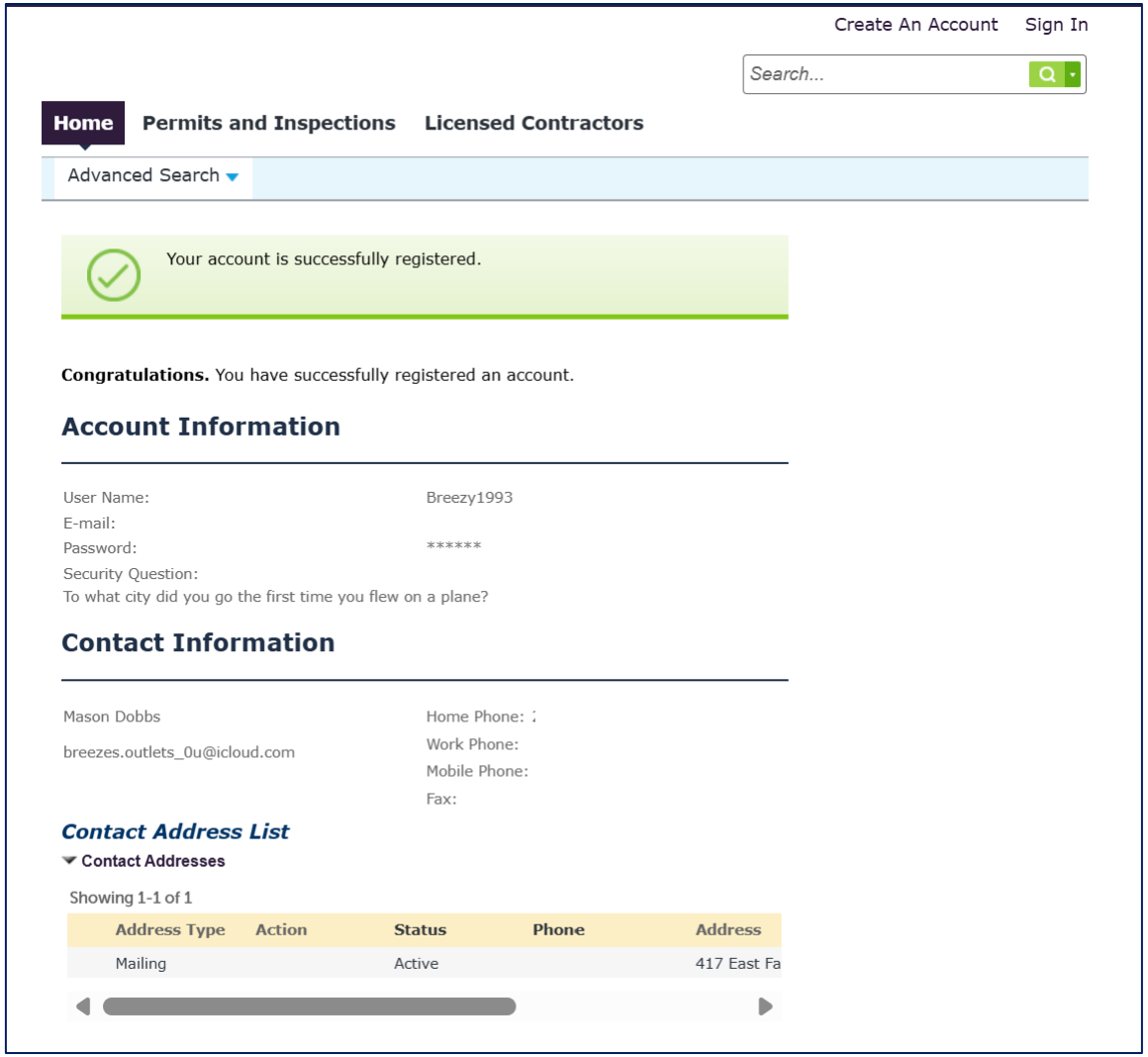


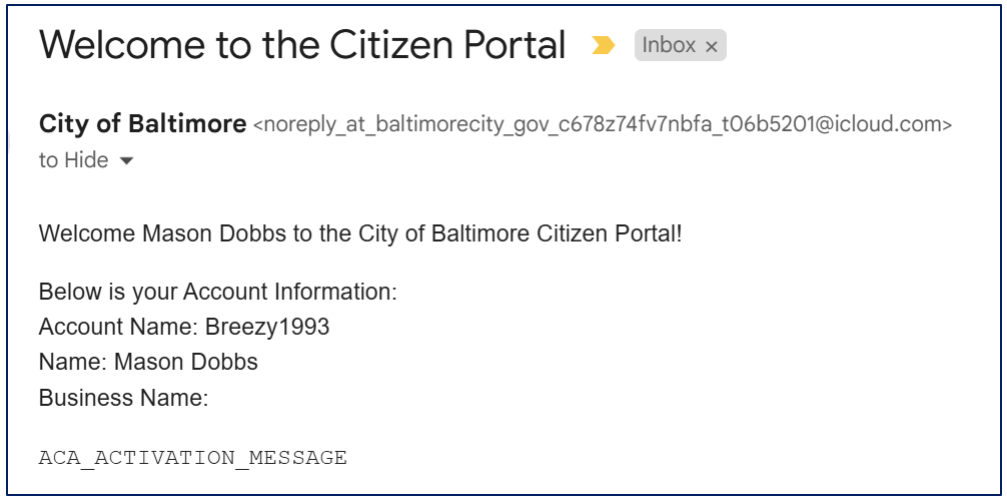
1. Complete all required fields. Use the drop down arrow for the state.

2. Click “Submit”.

Completed forms look like the above images for contact information and contact mailing address.

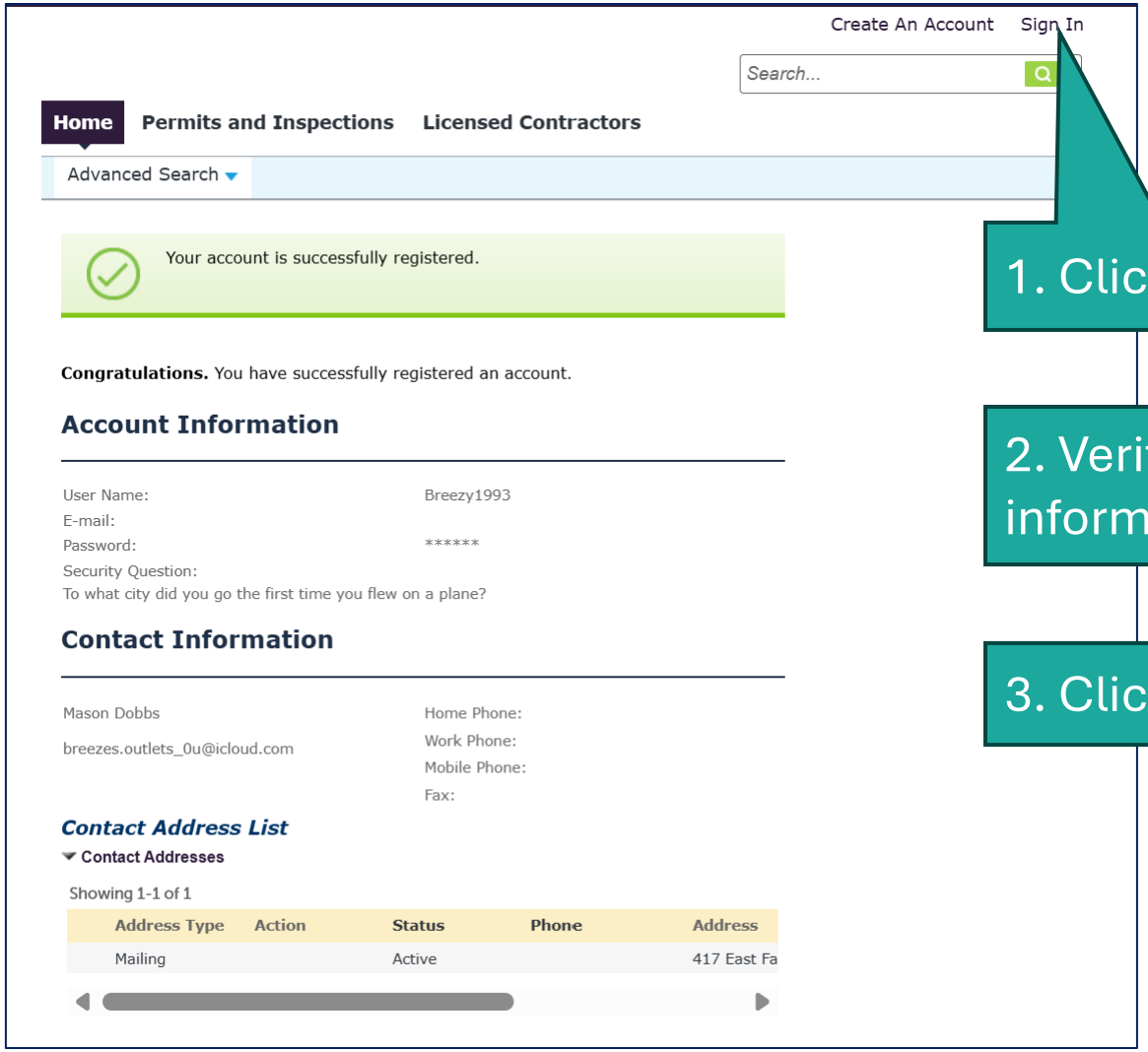
Success





You will receive notification of successful account registration after submitting all of your information. You will also receive an email with your information.

Sign In

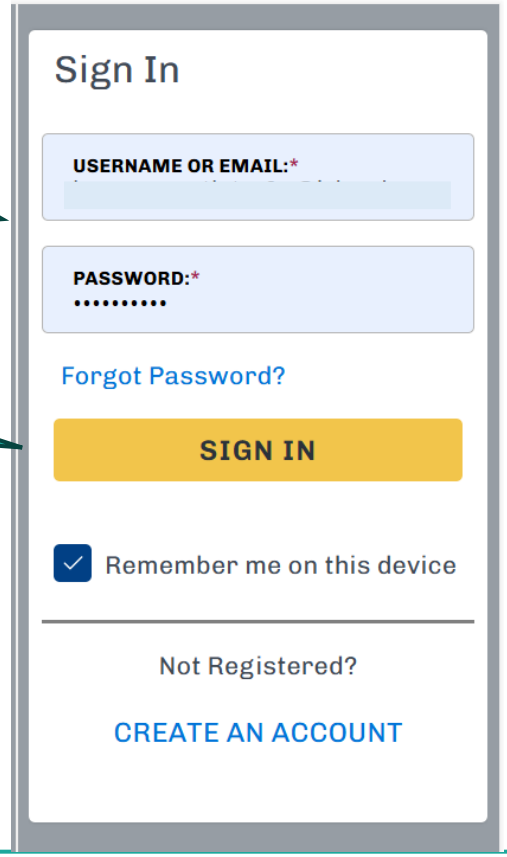


1. Click “Sign in”.

2. Verify your sign in information is correct.

3. Click “Sign In”.

You can now sign into your account to apply for a permit or update your professional trade license



E-Permits

E-Permits Application Walk Through

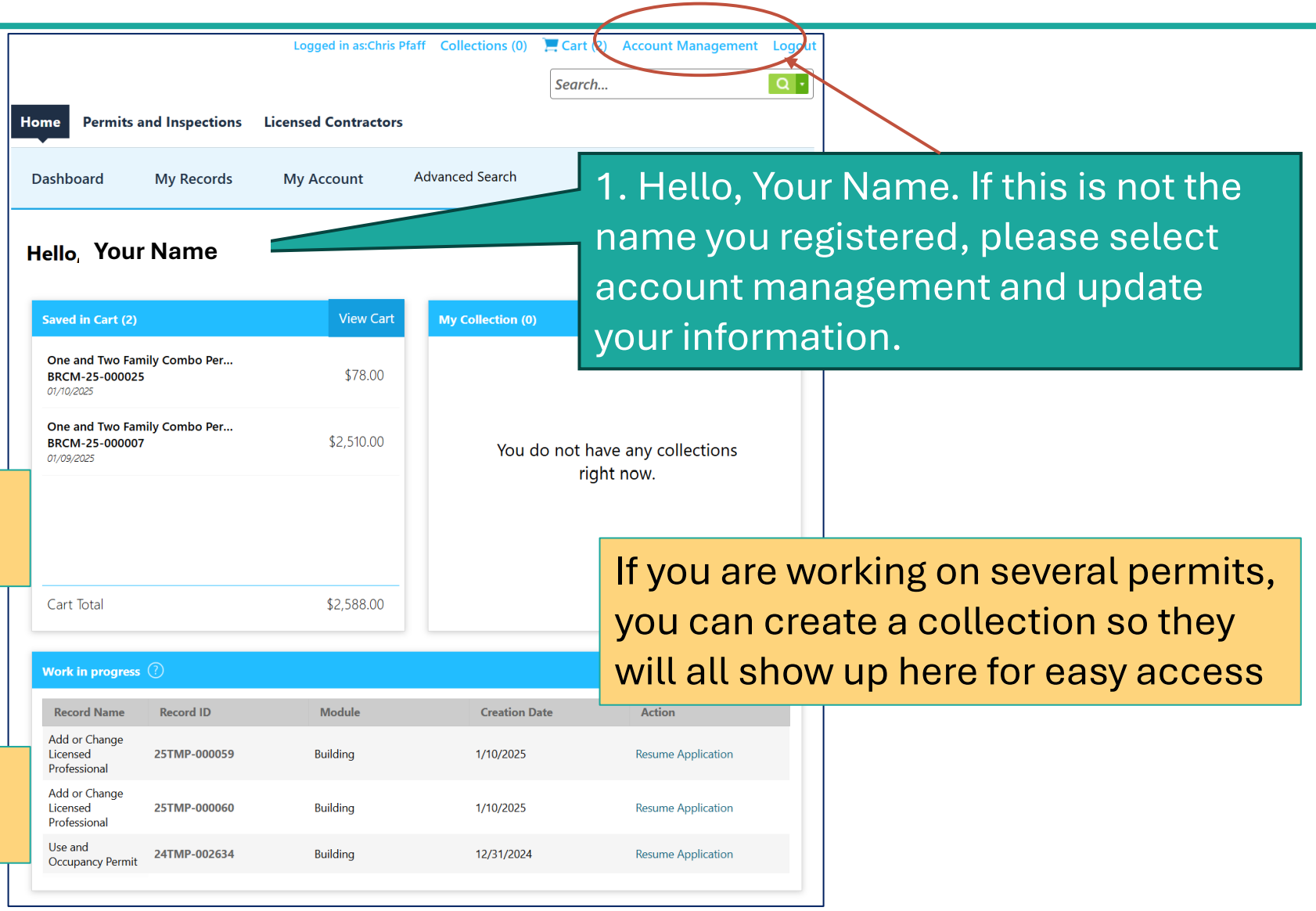
Home Page

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

This is the first screen you will see when you log in. From here you can access information on creating and managing your building permits and license registration.

Quick view of items you may have in your cart for payment

Most recent permits show up here.



1. Hello, Your Name. If this is not the name you registered, please select account management and update your information.

If you are working on several permits, you can create a collection so they will all show up here for easy access

E-Permits

Register a Professional Trade License

Topics

- Introduction
- Registration Requirements
- Registration of a Trade License Process
  - Selecting a trade
  - Adding names and addresses
  - Adding supporting documentation
- Verification
- Registration Complete

Introduction

- The City of Baltimore (CoB) does not issue trade licenses. You must obtain a license from the State of Maryland. For instructions on obtaining a license from the State of Maryland, see the "How-To" guide **"Apply for a Professional License in Maryland"** that will be available on the DHCD website on February 3, 2025.
- **Exceptions:**
    - Low voltage contractors will need a business license instead of a State of Maryland license.
    - Demolition contractors do not need a State of Maryland License.

Professional Trade License Registration Requirements

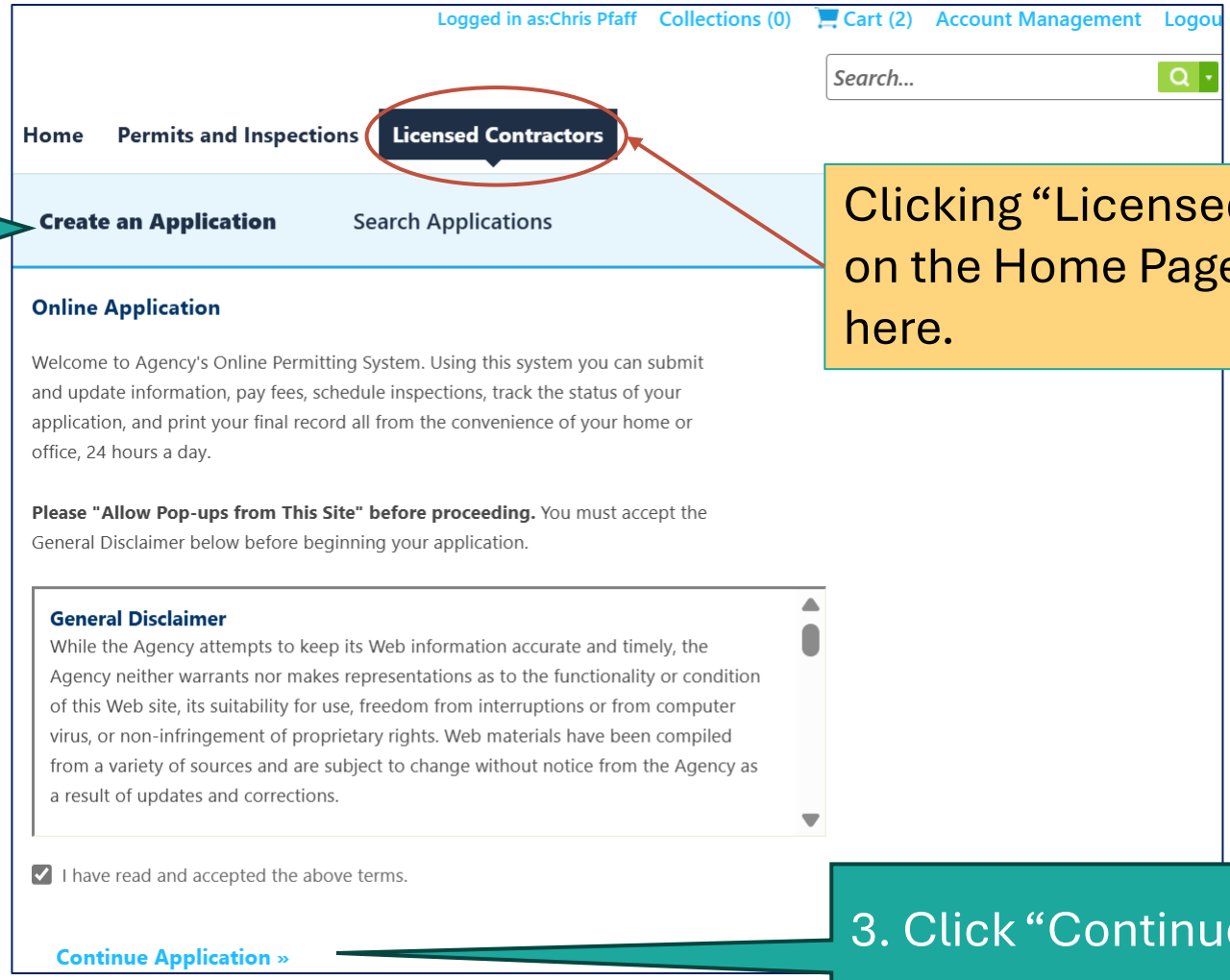
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- The type of supporting documentation needed depends on the type of licensed professional. You may need copies of the following items to complete your license registration:
  - **Maryland State License**
    - Maryland State License Number
    - Date of Expiration
  - **Certificate of Insurance (new for some licensed professionals)**
    - Name of Insurance Carrier
    - Date of Expiration
  - **License holder**
    - Name, address, and phone number
    - Valid Photo ID
  - **Company Information**
    - Name, address, and phone number

License Registration Disclaimer

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

1. Select “Create an Application”

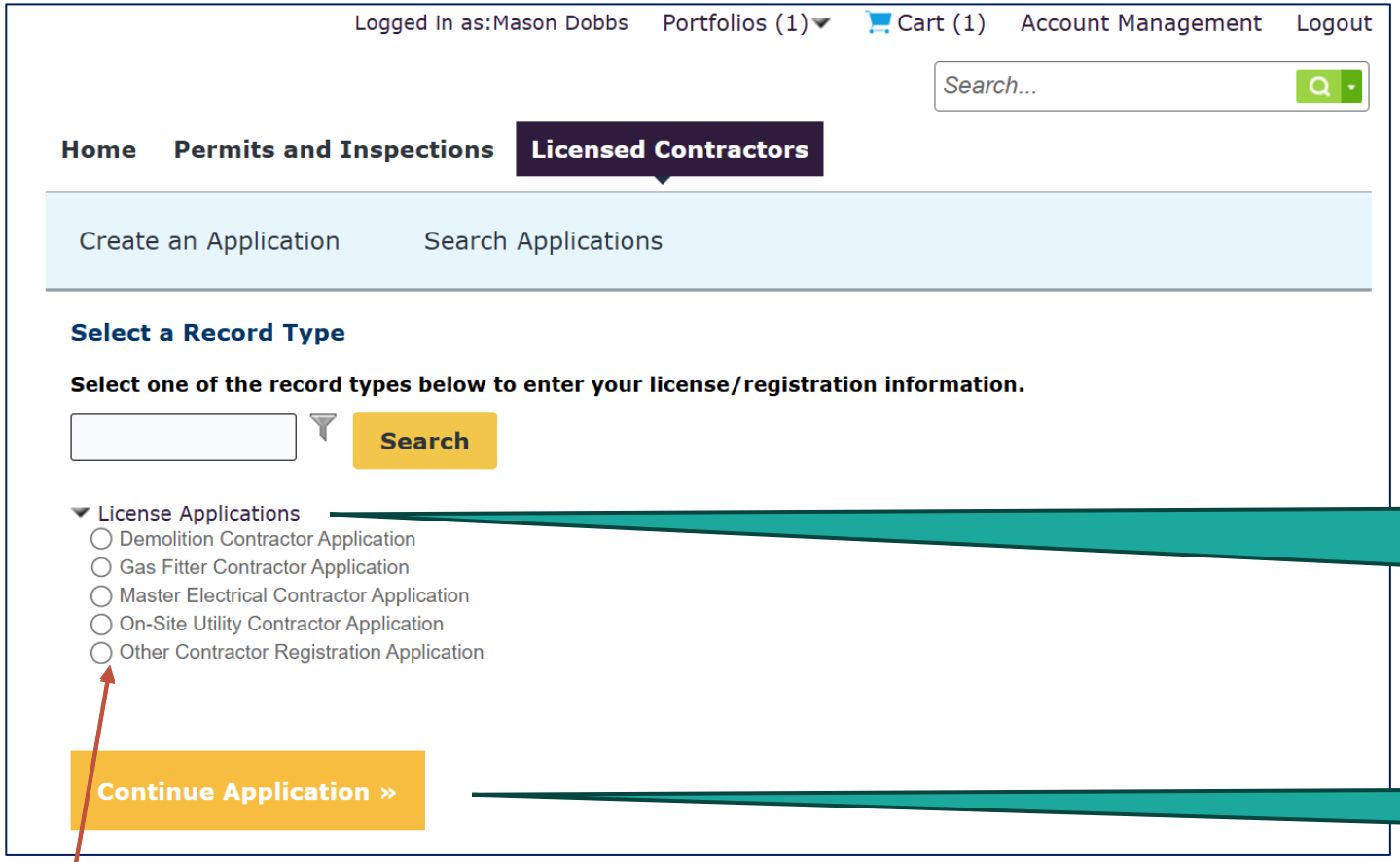


Clicking “Licensed Contractors” on the Home Page will bring you here.

2. Read “General Disclaimer” and check the box “I have read and accepted the above terms”.

3. Click “Continue Application”

Select a Profession



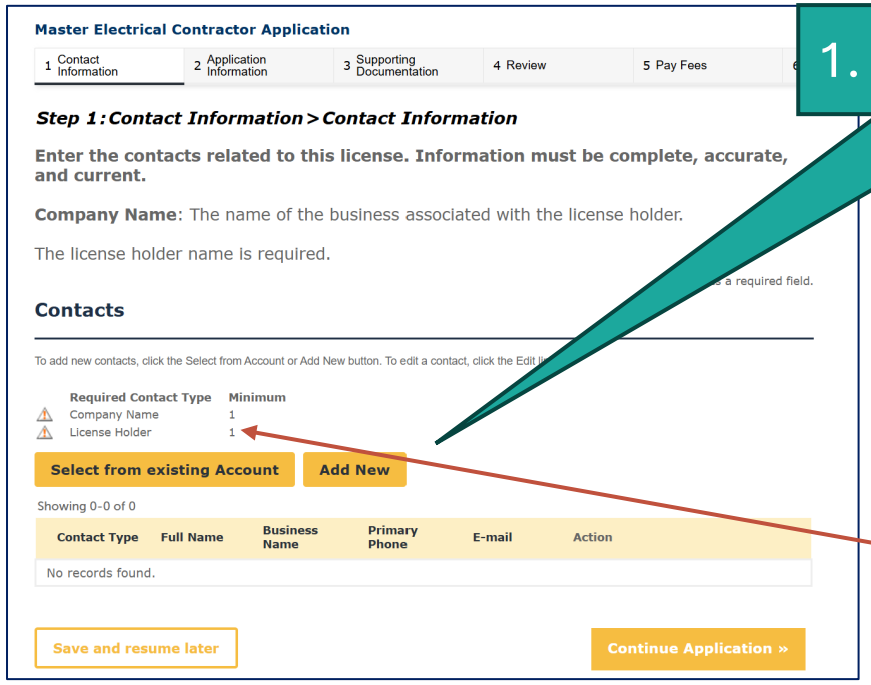
You can only register one license at a time. If you wish to register multiple licenses you will need to repeat this process for each license registration.

1. Select the triangle next to "License Applications". Using the list provided, select the trade you are registering

2. Click "Continue Application"

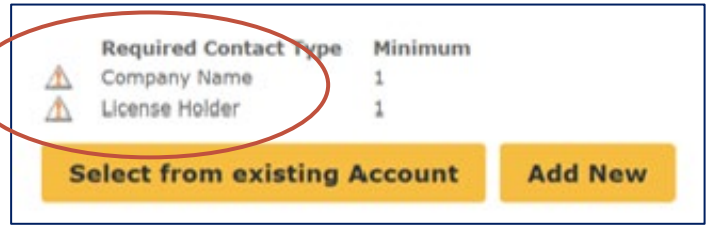
Other includes the following: Architect, Asbestos Contractor, Engineer, Fire Sprinkler Contractor, HVAC Contractor, Low Voltage Contractor, Maryland Home Building Registration, Maryland Home Improvement Contractor, Plumbing Contractor, UST Heating and Oil Technician Contractor, UST Certified Remover Contractor, UST Technical Contractor.

Add a New Contact



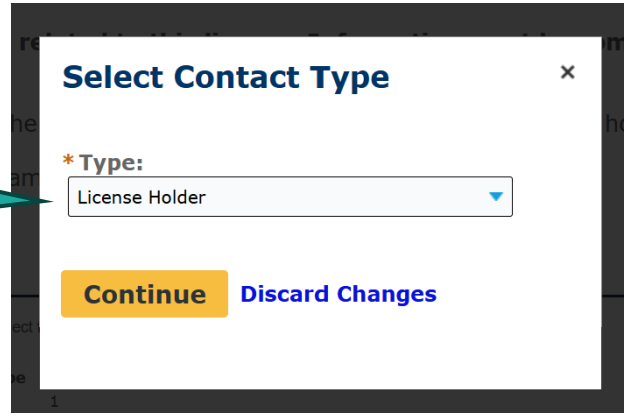
1. Click “Add New”

A pop up for “Select Contract Type” will appear. You will need to complete the Name and Address information screens for each of the required contact types as listed:

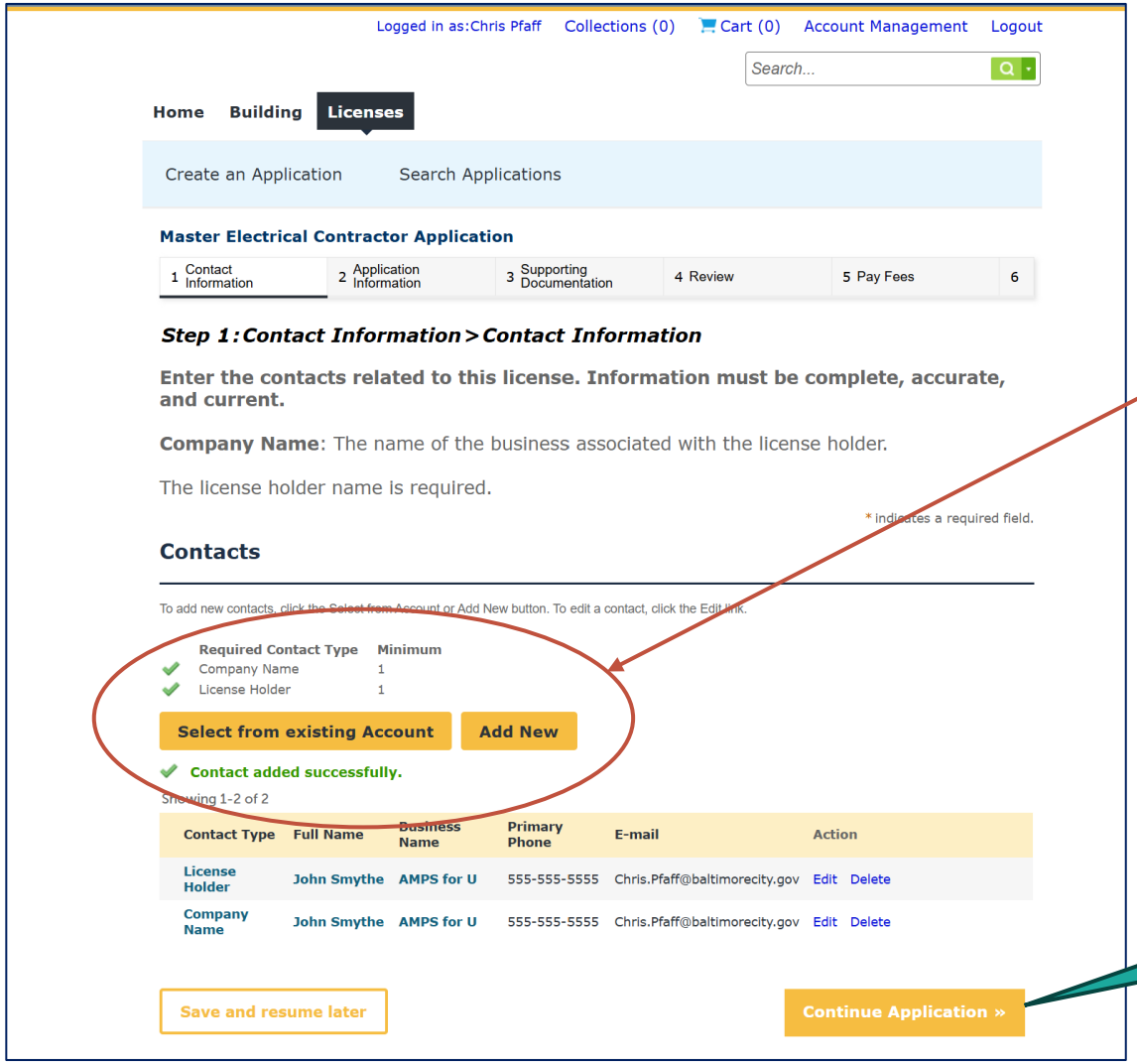


Note: A license is only registered once.

2. Follow the steps in the application to add the necessary contact types.



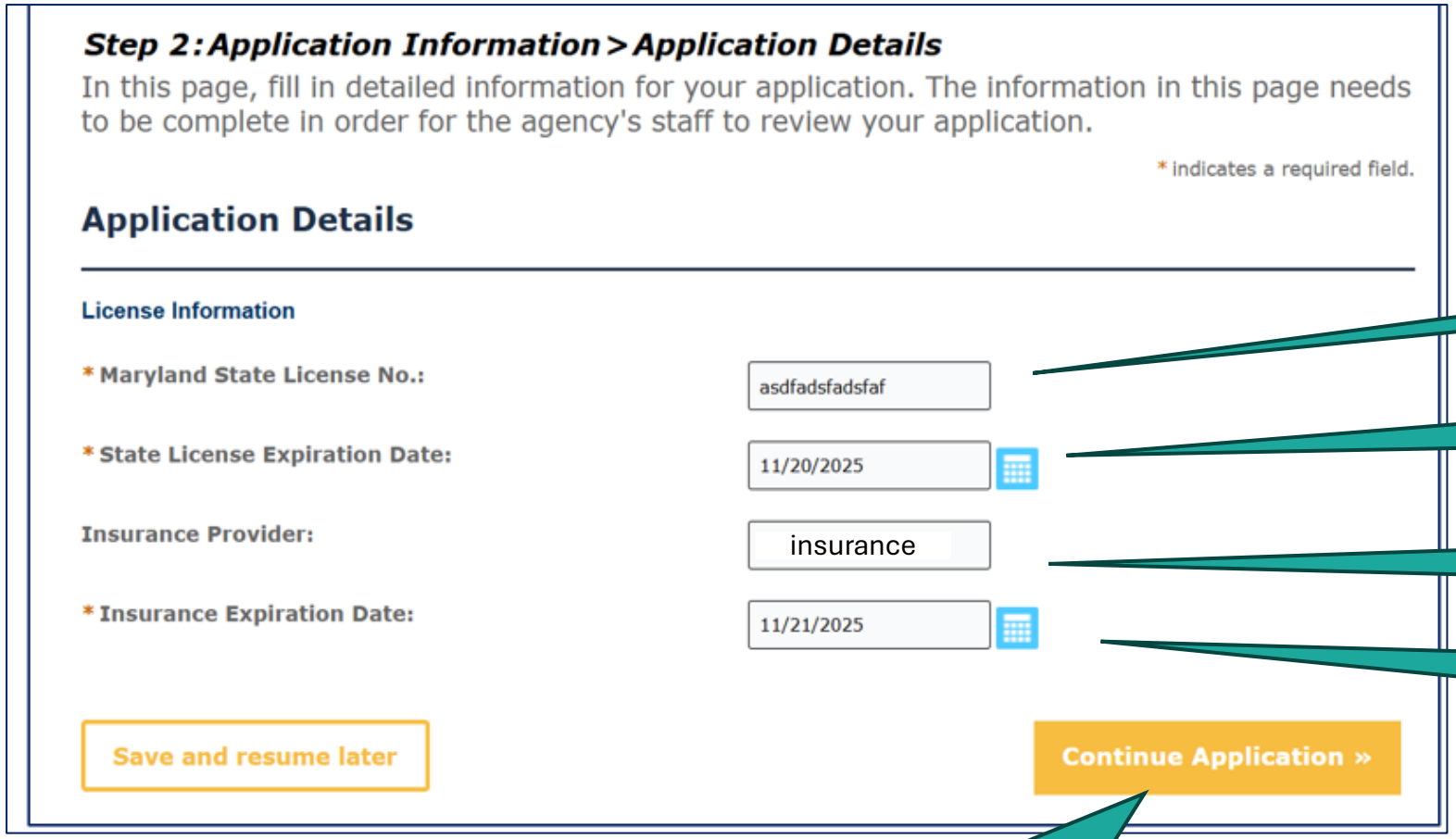
Application Contact Verification



At this point all required contact information should be complete as shown by the green check marks.

1. Once you have added the required contact types, click ”Continue Application”

Supporting Documentation



1. Enter Maryland State License Number

2. Enter License Expiration Date

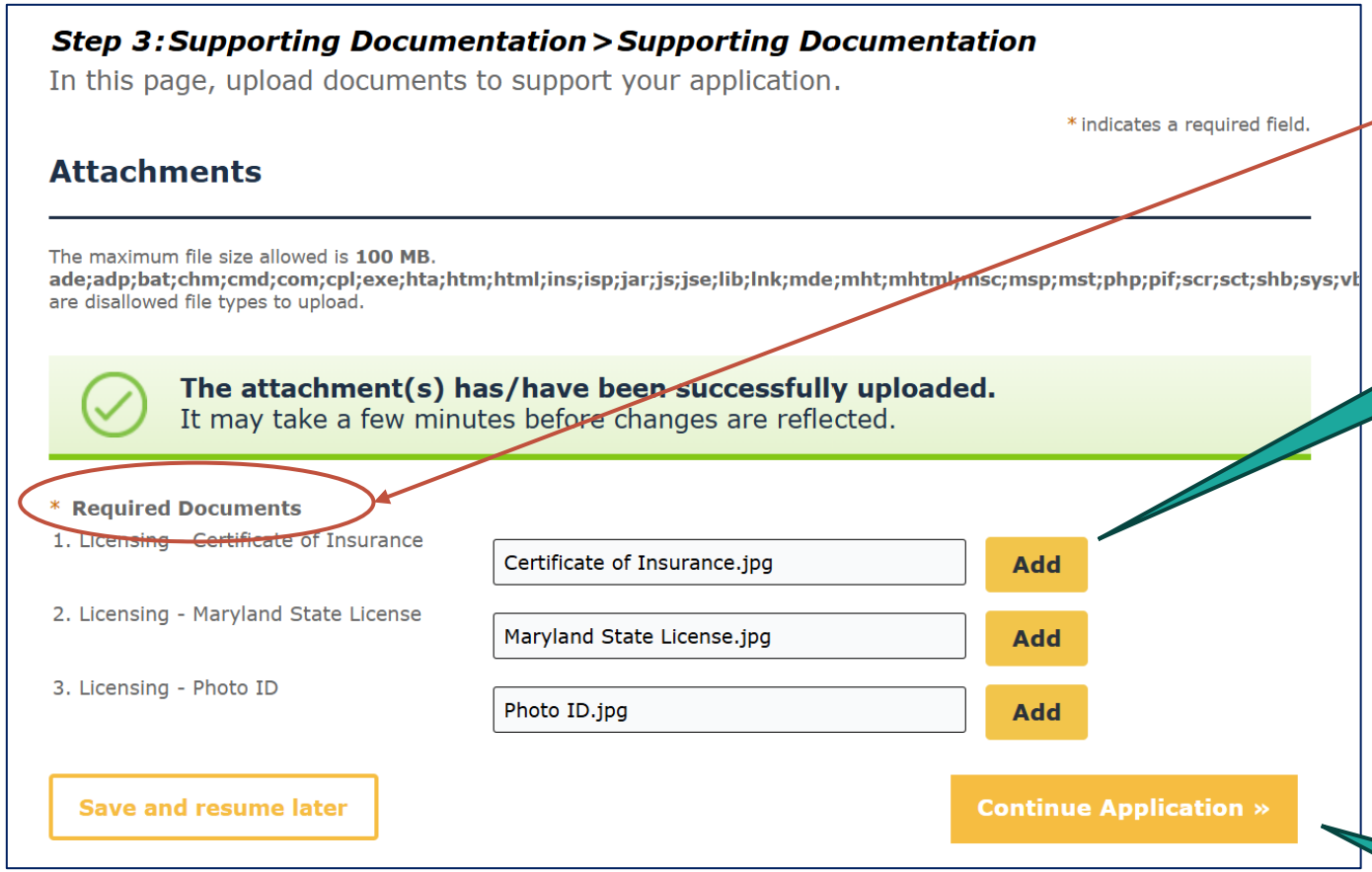
3. Enter Insurance Provider

4. Enter Insurance Expiration Date

5. Click “Continue Application”

Supporting Documentation

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Upload required documents. The list of documents is provided under the *Required Documents header.

1. Click “Add”

2. Search for and select your file

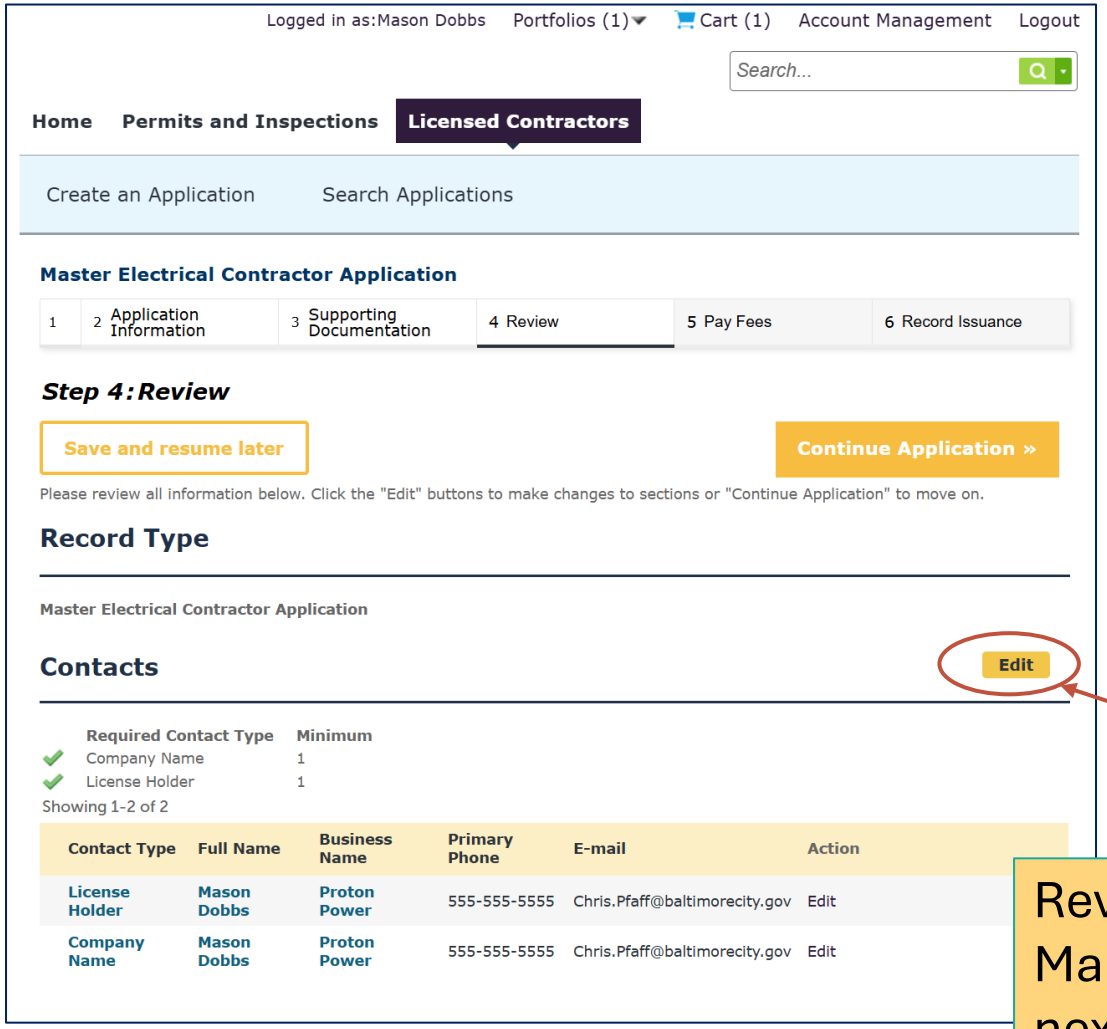
The selected file will be uploaded. You will see the green message “**The attachment(s) has/have been successfully uploaded**”.

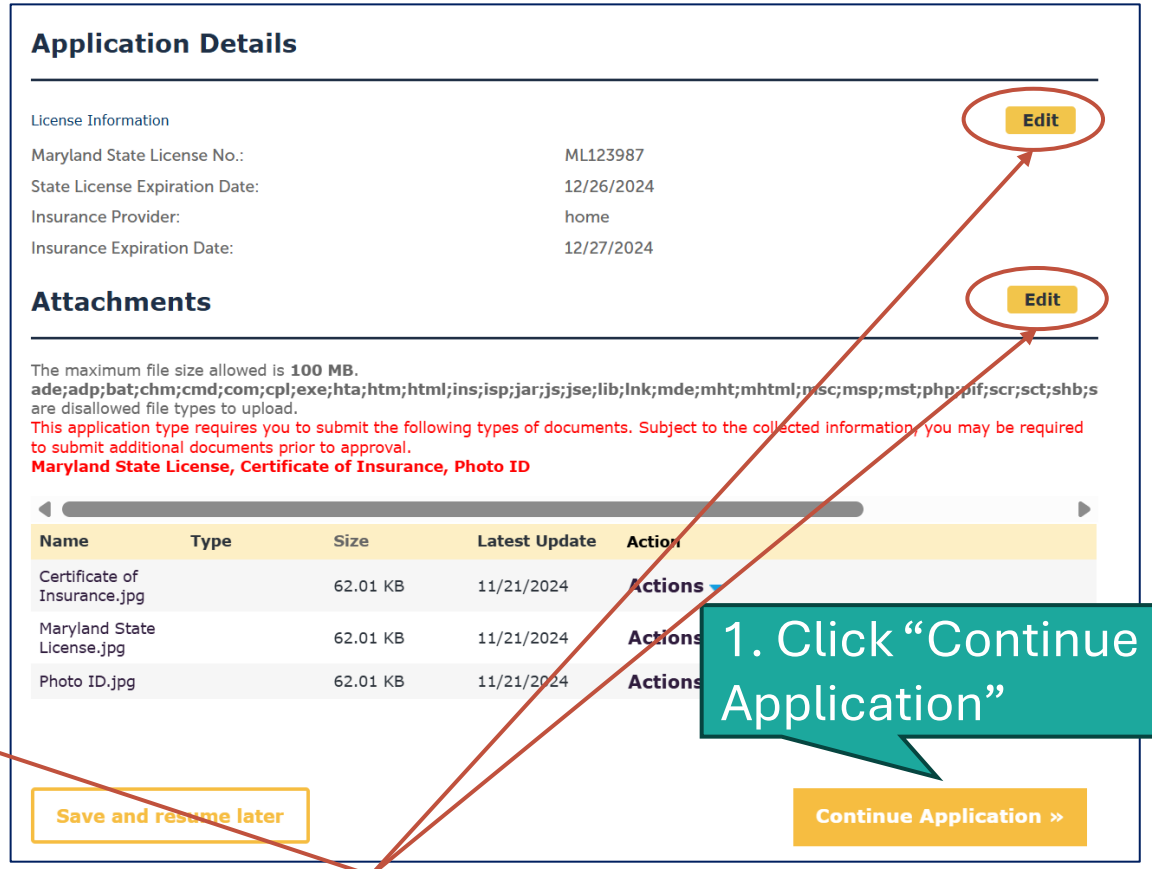
3. Click “Continue Application”

NOTE: Required documentation may vary according to your profession.

Application Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits





1. Click “Continue Application”

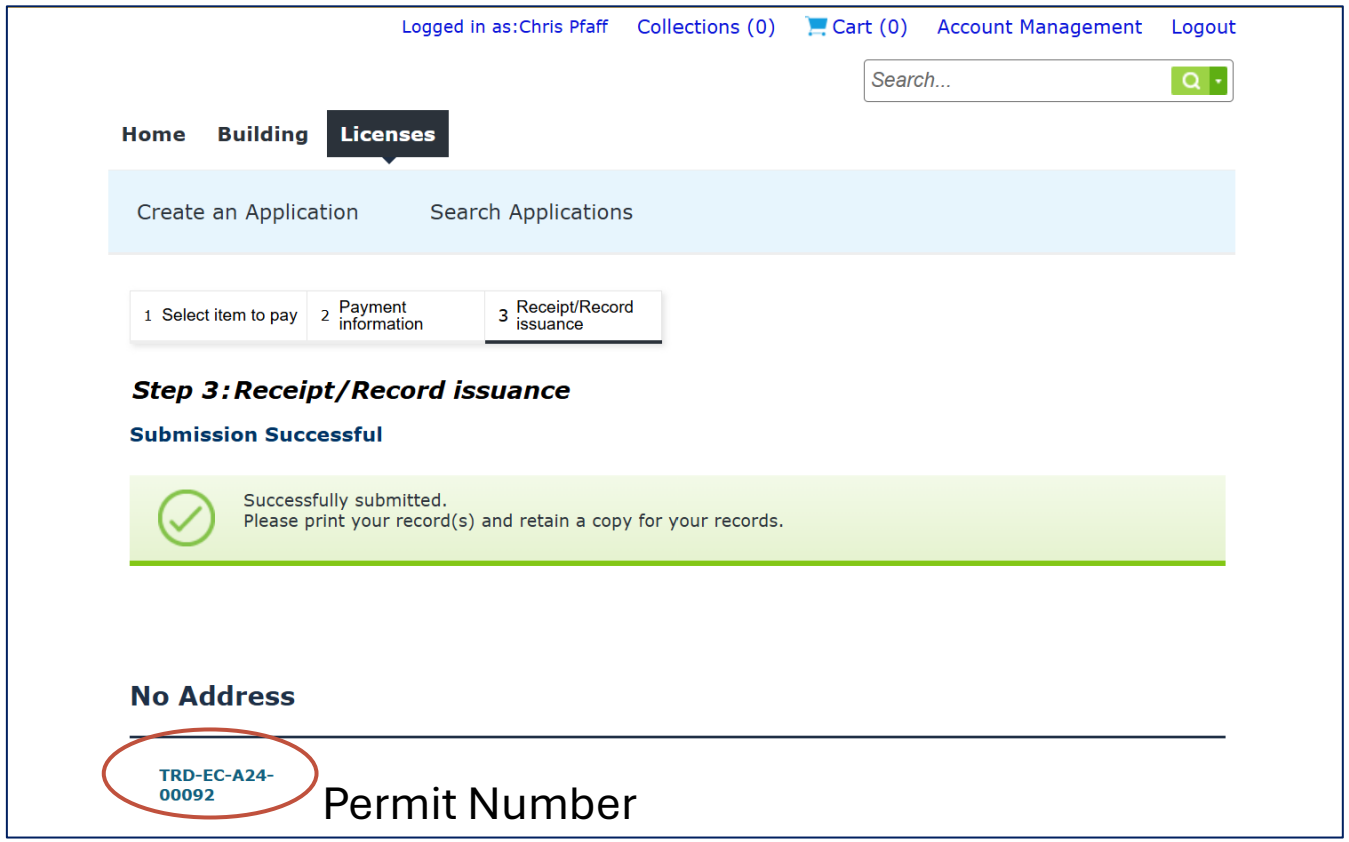
Review application information on this page. Make any changes by selecting the “Edit” button next to the areas you wish to modify.

Application Review (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. When review is complete click “Continue Application”



You will receive an email like the one below confirming the success of your registration.

Congratulations! Your building permit application has been successfully submitted.

Within two business days, your application will be reviewed. If any corrections or revisions are needed, you will be notified via email. Once your permit application is accepted, you will receive an email requesting online payment of your filing fee. You will also receive an email invitation from eplans@baltimorecity.gov to upload your documents.

If you have any questions, feel free to contact the Zoning Administrator Office at 410-396-4126.

Application ID: TRD-EC-A24-00092

Application Type: Master Electrical Contractor Application

State License Number: 423423768

Brandon M. Scott, Mayor **Alice Kennedy**, Housing Commissioner

417 East Fayette Street Baltimore, MD 21202 dhcd.baltimorecity.gov

E-Permits

One- and Two-Family Combo Permit

Topics

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

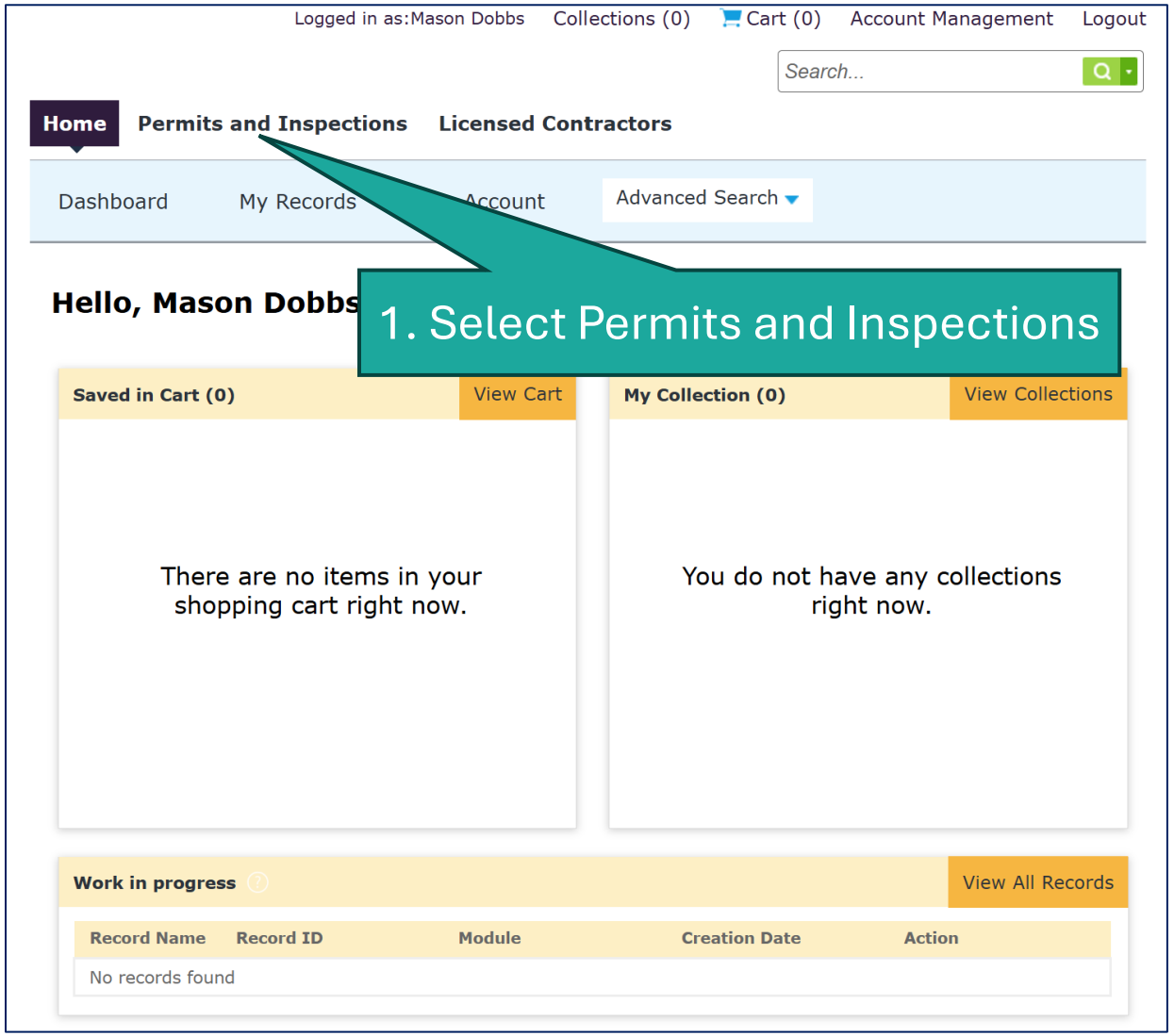
- Requirements
- Sign into your E-Permit Account
- Create Permit Application
- Work Location Information
- Project Information
- Property Information
- Work Information
- Contact Information
- Licensed Professional Information
- License Review and Submittal

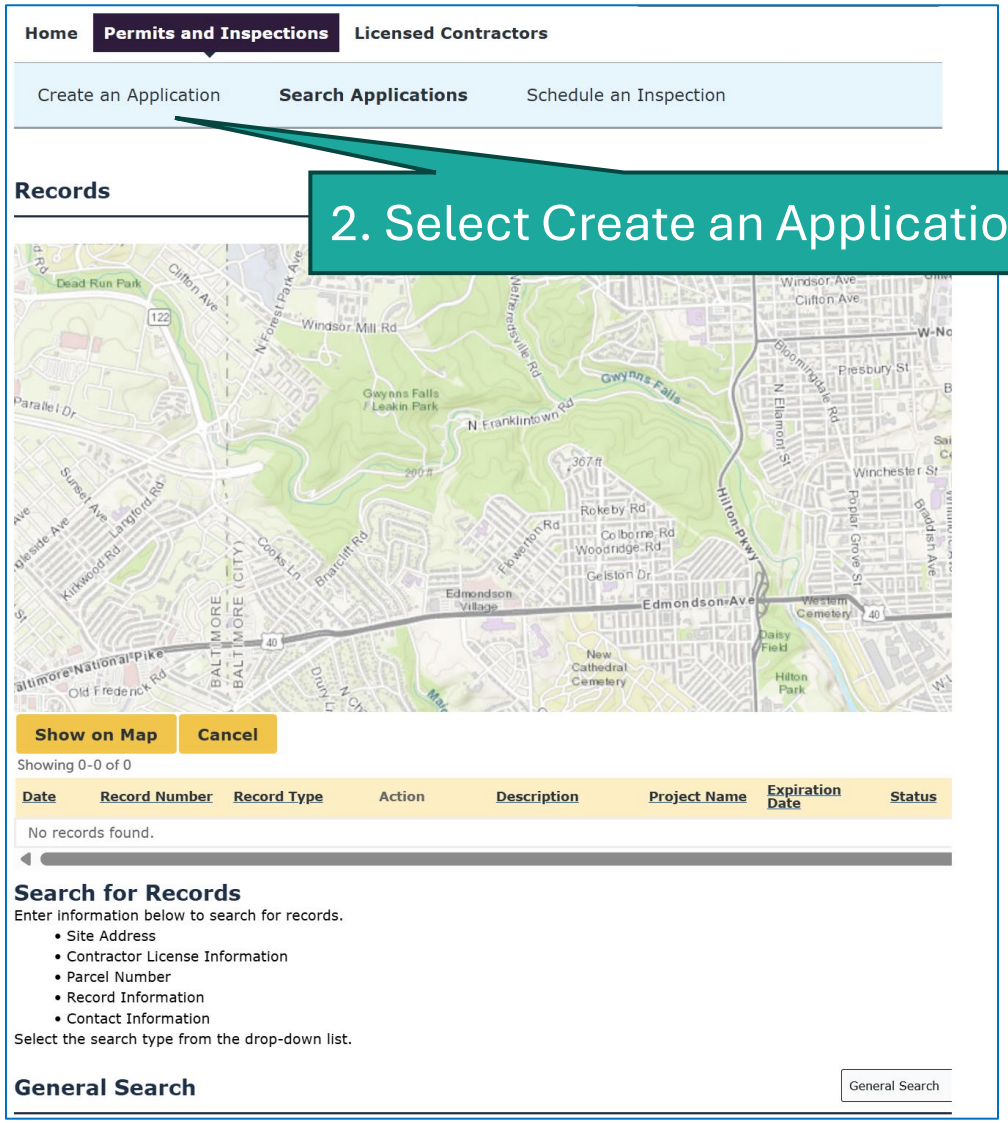
Requirements

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

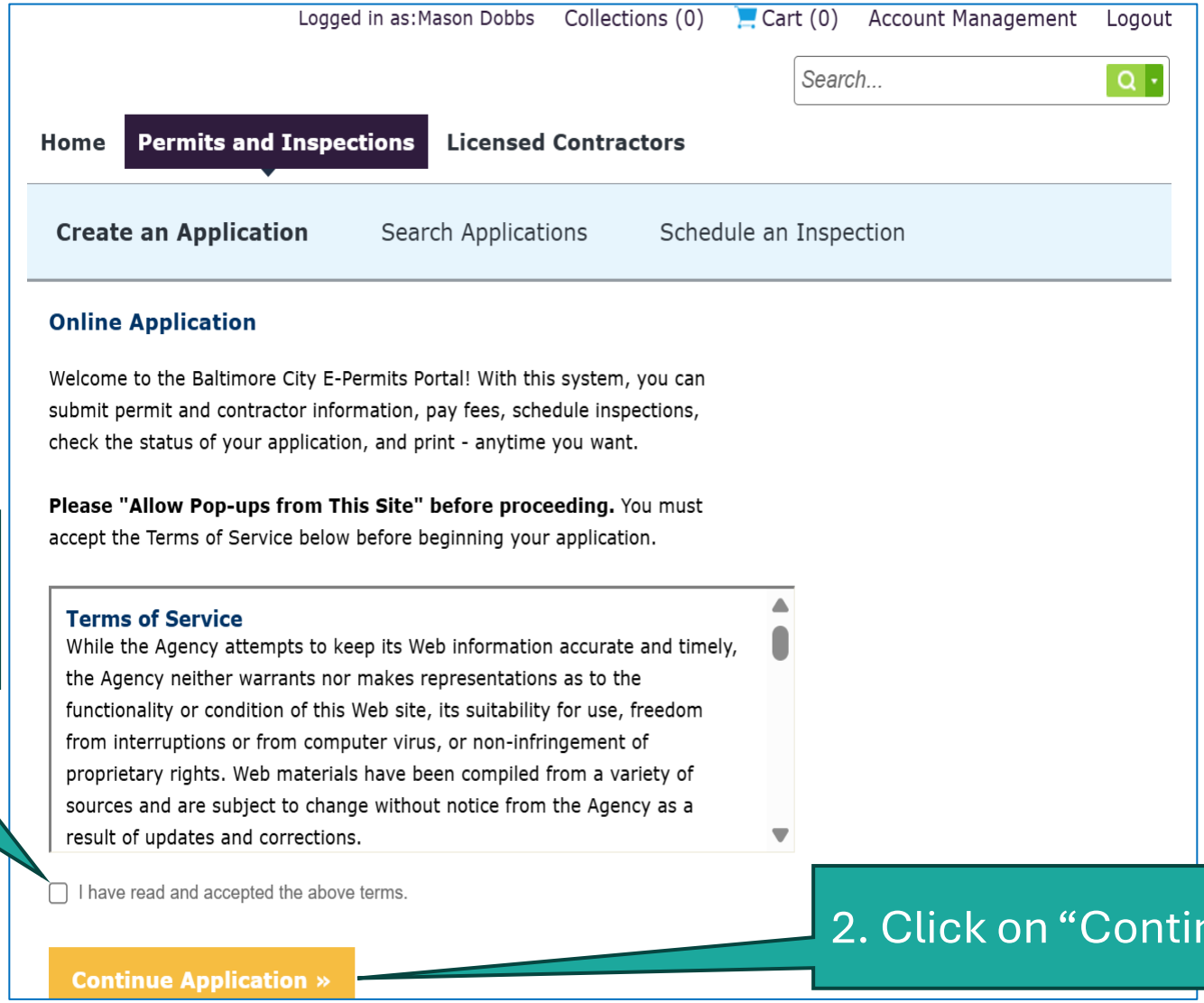
- E-Permit Account
- Permit Type according to property and work being performed
- Property Address and Owner (Owner Name is already a matter of record but it may have changed if property was sold recently)
- Applicant Name and Address
- Property Information
- Work to be performed
- Licensed Professional name and address
- Depending on the scope of project you may need to submit drawings or plans.

Create a Permit Application





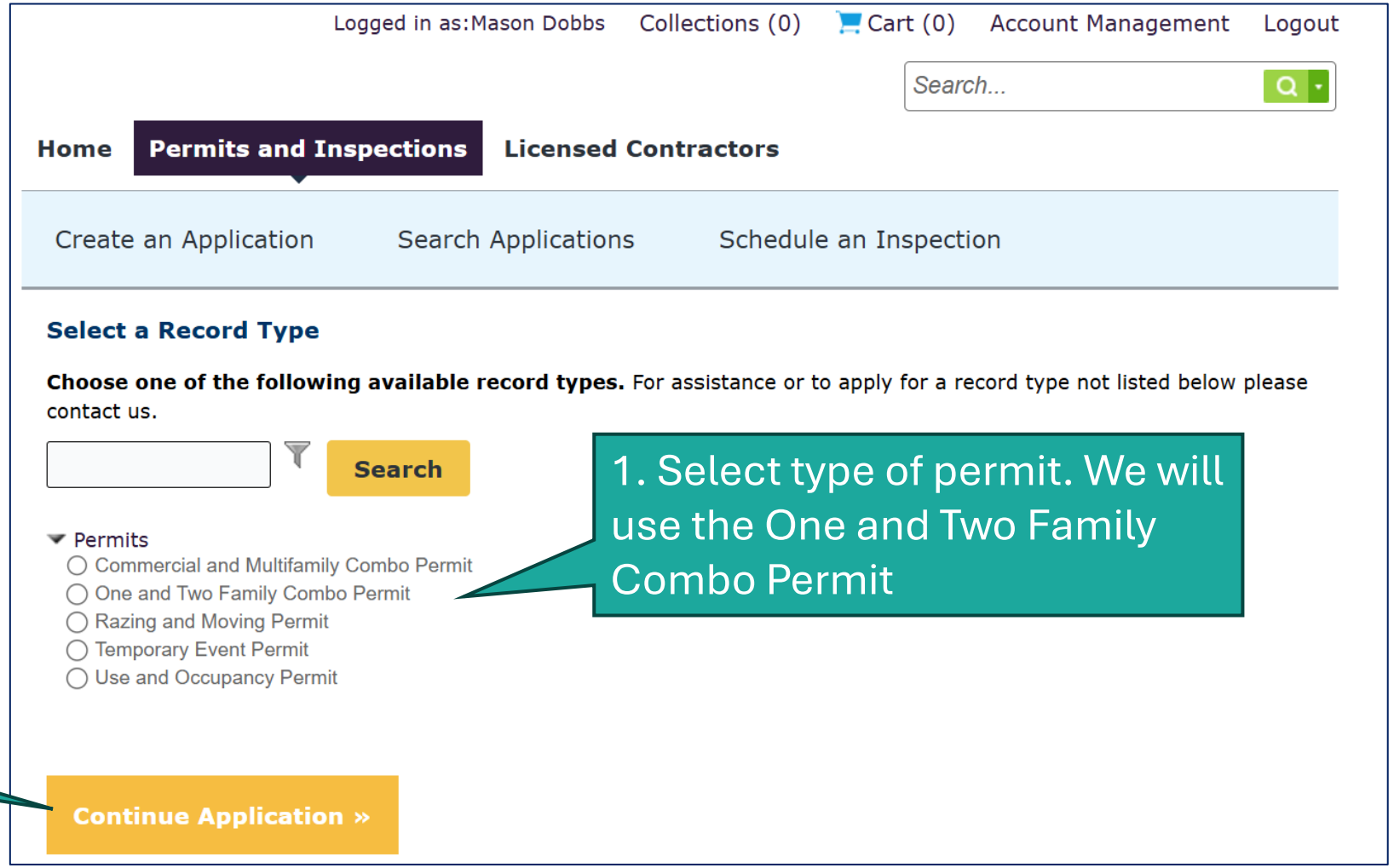
Create a Permit Application



1. Read the Terms of Service and check the box.

2. Click on “Continue Application”.

Select Permit Type



1. Select type of permit. We will use the One and Two Family Combo Permit

2. Click on “Continue Application”.

Work Location Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

You can select the property using the map or just fill in the fields under Address. If you use the map, the address fields will be populated.

1. Complete required fields, Street # and Street Name. If needed, use the drop-down arrows provided for additional information.

Logged in as:Mason Dobbs Collections (0) Cart (0) Account Manageme

Search...

Home | Permits and Inspections | Licensed Contractors

Create an Application | Search Applications | Schedule an Inspection

One and Two Family Combo Permit

1 Location Information | 2 Application Information | 3 Exterior Work Information | 4 Trade Information | 5 Contact Information | 6

Step 1: Location Information > Work Location

Show Map

Address

* Street #.: 613 | Fraction: | Direction: --Select-- | * Street Name: DEEPDENE

Street Type: RD | Suf Dir: --Select-- | Unit #:

Zip Code: 21210 | Zip Ext: 2127

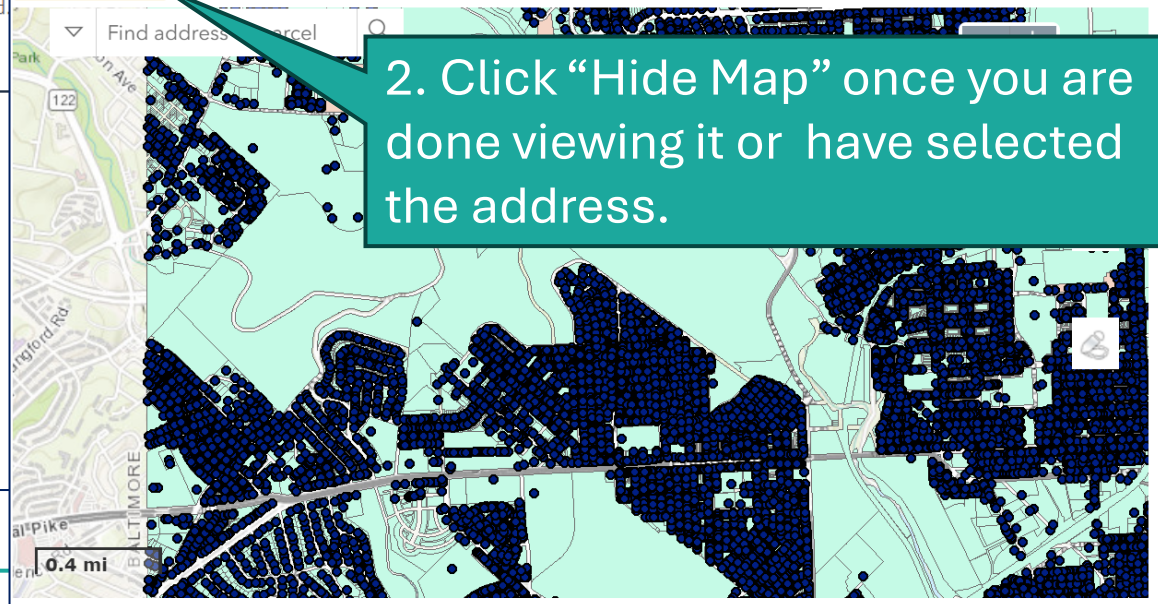
Search | Clear

3. Click "Search"

Step 1 : Location Information > Work Location

Hide Map

2. Click "Hide Map" once you are done viewing it or have selected the address.

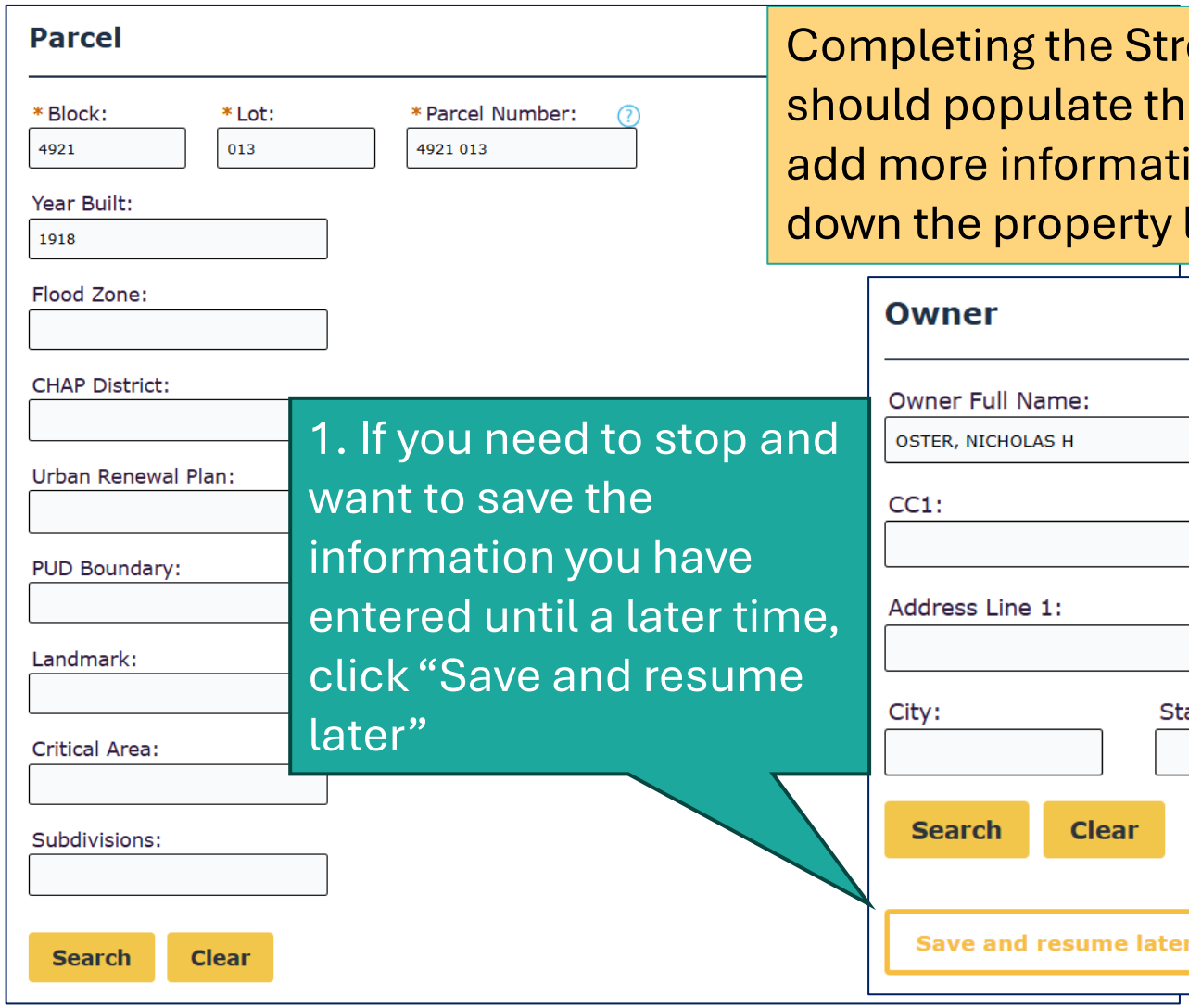


* indicates a required field.

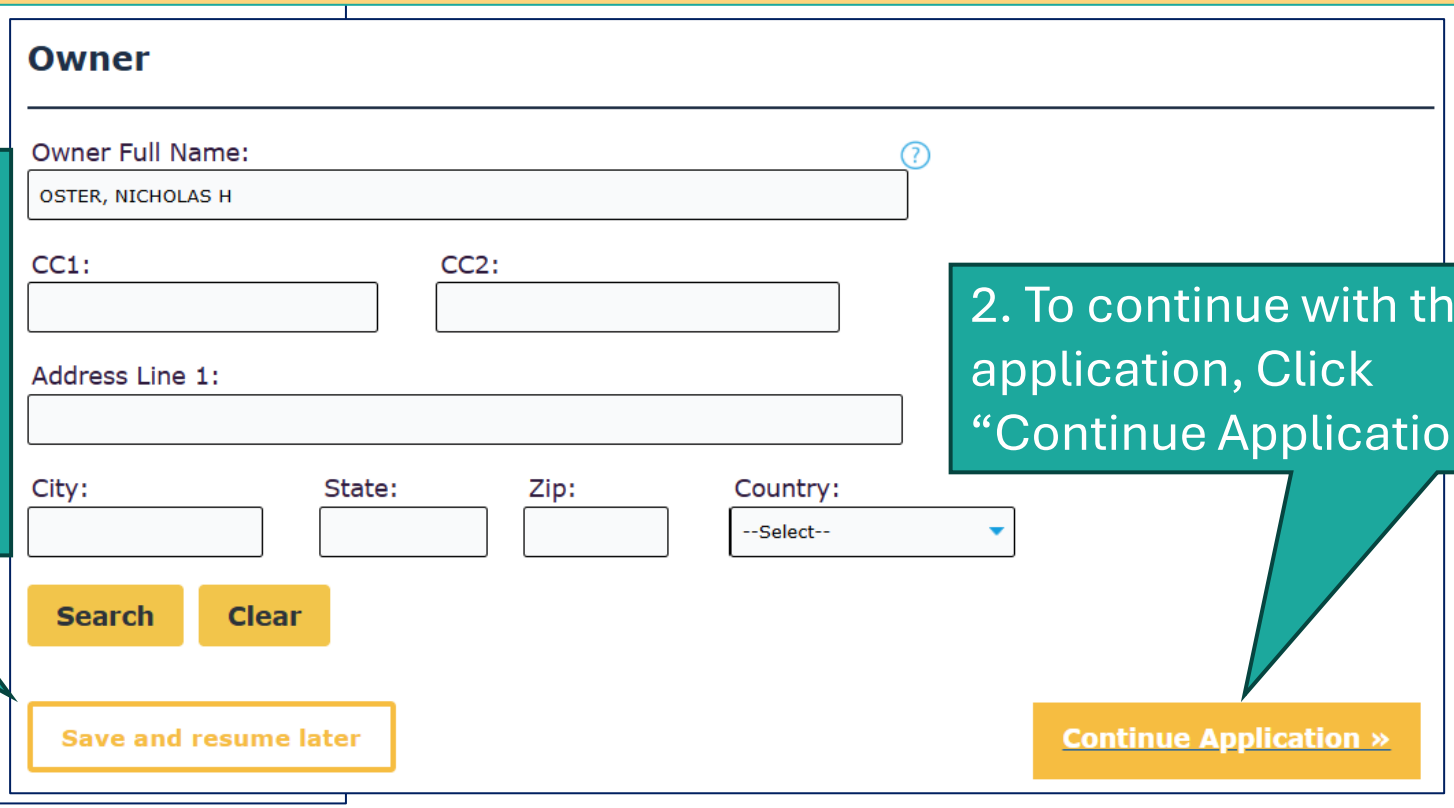
Work Location Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Completing the Street # and Street Name from the Address section should populate the required fields shown on these screens. You can add more information and use the “Search” function again to narrow down the property list.



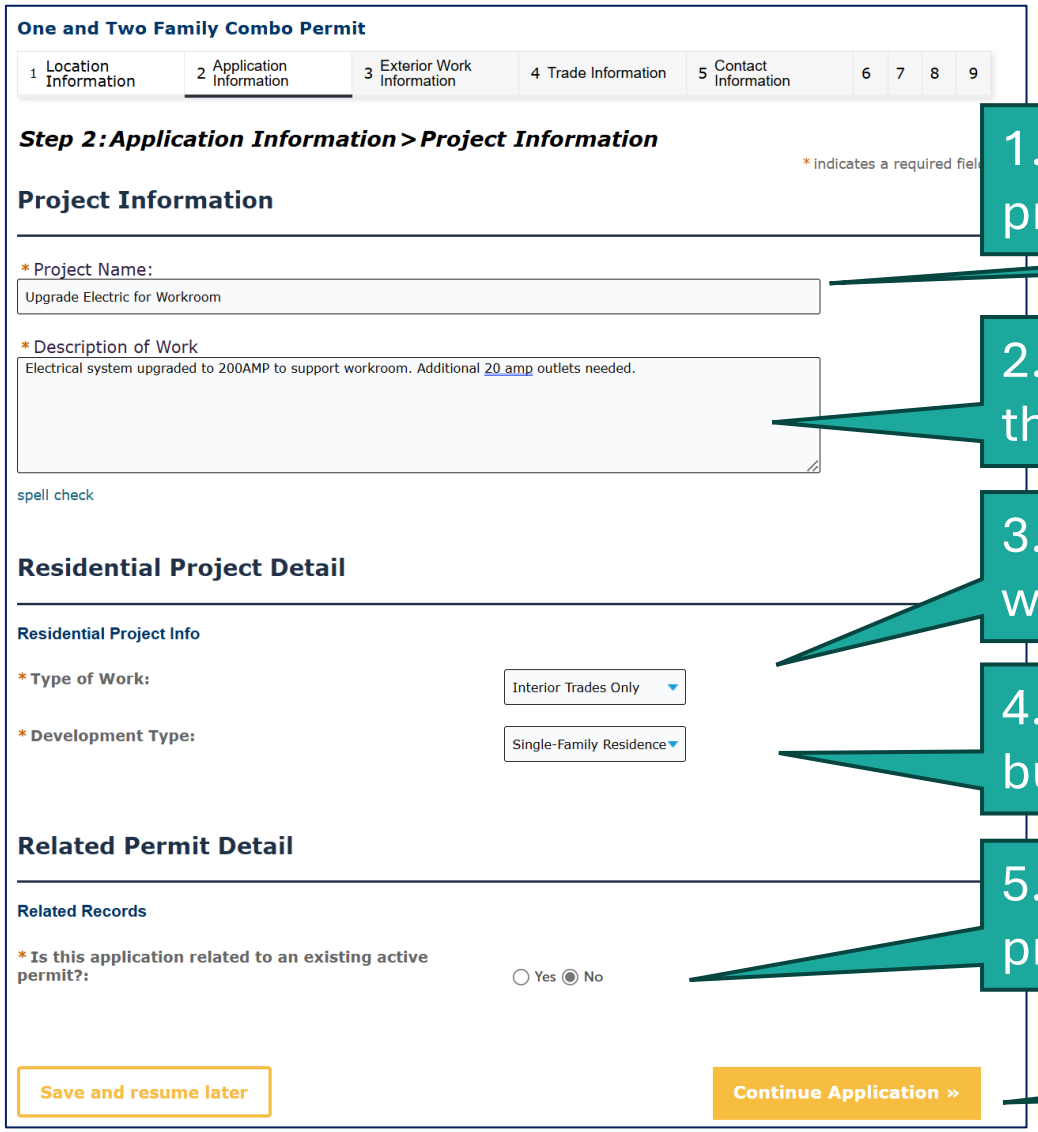
1. If you need to stop and want to save the information you have entered until a later time, click “Save and resume later”



2. To continue with the application, Click “Continue Application”.

Project Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Name your project. Make it something that will identify the project and is different from other projects you may have.

2. Describe the work to be done. Provide enough detail that the reviewer will understand what you are doing.

3. Use the drop down to indicate the type of work. Choose the best option.

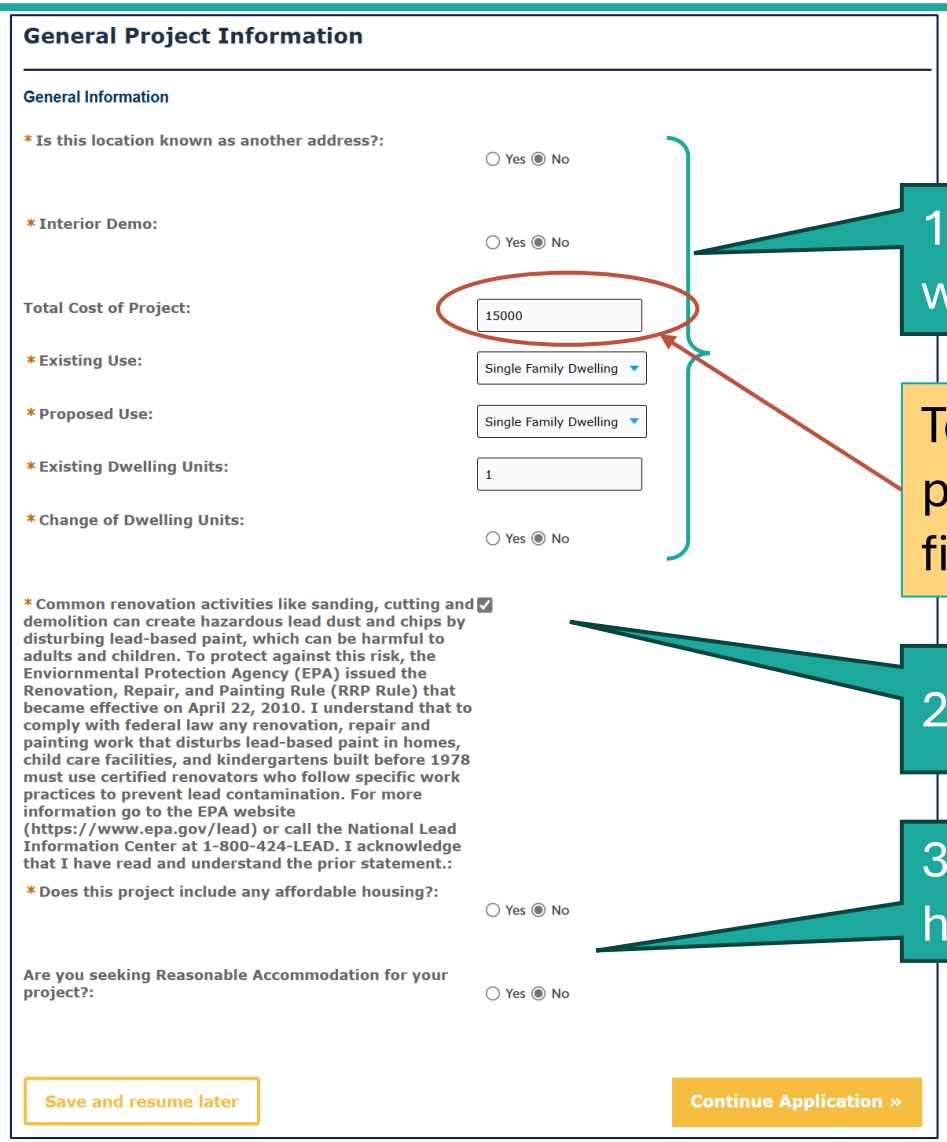
4. Use the drop down to select the type of building where the work will be performed

5. If you have other permits in process for this property, click “Yes” otherwise, click “No”

6. Click “Continue Application”

Project Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Complete all required information regarding the property where work is to be performed

Total Cost of Project. Even though this is not a required field, please enter the information if you have it. Estimated cost is fine.

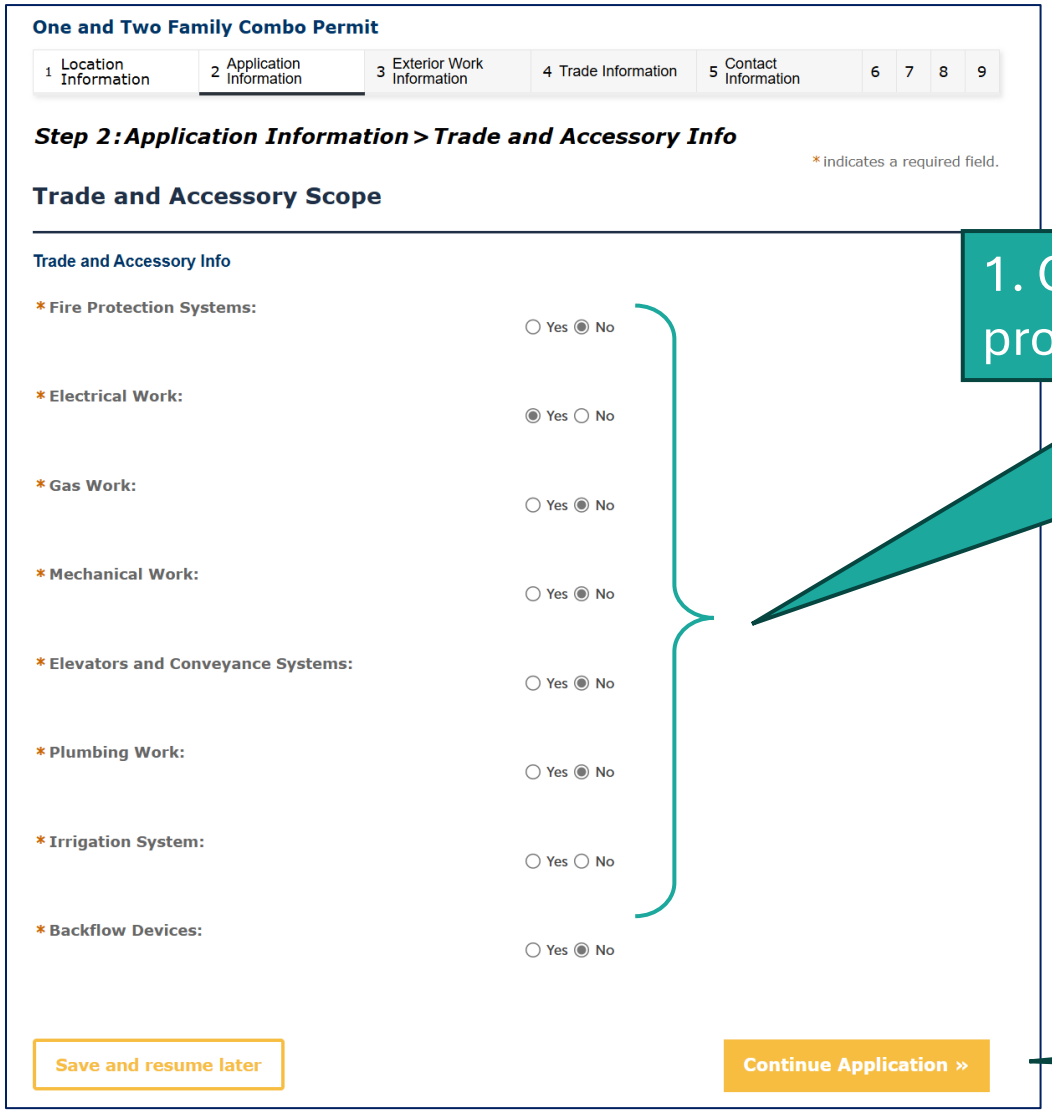
2. Read and acknowledge the lead paint notification

3. Complete the last two questions regarding affordable housing and Reasonable Accommodation

4. Click “Continue Application”

Project Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



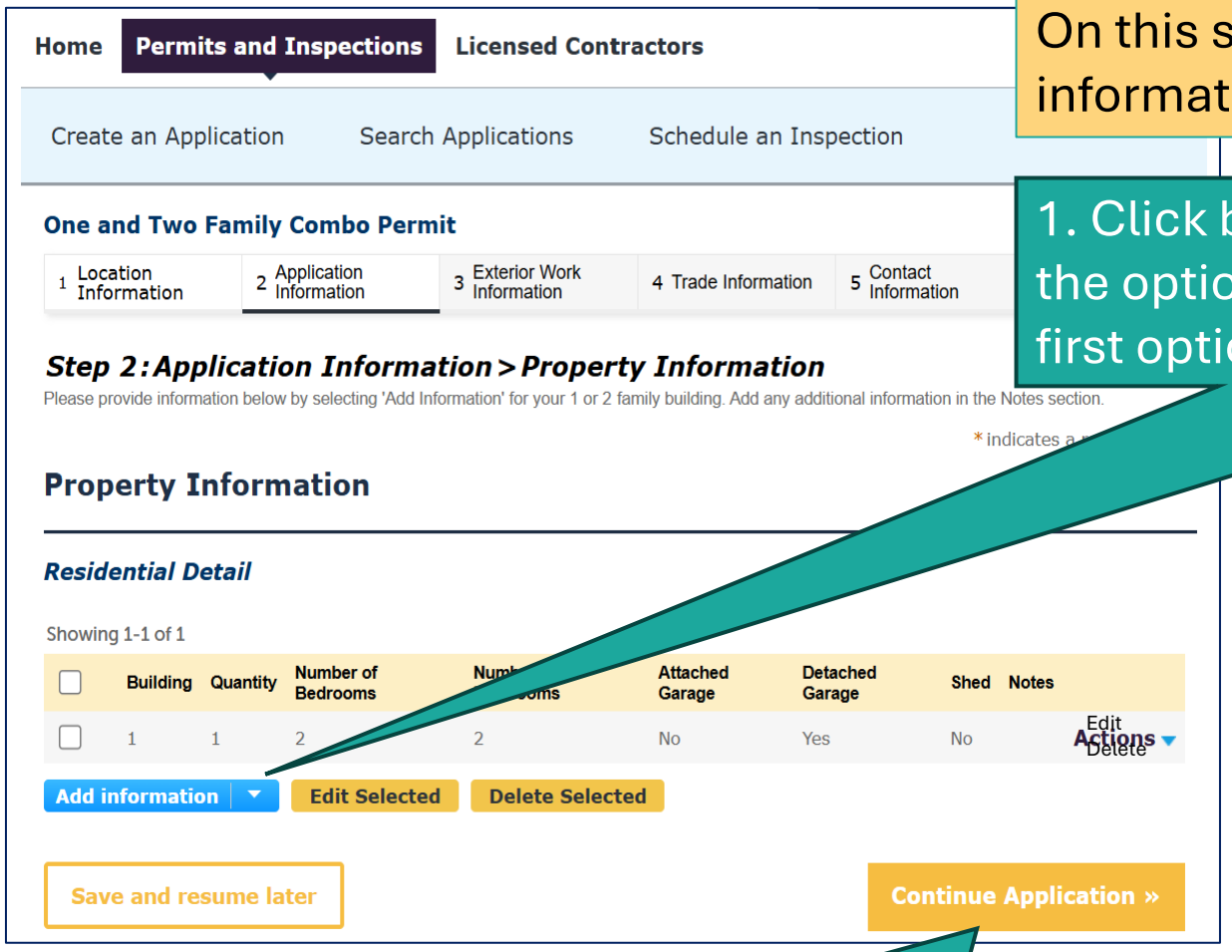
1. Complete all required information regarding the property where work is to be performed

2. Click “Continue Application”

Property Information (continued)

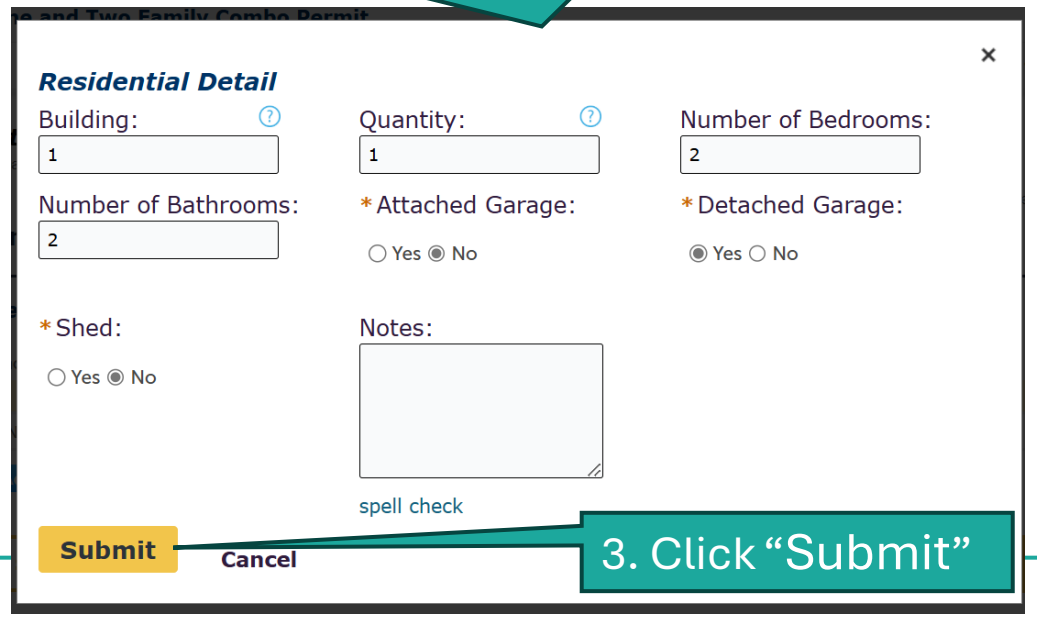
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

On this screen you will need to add some property information. The row for Residential Detail will be blank.



1. Click blue "Add Information". You will be given the option to add multiple rows but just choose the first option for now.

2. Complete the pop-up form



3. Click "Submit"

4. Click "Continue Application"

Property Zoning Information

BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT
E-Permits



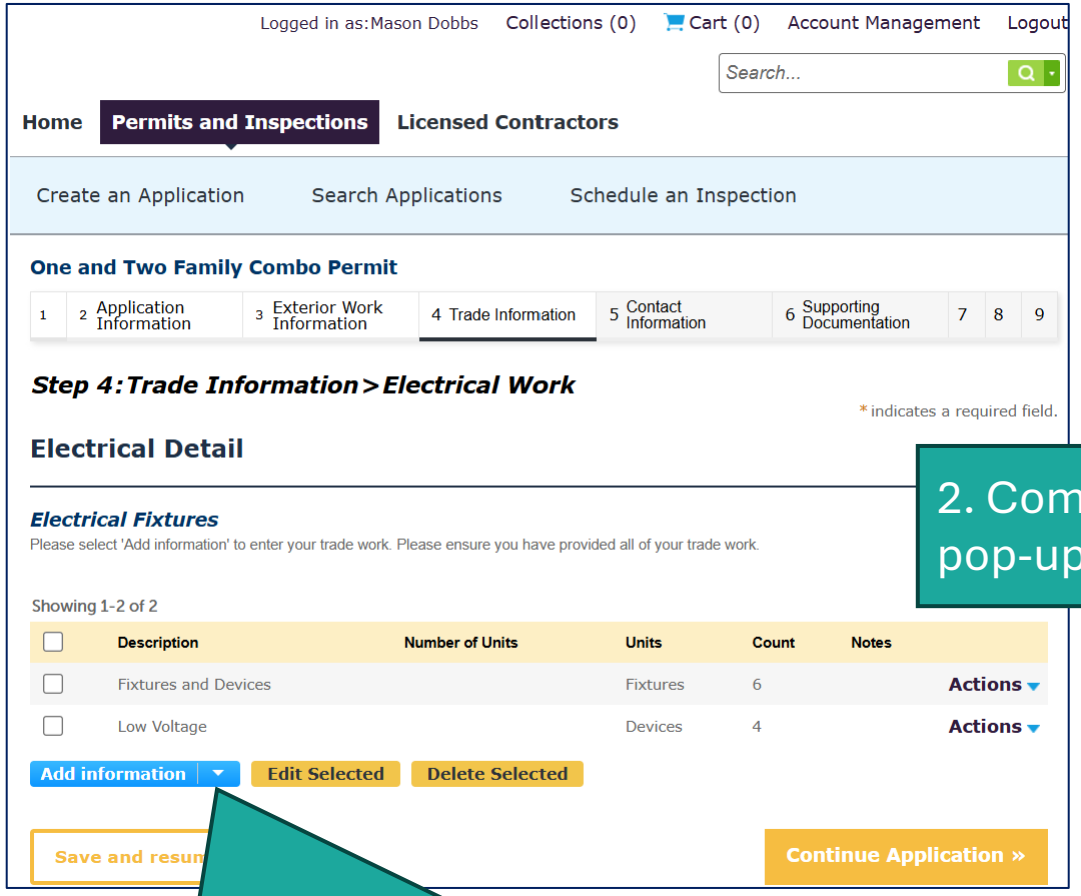
Based upon where the property is located there may be zoning considerations for the project. In this case the first set of line items are already filled in for you. The Yes/No area has a grey background to indicate that no action is required on your part.

1. Complete the last series of questions.

2. Click “Continue Application”

Work Information

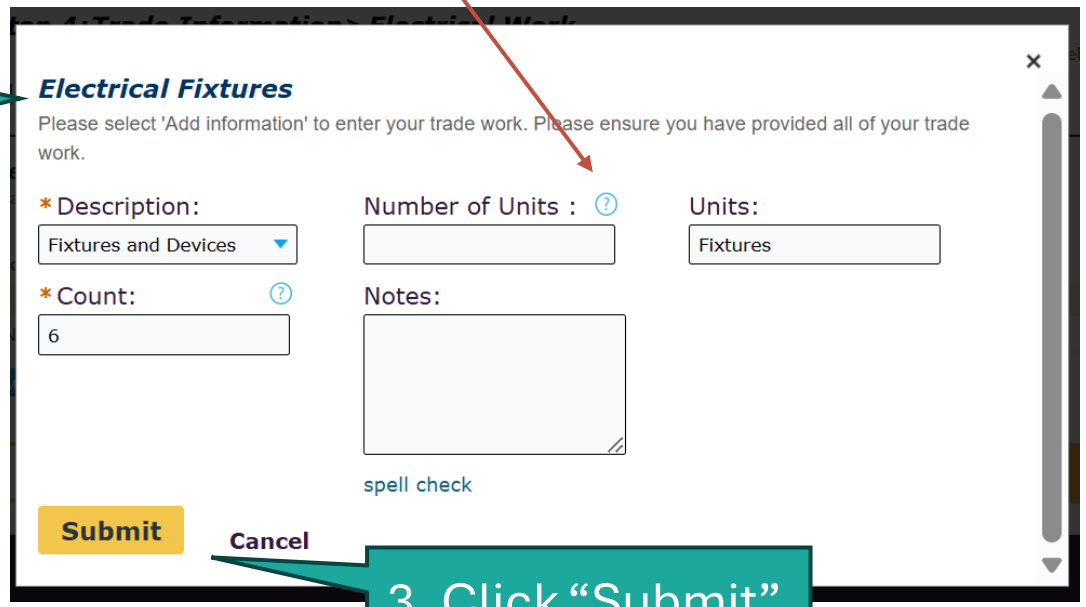
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



On this screen you will need to add some work details. The row for Electrical Detail will be blank.

Within the applications you will see “help bubbles”. Click on them for more information.

2. Complete the pop-up form



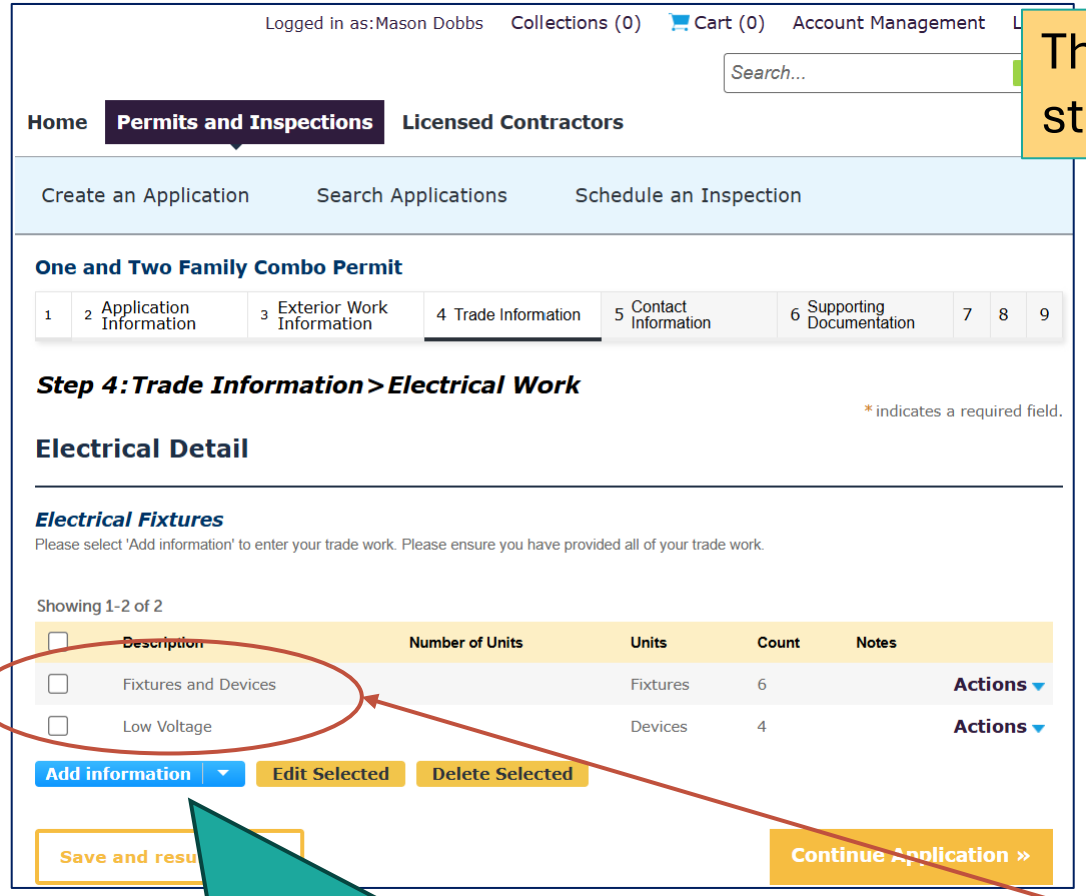
1. Click blue “Add Information”. You will be given the option to add multiple rows but just choose the first option for now.

3. Click “Submit”

Work Information (continued)

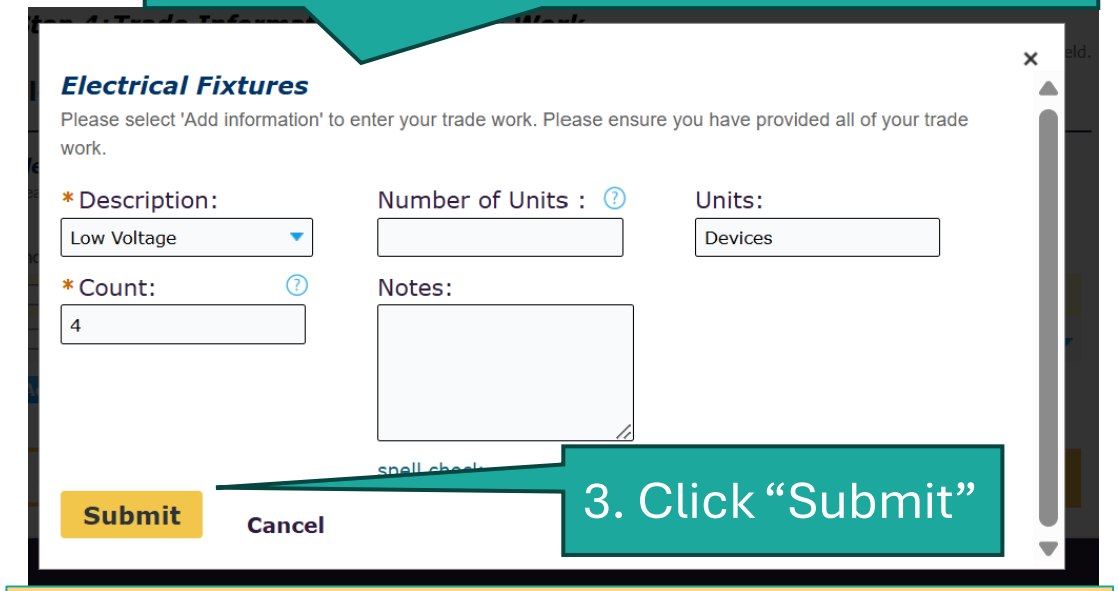
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

This is to add a second Electrical Item to our project. These steps can be repeated until you have all of your work detailed



1. When there is more than one fixture type, click the blue "Add Information" again.

2. Complete the additional pop-up form



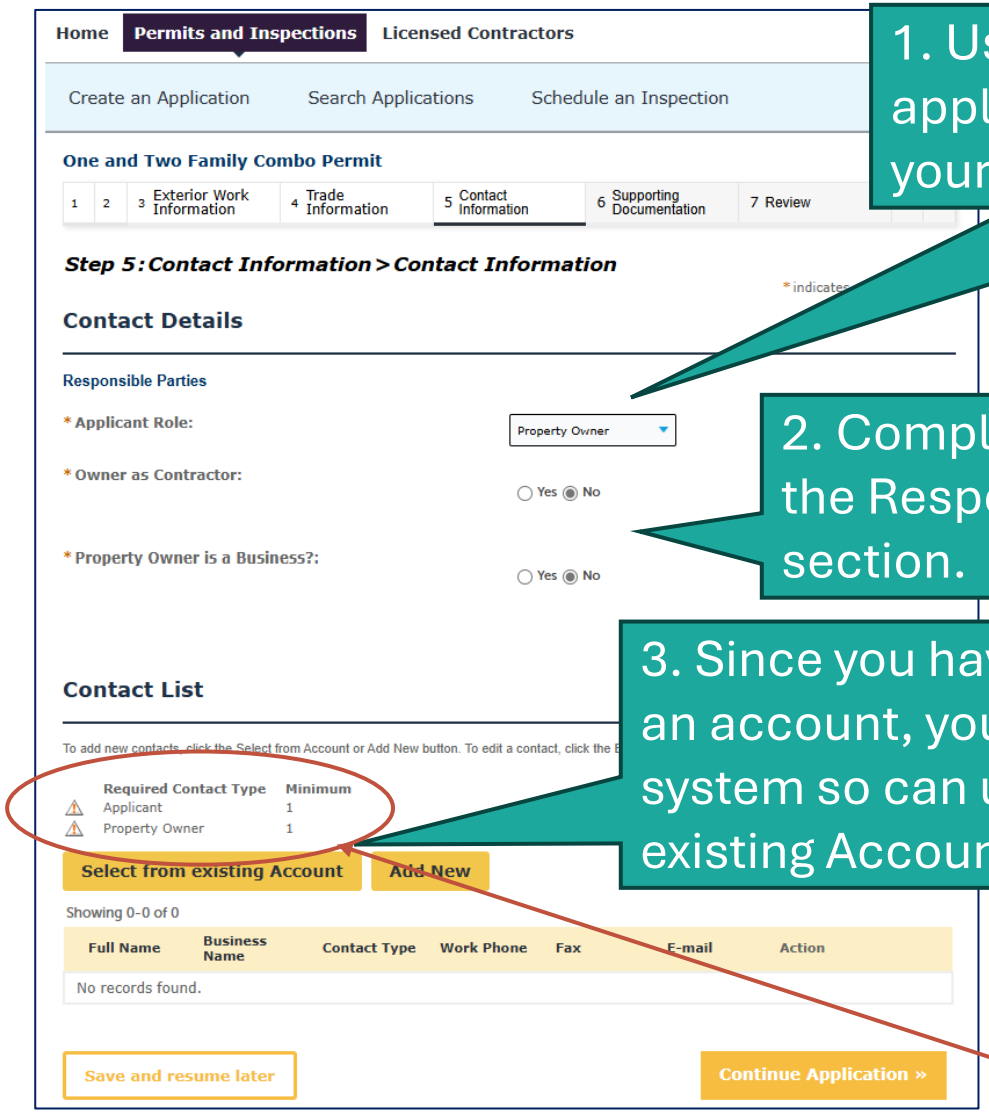
3. Click "Submit"

Note: Both items show up under Electrical Fixtures.

Contacts

FOLLOW the “How-To” Guide for detailed instructions on how to add contacts.

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

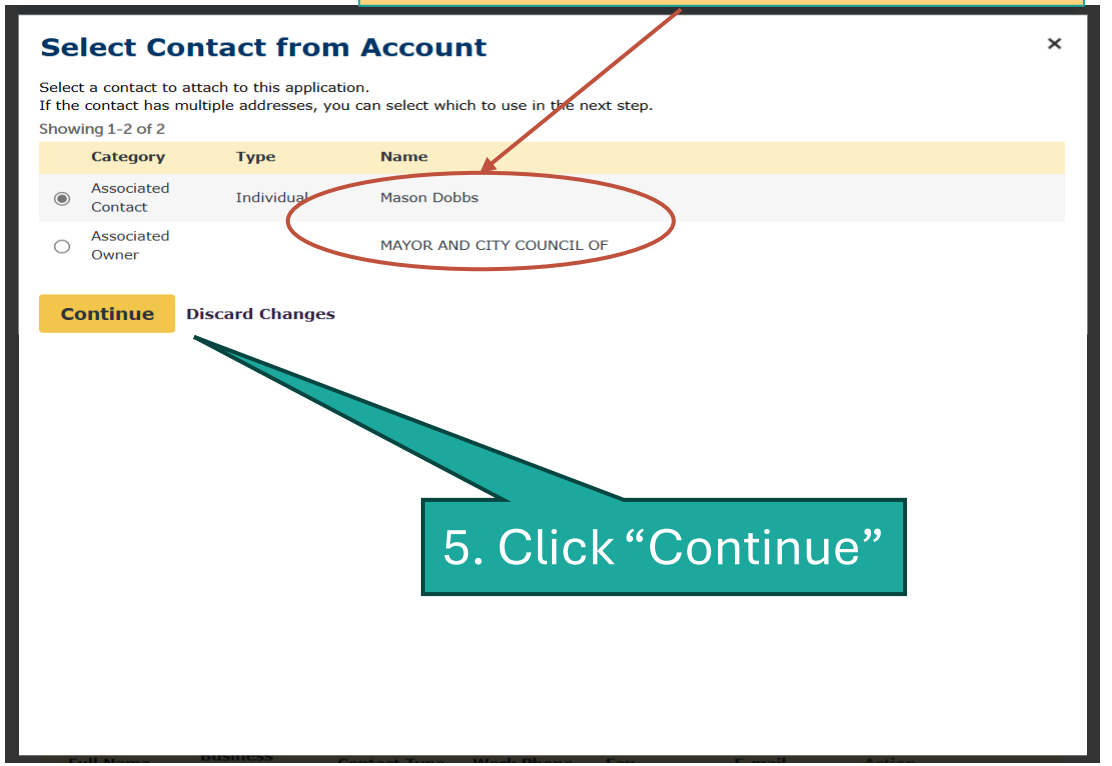


1. Use the drop down to select the applicant role. (Your role – What is your relationship to the project?)

2. Complete the rest of the Responsible Parties section.

3. Since you have registered for an account, you are in the system so can use “Select from existing Account”

The popup shows the names associated with the property



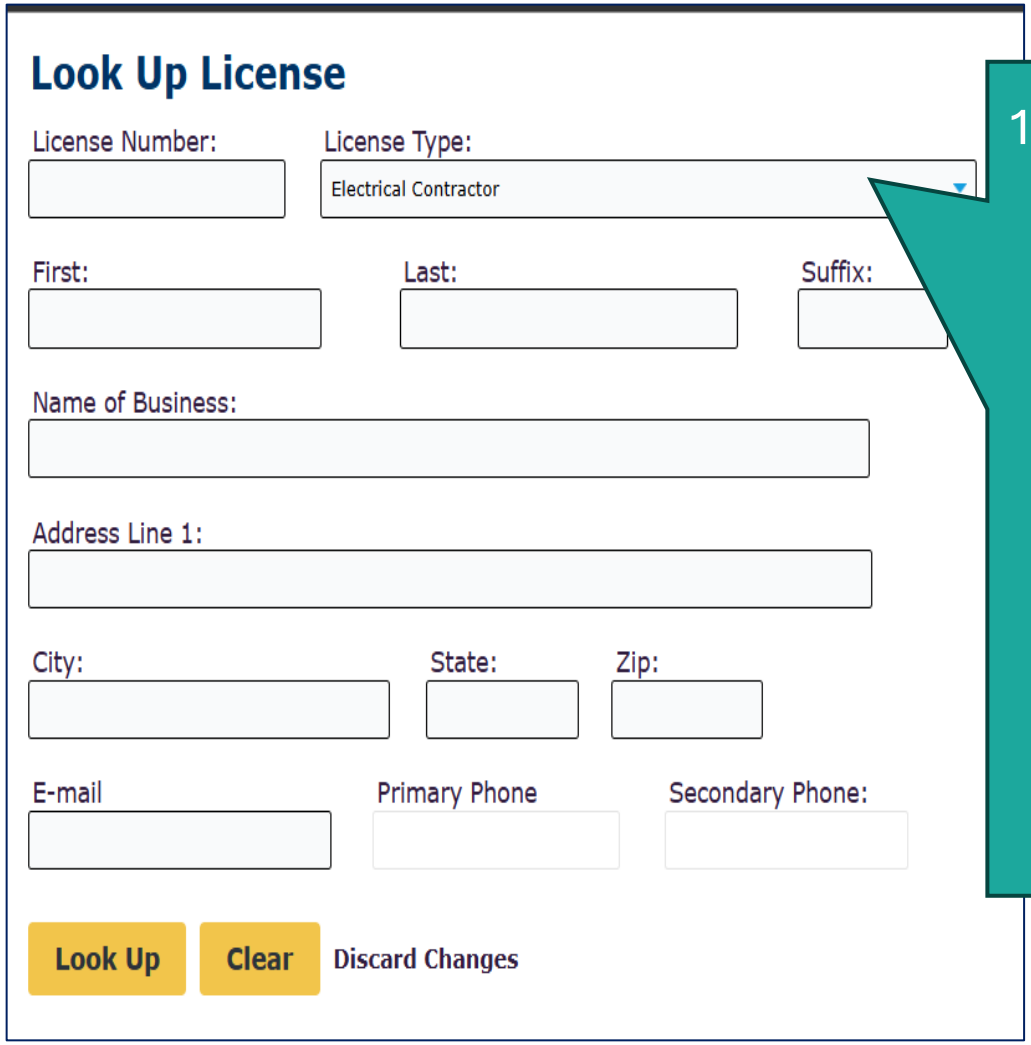
5. Click “Continue”

NOTE: This permit requires two contacts; the Applicant and the Property Owner.

Licensed Professional Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Once you have added the individual contacts, a licensed professional must be added to the project for the permit to be processed.

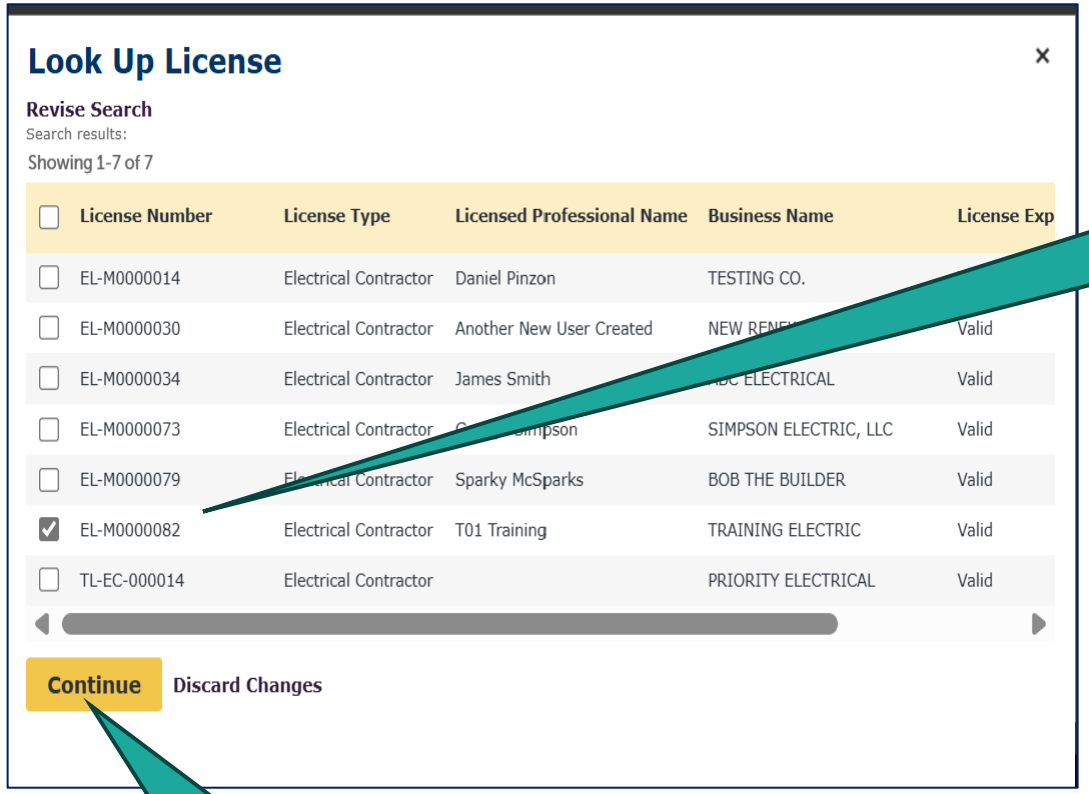


1. Enter any known information in the “Look up License” section. A License number is the quickest way to locate your contractor if you know it. If you do not know your contractor information, you can select the “License Type” from the dropdown list to search for your contractor.

2. Click “Look up”

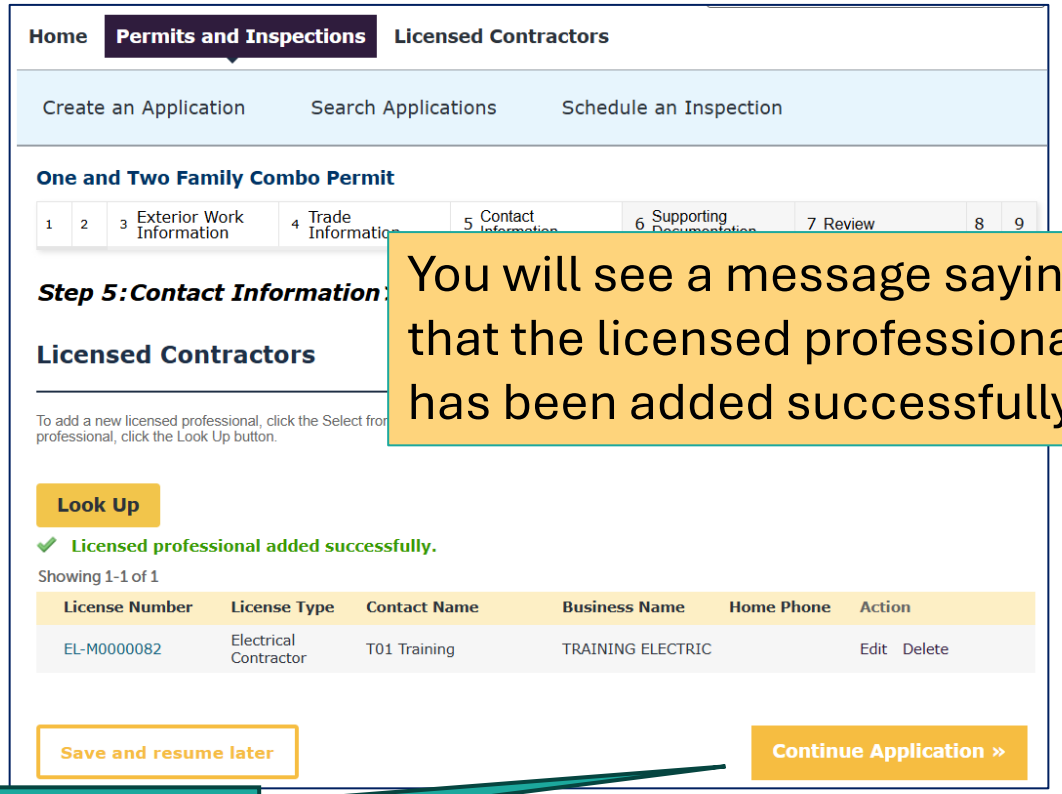
Licensed Professional Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. A list of contractors will display. Select the one that will perform the work.

2. Click “Continue”

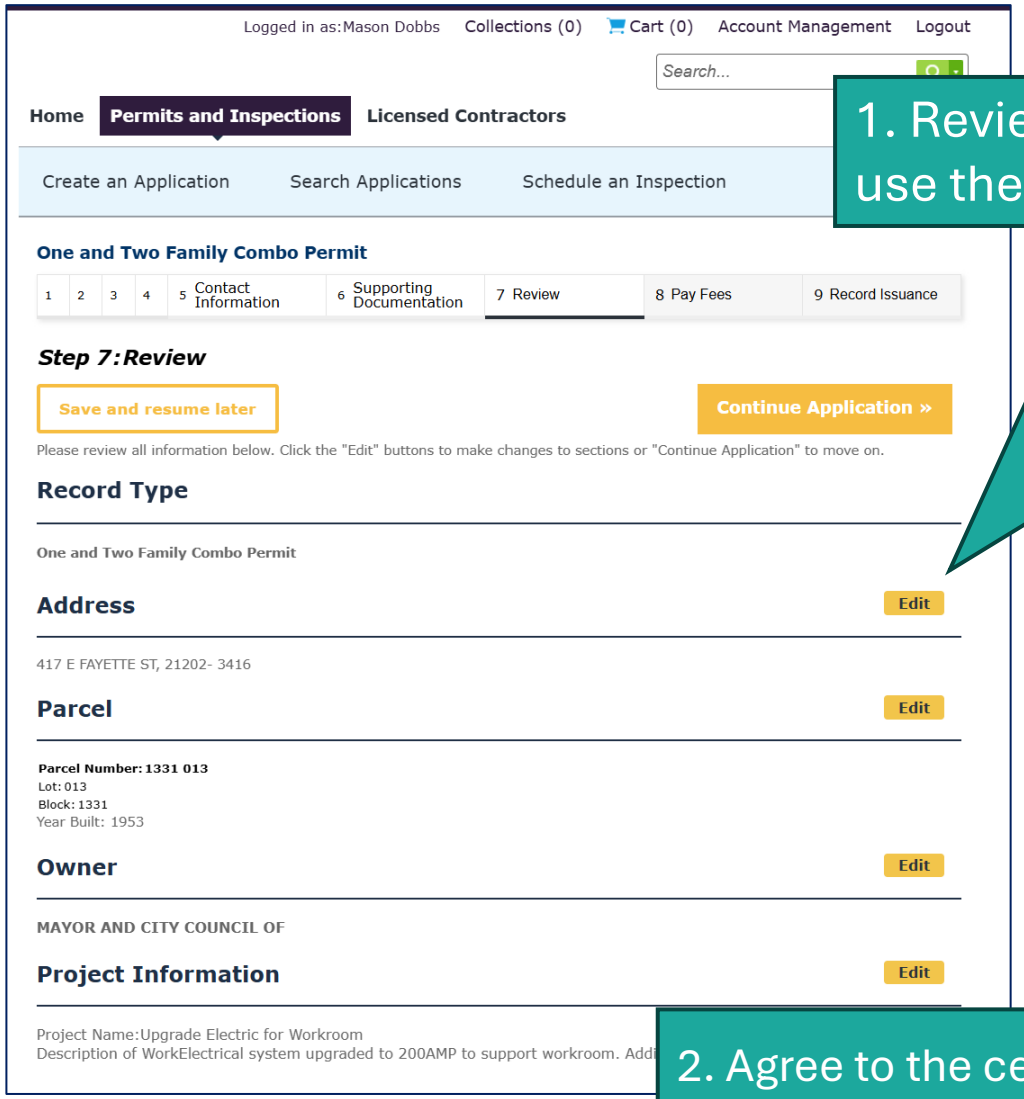


You will see a message saying that the licensed professional has been added successfully.

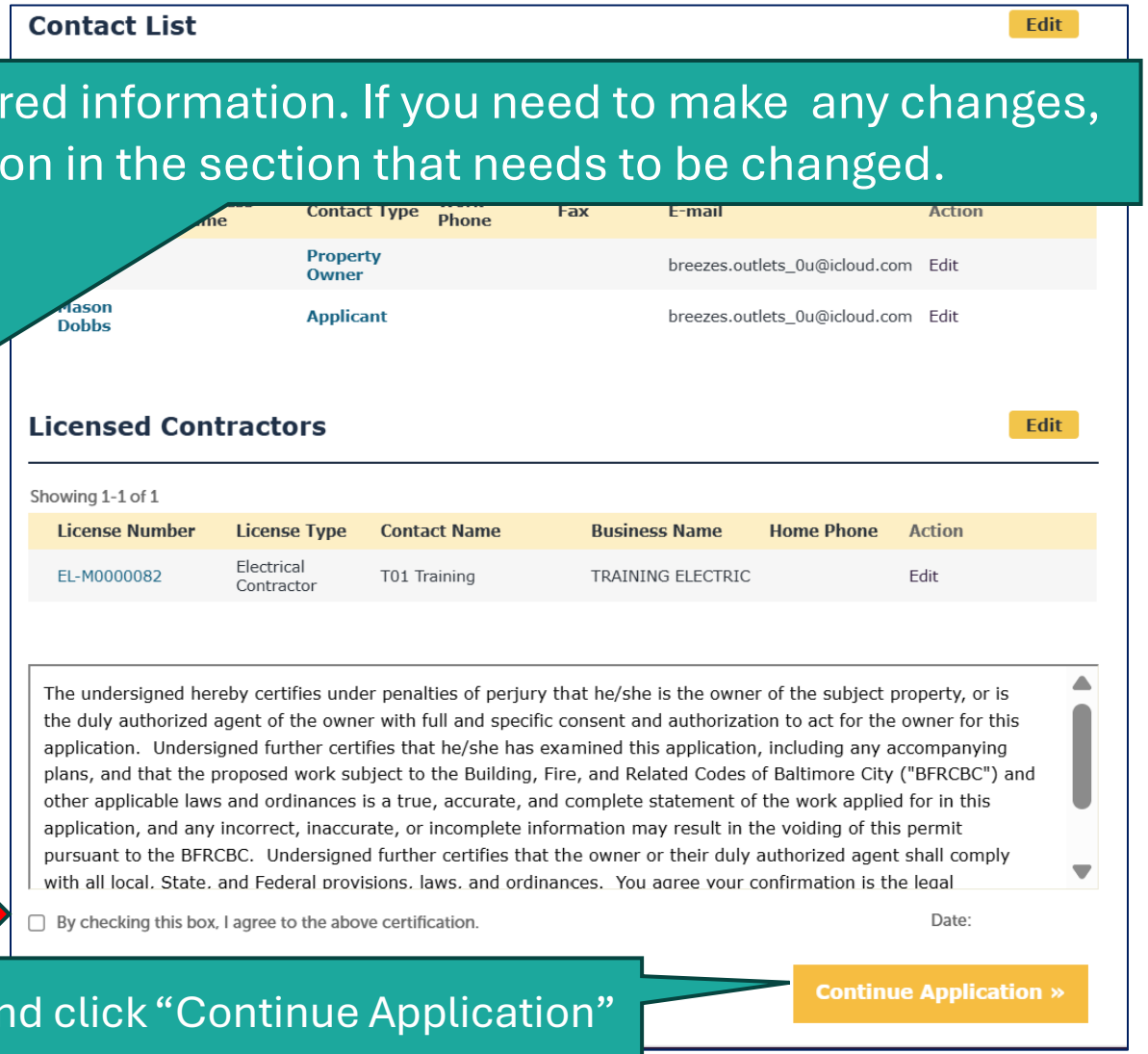
3. Click “Continue Application”

Application Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Review the entered information. If you need to make any changes, use the "Edit" button in the section that needs to be changed.

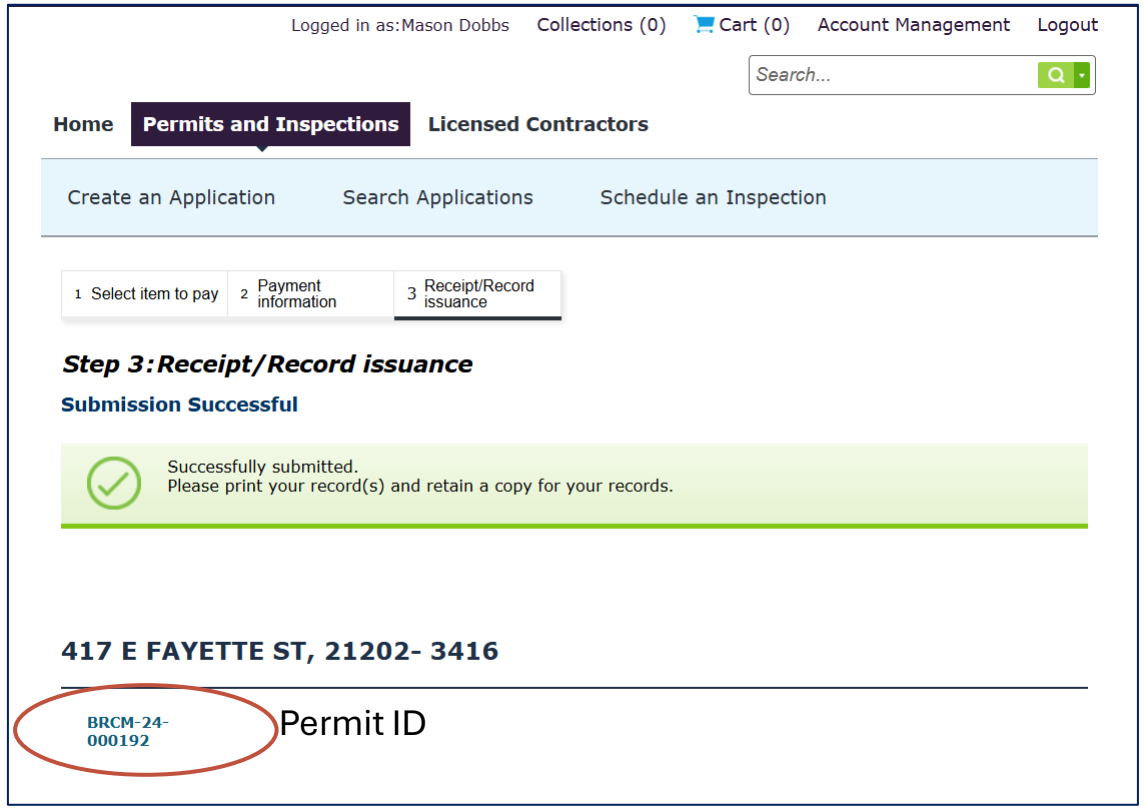


2. Agree to the certification and click "Continue Application"

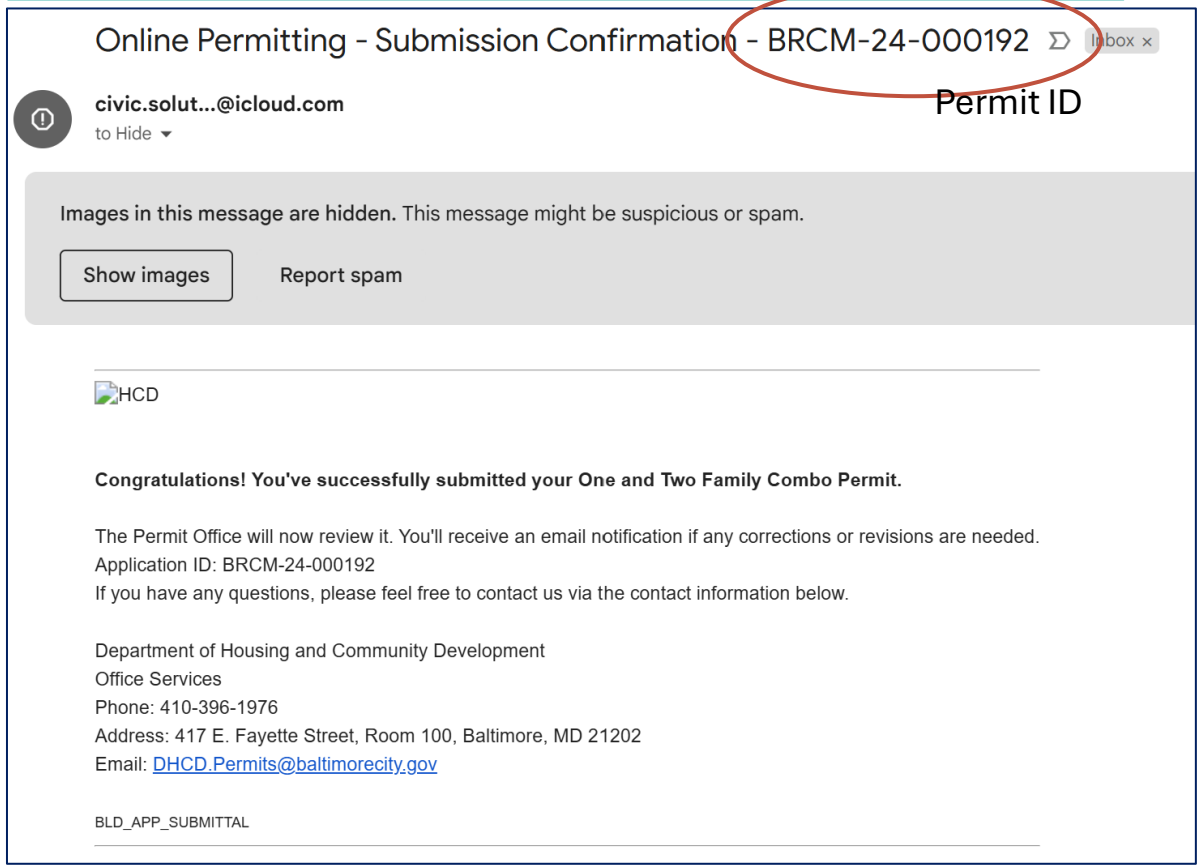
Application Submittal

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Once you have reviewed all of the project information and submitted it, you will receive a receipt letting you know that the submission was successful.



You will also receive an email letting you know that the permit was submitted. A Permit ID is provided for you to track your project.

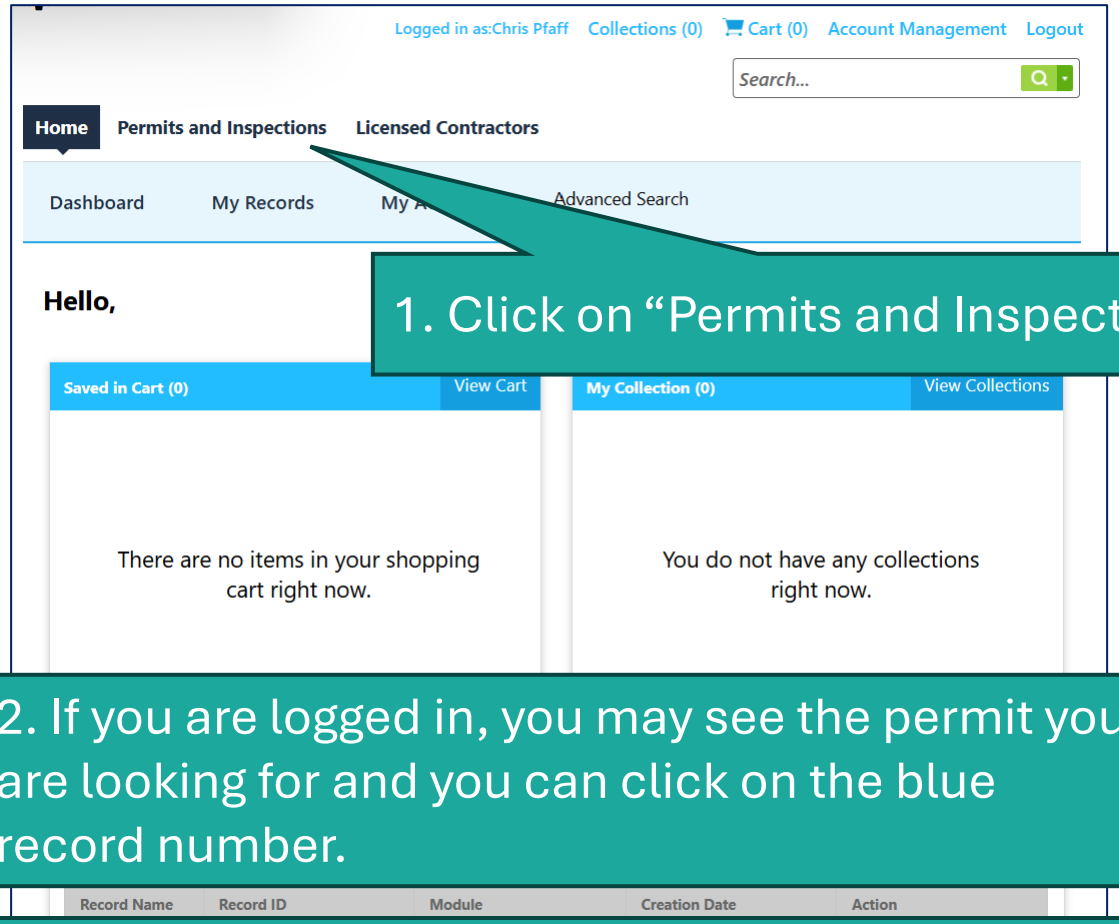


E-Permits

Schedule An Inspection

Find Permit Record

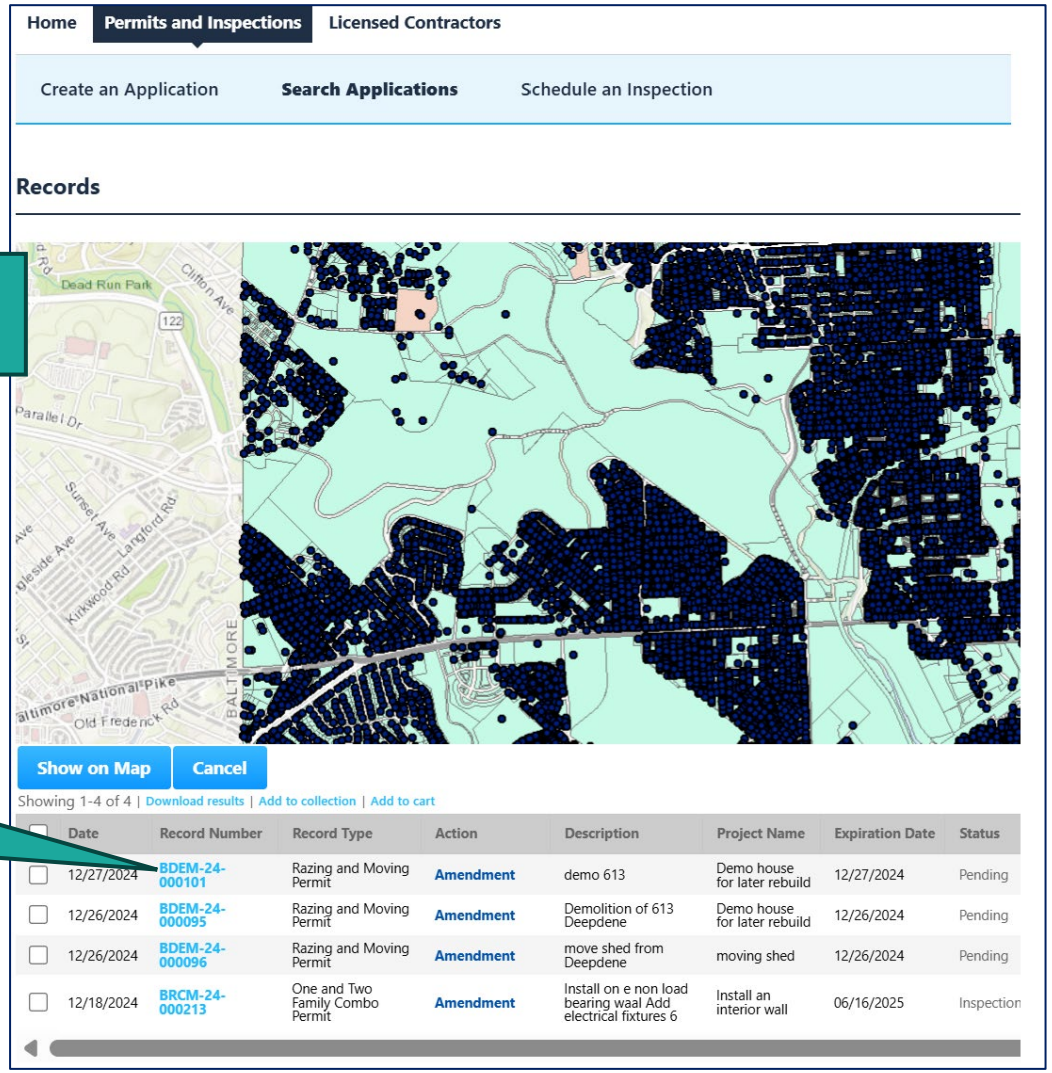
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Click on “Permits and Inspections”

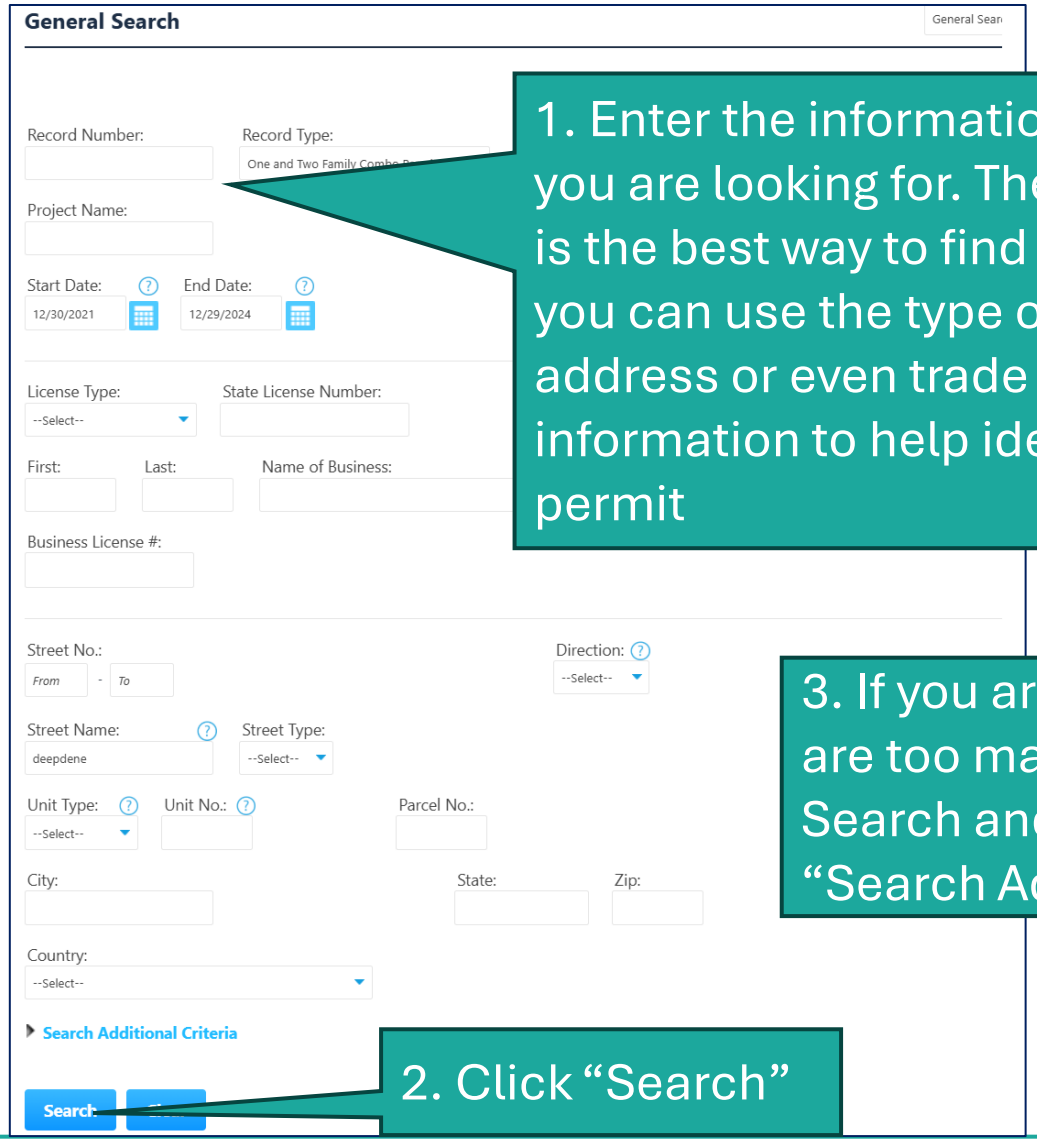
2. If you are logged in, you may see the permit you are looking for and you can click on the blue record number.

3. If the permit you are looking for is not in the list of records, or you are not logged in, you can use the General Search Section.



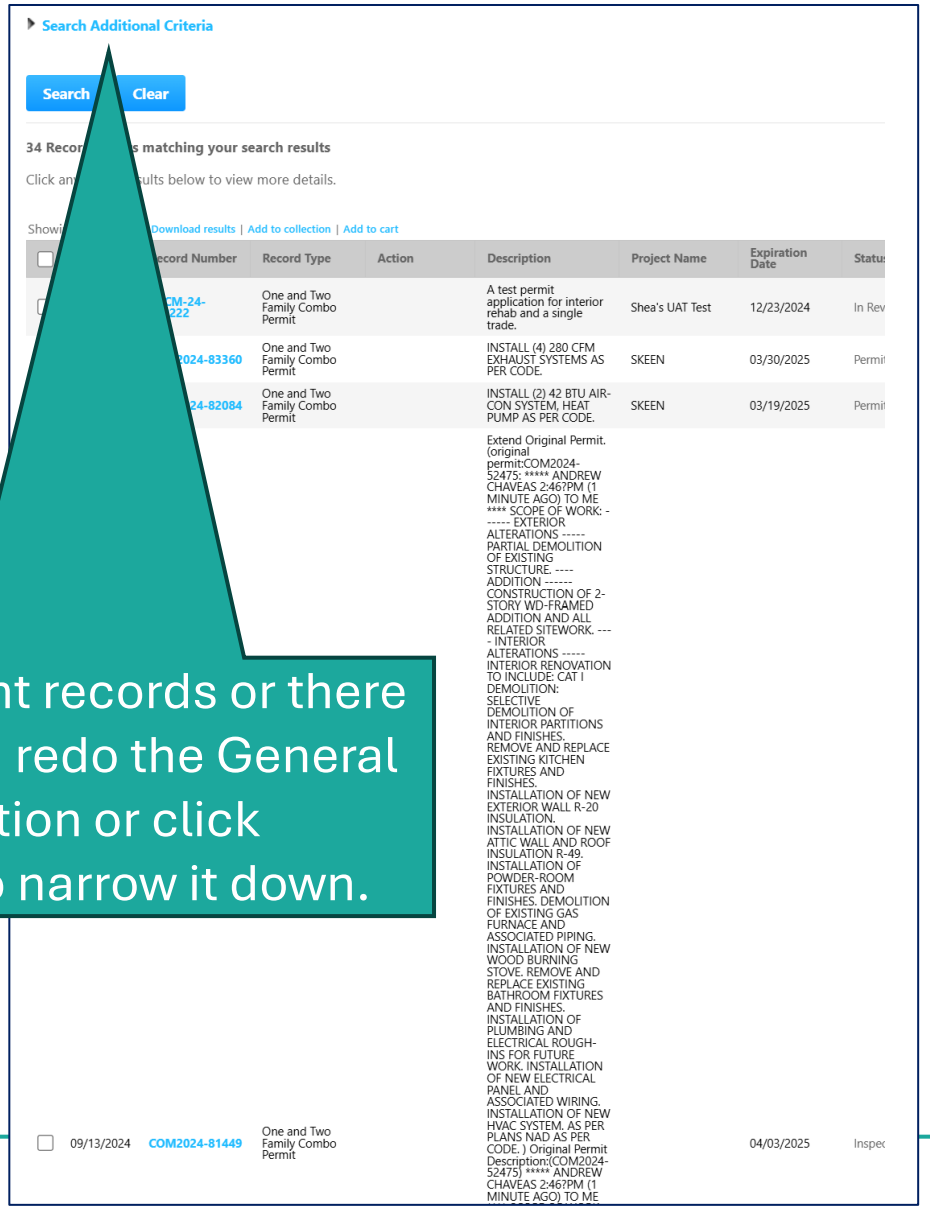
Using General Search

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Enter the information for the permit you are looking for. The record number is the best way to find the permit, but you can use the type of permit or address or even trade license information to help identify the specific permit

2. Click “Search”



3. If you are not getting the right records or there are too many records, you can redo the General Search and add more information or click “Search Additional Criteria” to narrow it down.

Record Details

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Showing 1-4 of 4 | Download results | Add to collection | Add to cart

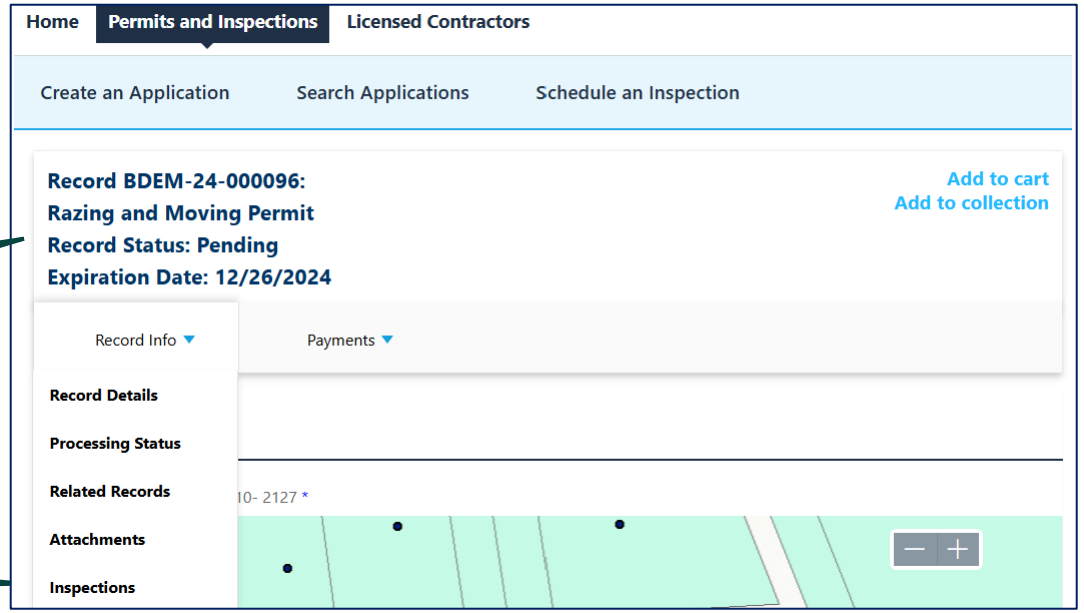
Date	Record Number	Record Type	Action	Description	Project Name	Expiration Date	Status
12/27/2024	BDEM-24-000101	Razing and Moving Permit	Amendment	demo 613	Demo house for later rebuild	12/27/2024	Pending
12/26/2024	BDEM-24-000095	Razing and Moving Permit	Amendment	Demolition of 613 Deepdene	Demo house for later rebuild	12/26/2024	Pending
12/26/2024	BDEM-24-000096	Razing and Moving Permit	Amendment	move shed from Deepdene	moving shed	12/26/2024	Pending
12/18/2024	BRCM-24-000213	One and Two Family Combo Permit	Amendment	Install on e non load bearing waal Add electrical fixtures 6	Install an interior wall	06/16/2025	Inspection

If you clicked on the blue record number from the permits and inspection screen or used the search function, you will see the screen below with the record number, type of permit, current status and expiration date.

1. Once you get a list of records that includes the permit you are looking for, click on the blue record number.

2. For more details, click the dropdown arrow next to “Record Info”

3. Click “Inspections”



Locate Record to Schedule Inspection

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Record BRCM-24-000213:
One and Two Family Combo Permit
Record Status: Inspection Phase
Expiration Date: 06/16/2025

Record Info ▼ | Payments ▼

Inspections

Upcoming

Schedule or Request an Inspection

You have not added any inspections.
Click the link above to schedule or request one.

Completed

There are no completed inspections on this record.

1. Click "Schedule or Request and Inspection"

Schedule/Request an Inspection

Available Inspection Types (14)

Building ☑ Show optional inspections

- ○ **BLD - Preliminary Inspection** (optional)
- ○ **BLD - Footing** (optional)
- ○ **BLD - Razing** (optional)
- ○ **BLD - Backfill** (optional)
- ○ **BLD - Slab** (optional)
- ○ **BLD - Foundation** (optional)
- ○ **BLD - Drain Tile Inspection** (optional)
- ○ **BLD - Framing** (optional)
- ○ **BLD - Fireproofing** (optional)
- ○ **BLD - Waterproofing** (optional)

< Prev | 1 | 2 | Next >

Continue | Cancel

2. Select the type of inspection needed. There may be more than one page so if you do not see what you are looking for, click "Next".

Schedule/Request an Inspection

Available Inspection Types (14)

Building ☑ Show optional inspections

- ○ **BLD - Insulation** (optional)
- ○ **BLD - Ceiling Close-in** (optional)
- ◉ **BLD - Alteration** (optional)
- ○ **BLD - Final Bldg Inspection** (required)

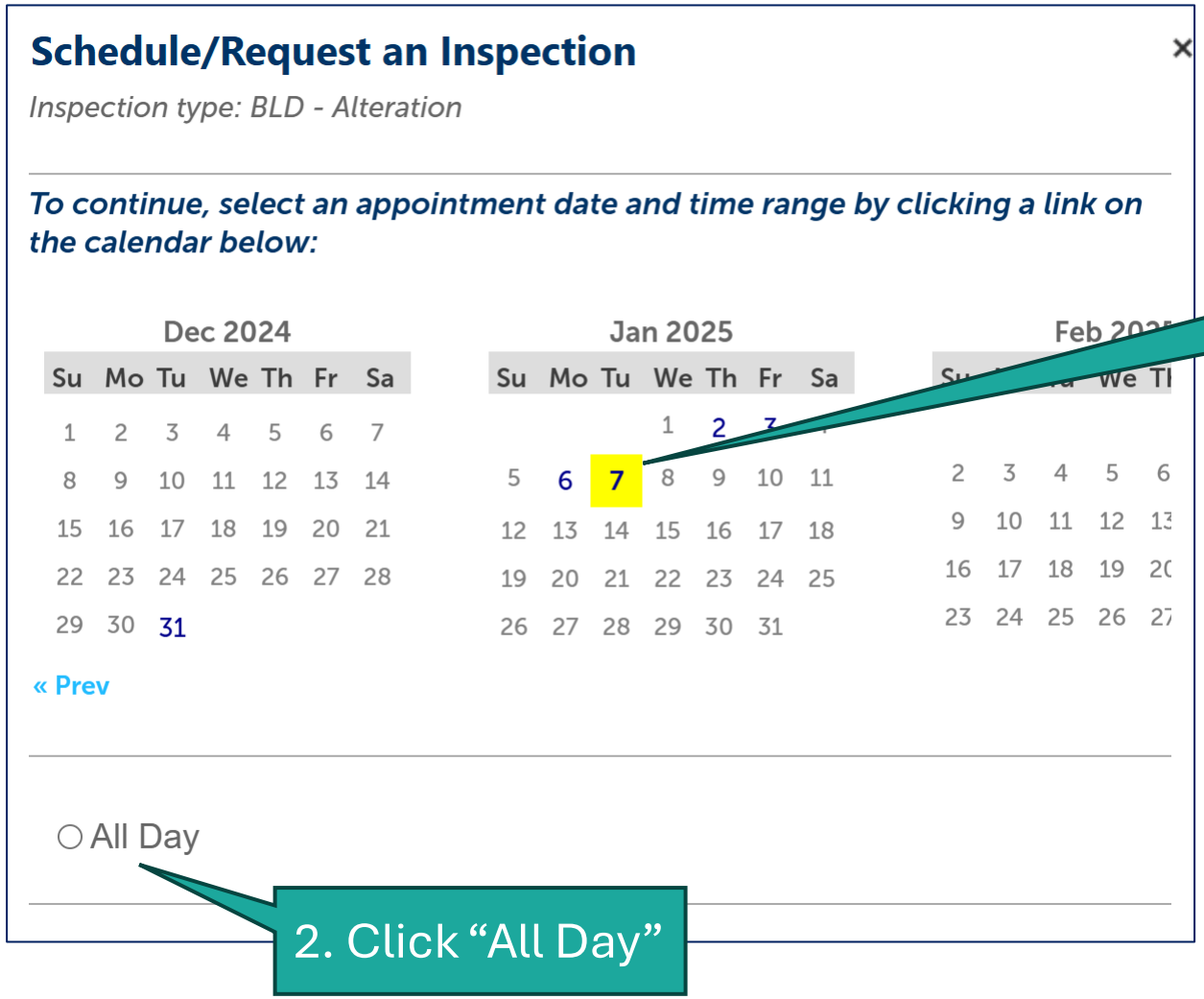
< Prev | 1 | 2 | Next >

3. Click "Continue"

Continue | Cancel

Schedule Inspection

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



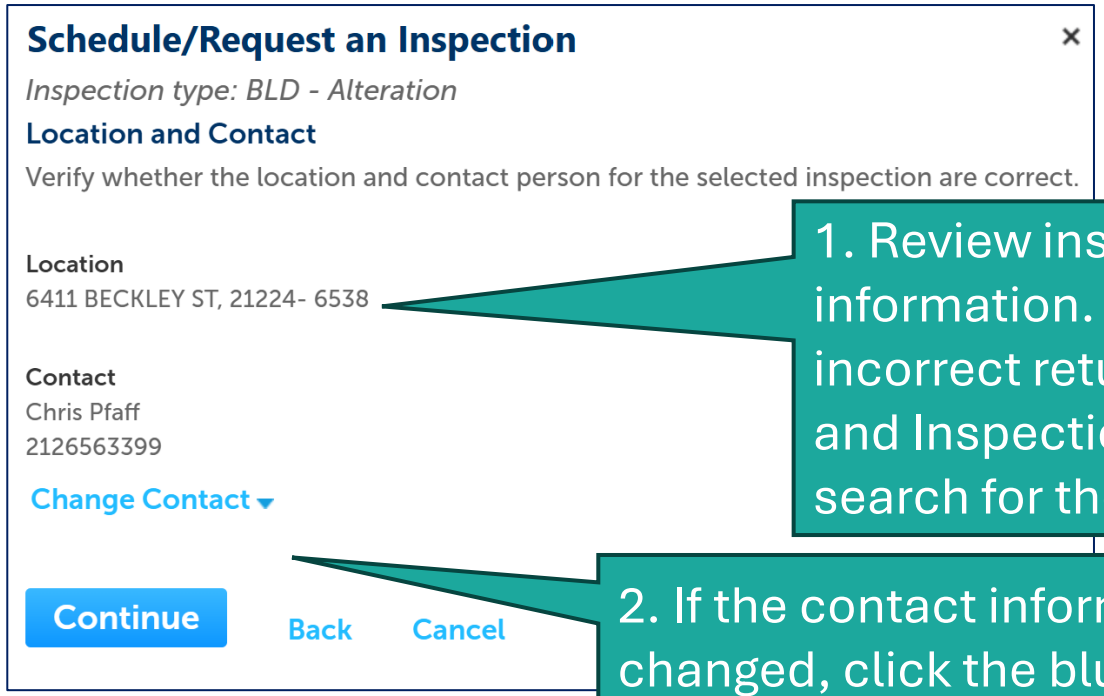
1. Select one of the available dates. Those are the ones that are **bold**. The selected date will turn yellow.

2. Click “All Day”

Inspections are scheduled by day. You cannot request specific inspectors or specific times.

Inspection Location and Contact Details

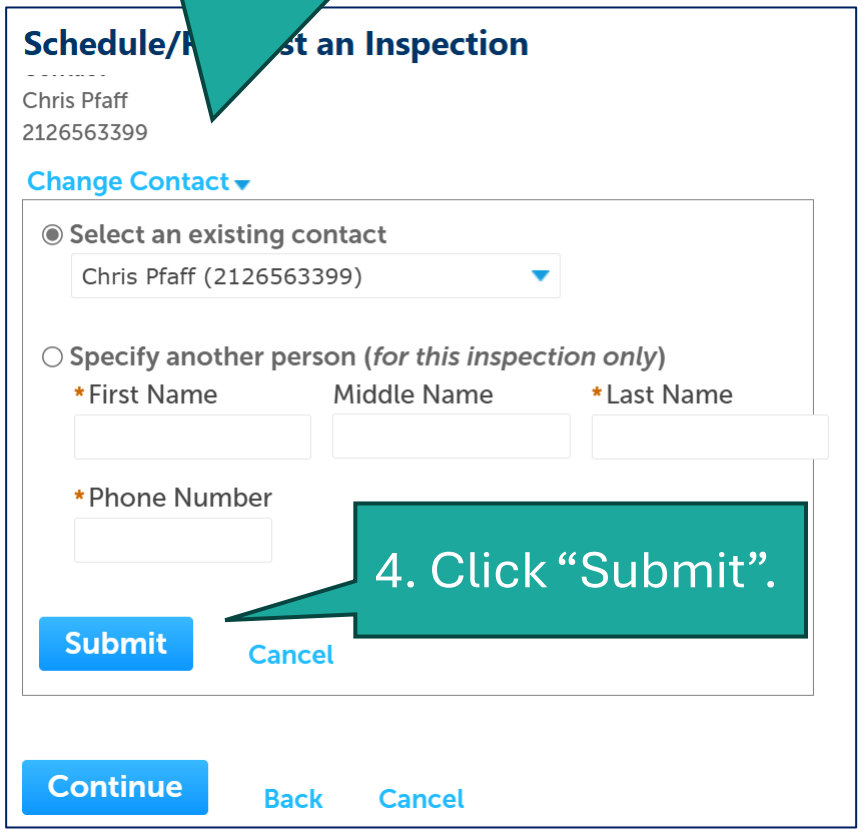
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Review inspection request information. If the address is incorrect return to the Permits and Inspections page and search for the correct permit.

2. If the contact information needs to be changed, click the blue" Change Contact".

3. Update the contact information.

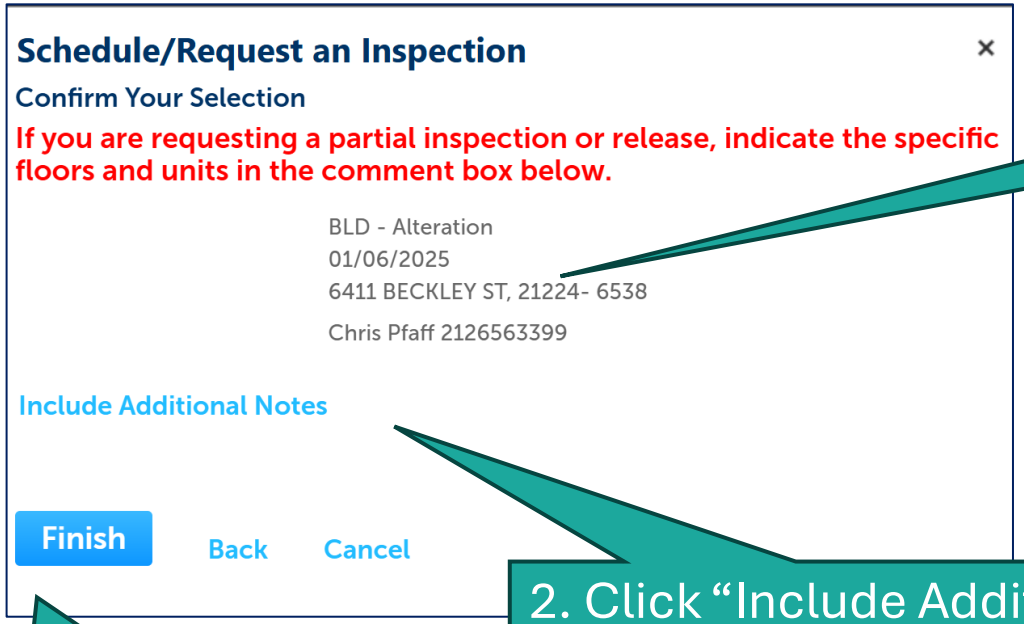


4. Click "Submit".

5. Click "Continue".

Inspection Confirmation

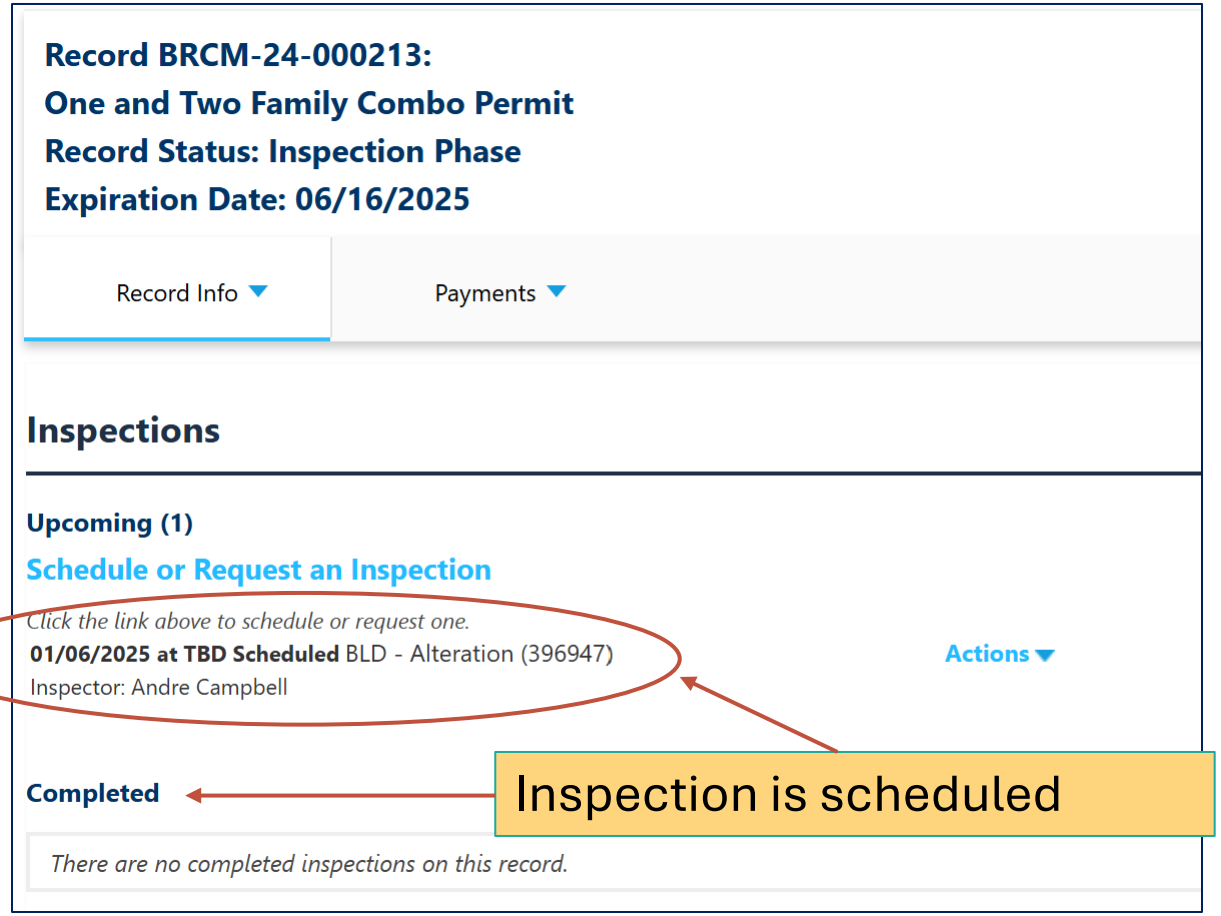
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Review the information provided.

2. Click “Include Additional Notes” if you want to add comments.

3. Click “Finish”.



Inspection is scheduled

E-Permits

Use and Occupancy

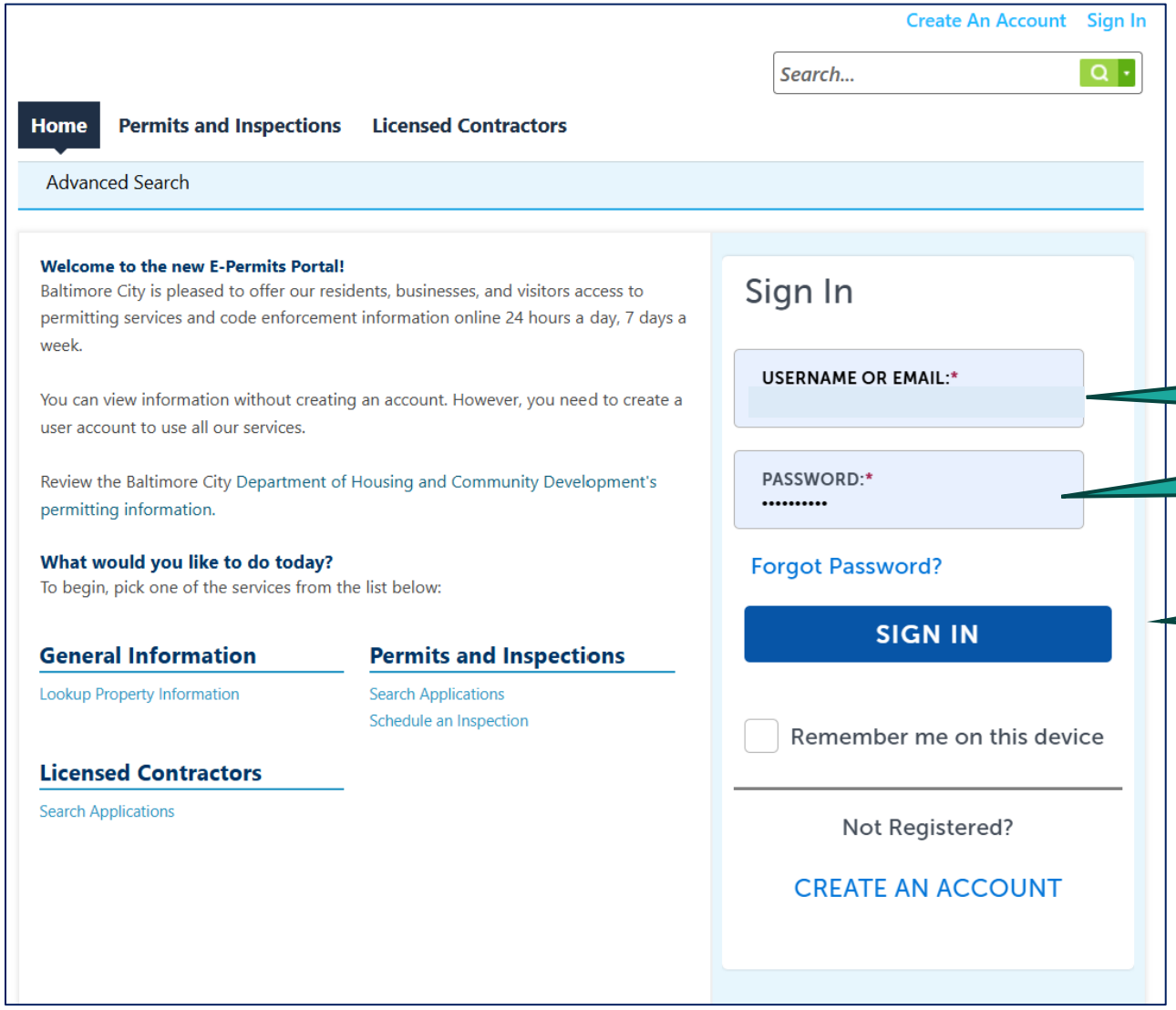
Topics

- Requirements
- Sign into your E-Permits Account
- Create Permit Application
- Use and Occupancy Information
- Location Information
- Project Information
- Planning and Zoning
- Special Use
- Contact Information
- Permit Review and Submittal

Requirements

- E-Permit Account
- Related Combo permit (optional)
- Applicant Name and Address
- Property Owner Name and Address
- Property Agent name if owner is a business

Log in to E-Permits Account



If you have not already created an E-Permits Account refer to How-to guide "E-Permits Account Creation" for instructions.

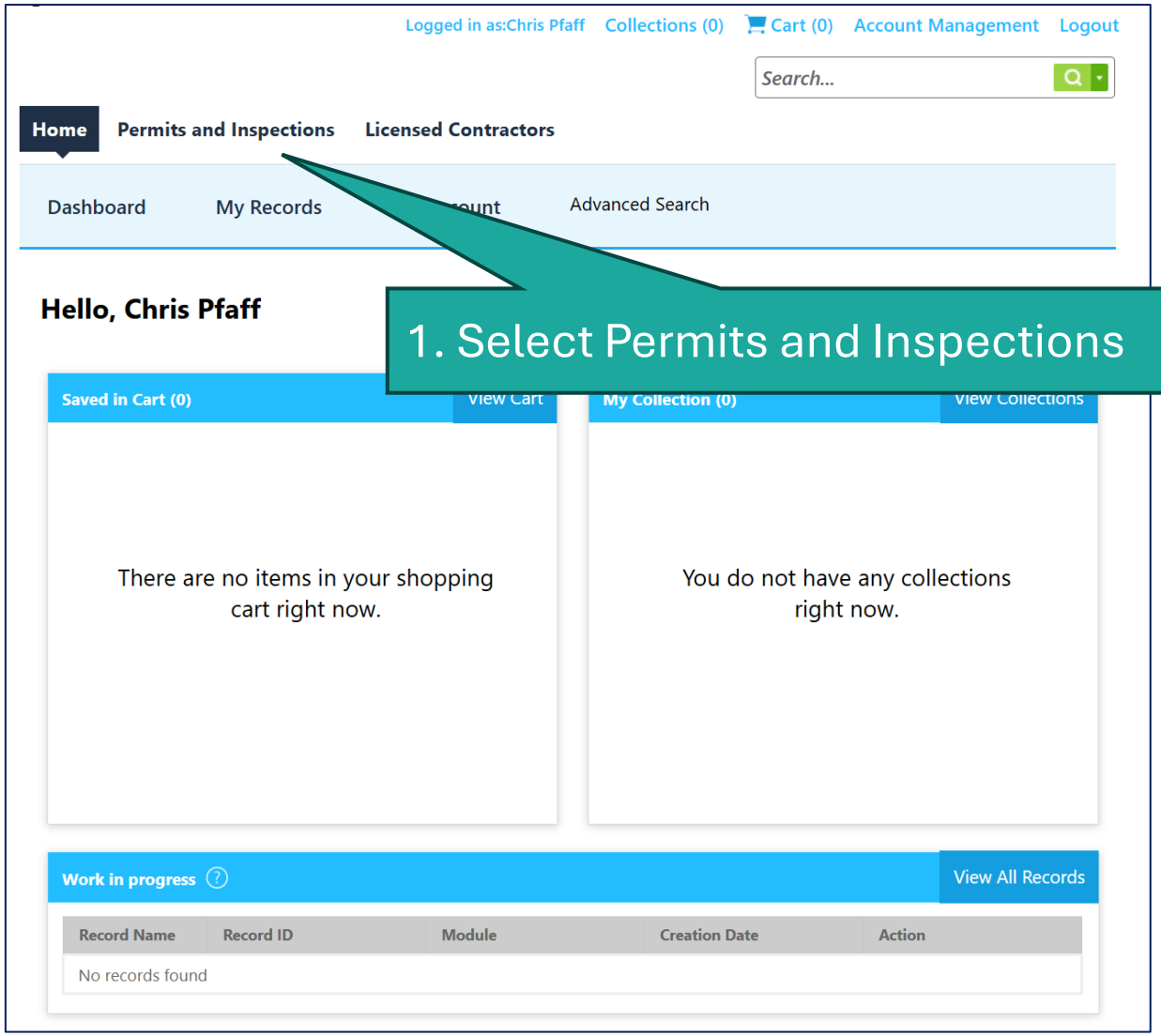
1. Log into your account using your username or email address

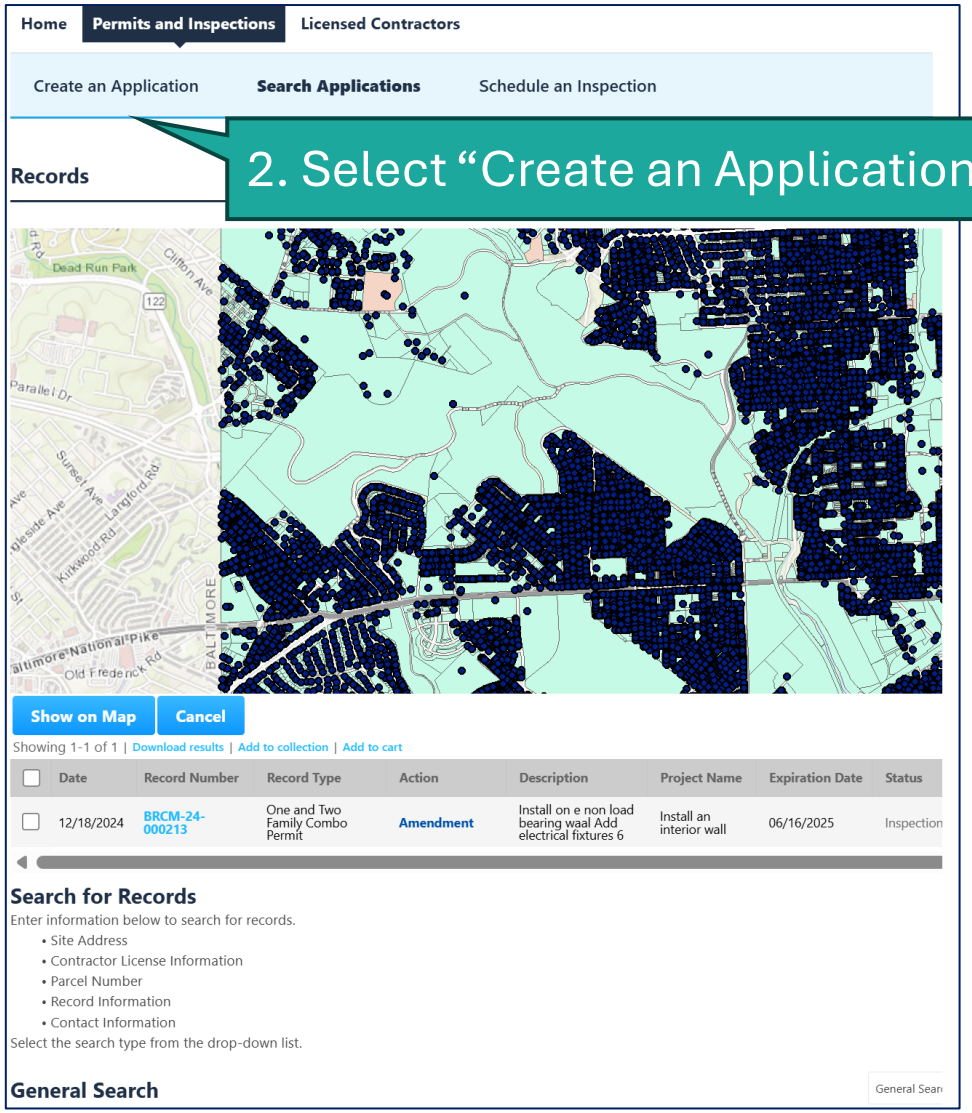
2. Enter your password if not auto filled

3. Click "Sign In"

Create a Permit Application

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



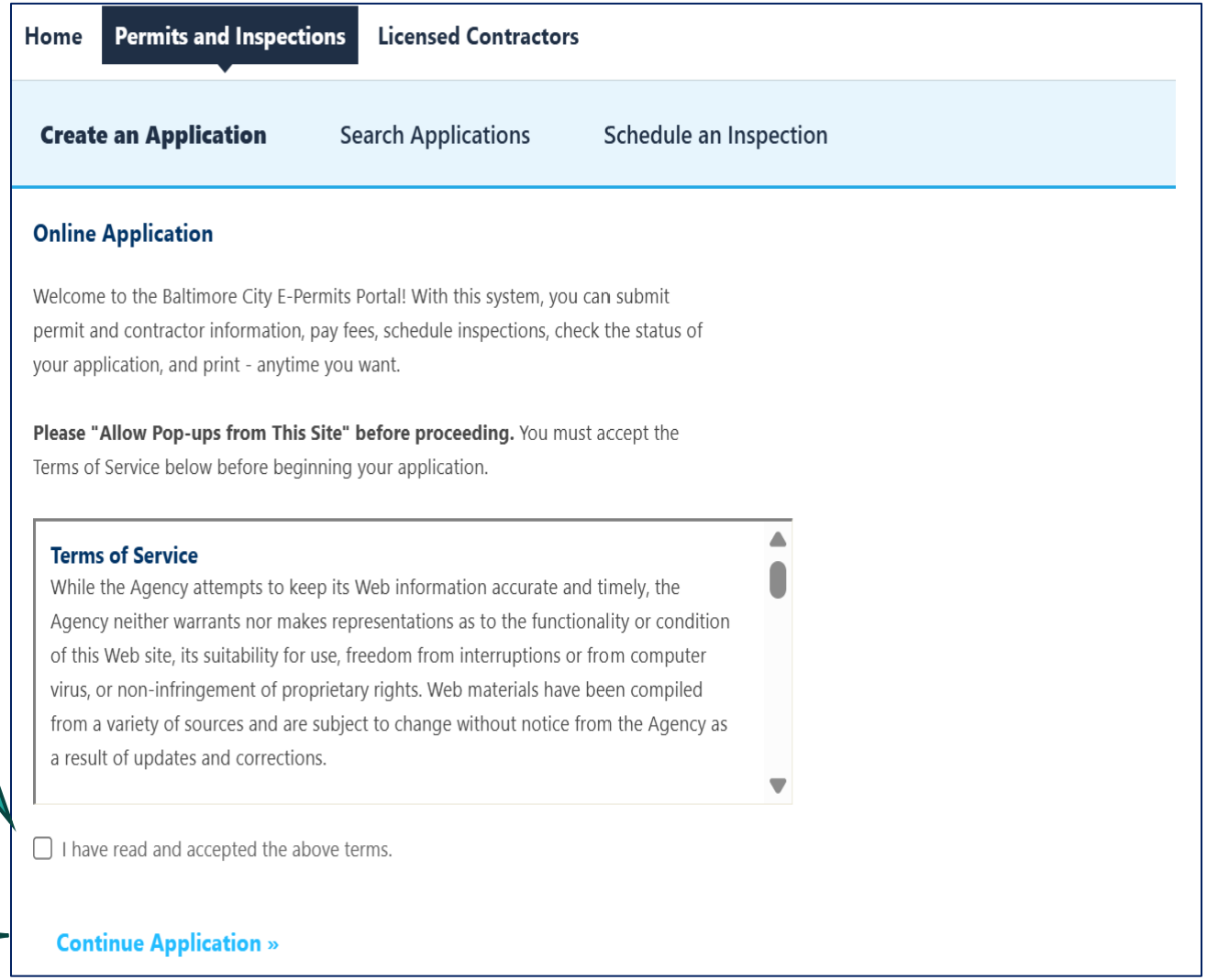


Create a Permit Application

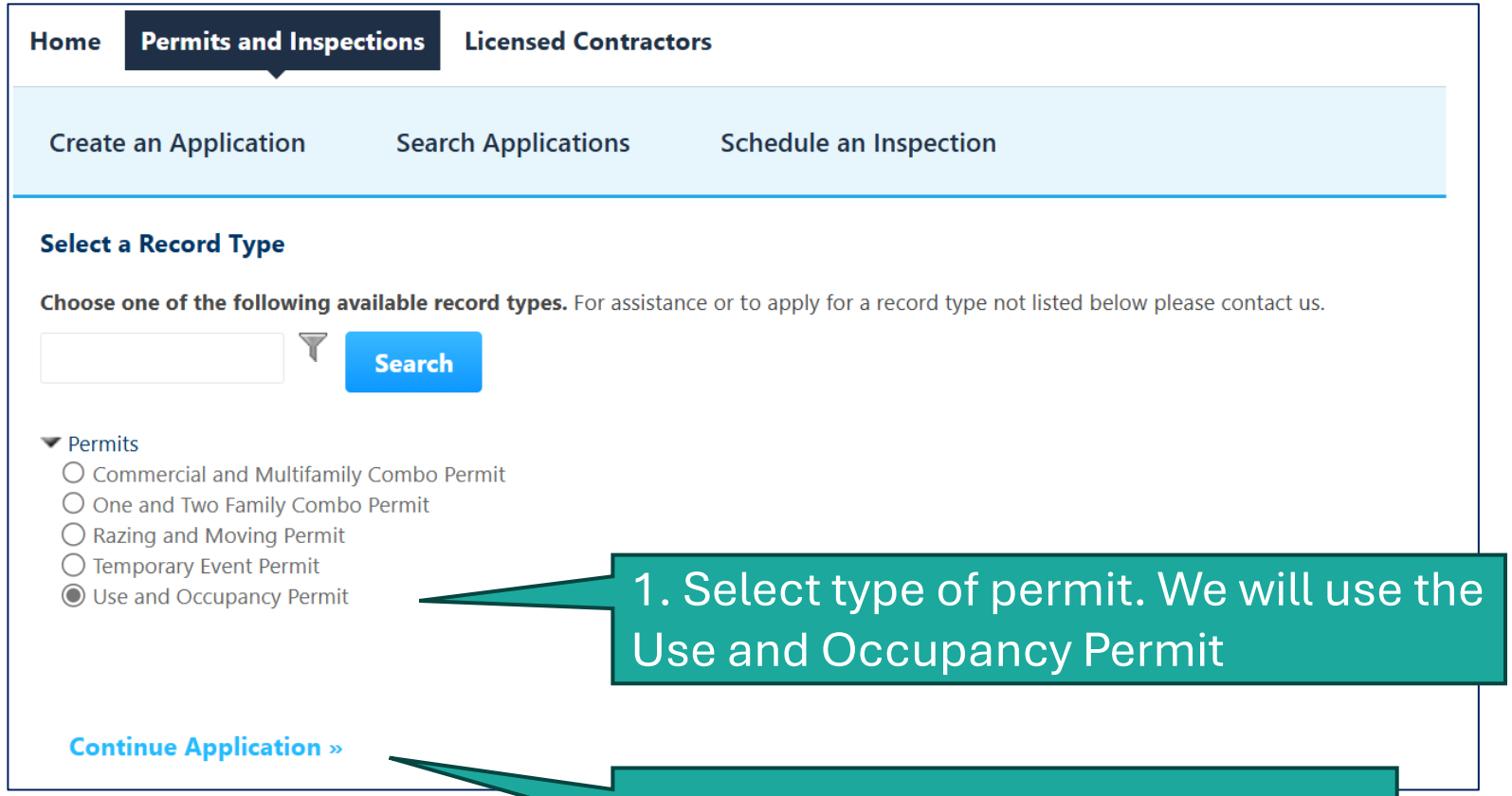
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

1. Read the Terms of Service and check the box.

2. Click “Continue Application”.



Select Permit Type

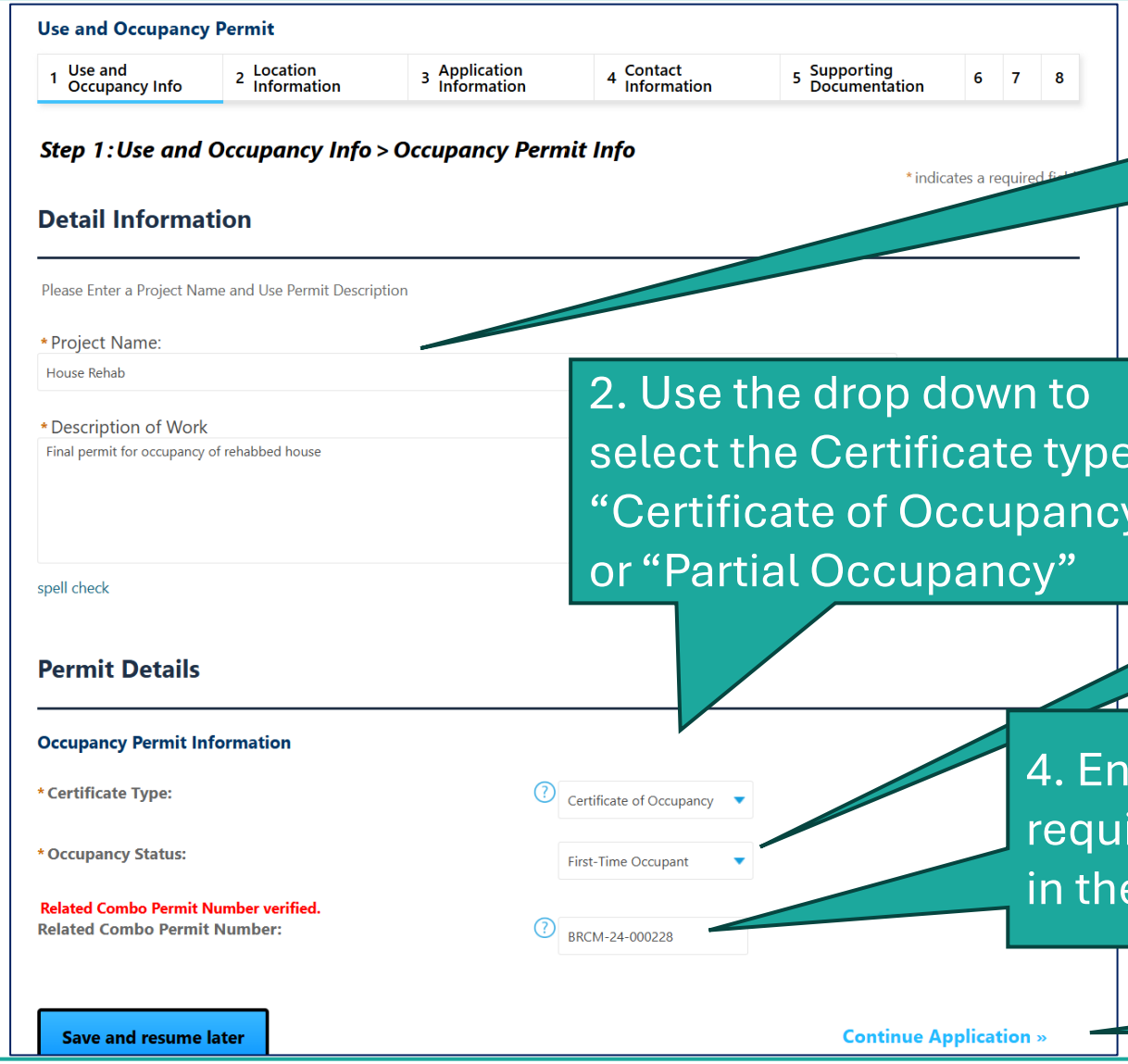


1. Select type of permit. We will use the Use and Occupancy Permit

2. Click on “Continue Application”

Use and Occupancy Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Enter a Project Name and Description of Work

2. Use the drop down to select the Certificate type. “Certificate of Occupancy” or “Partial Occupancy”

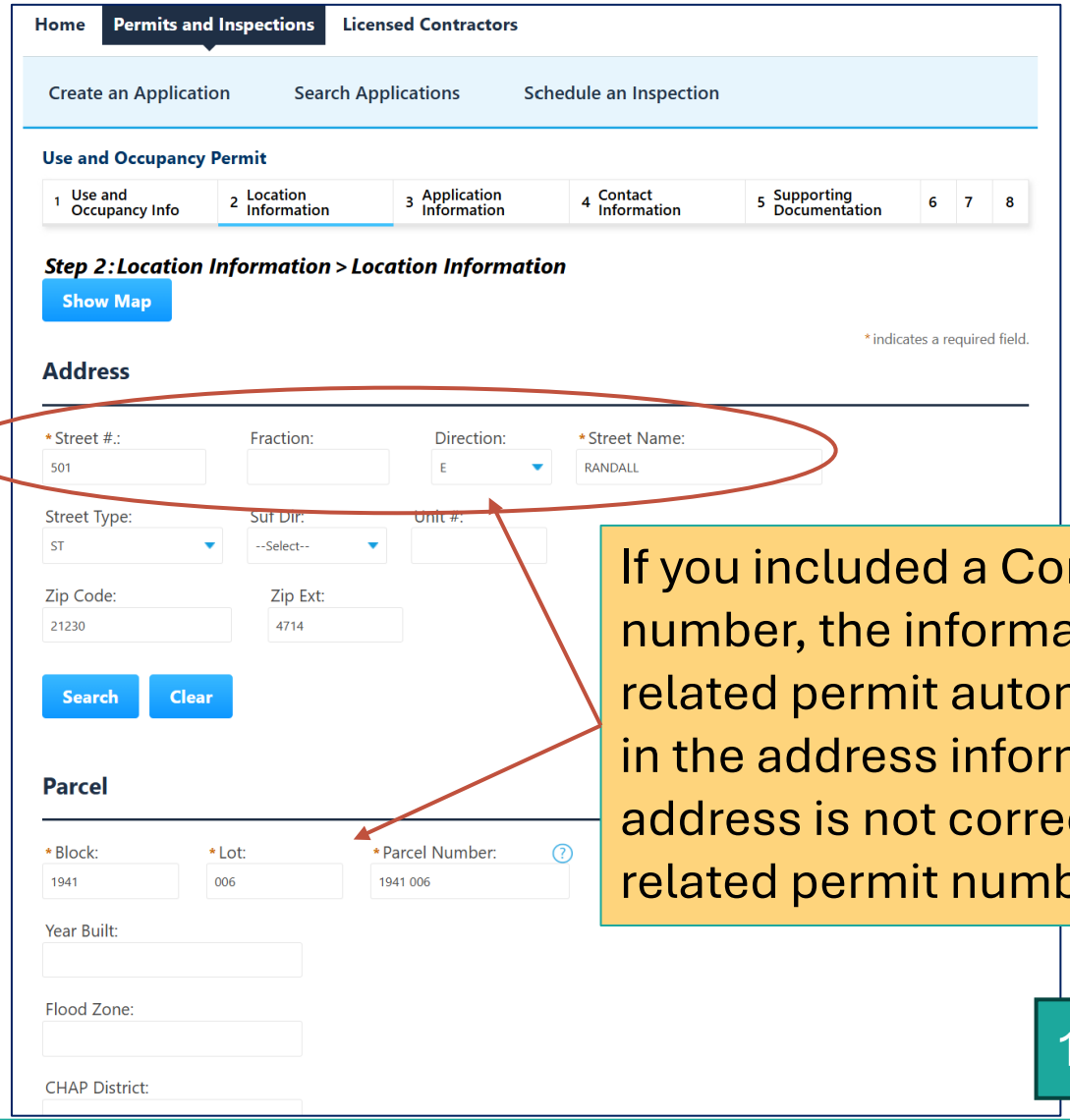
3. Use the drop down to select the occupancy status

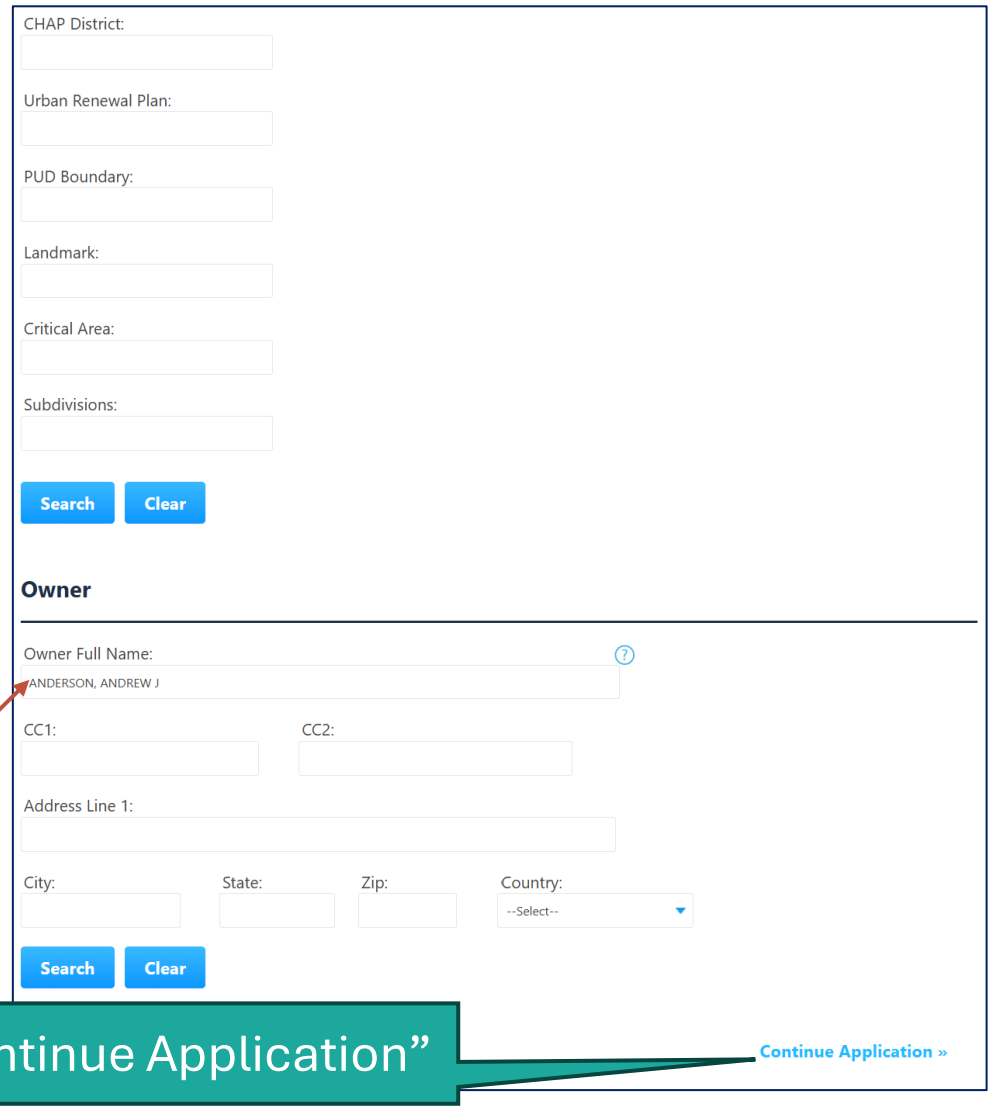
4. Enter related Combo Permit Number. This is not required. However, if you have it most of the information in the following pages will be completed for you.

5. Click on “Continue Application”

Location Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



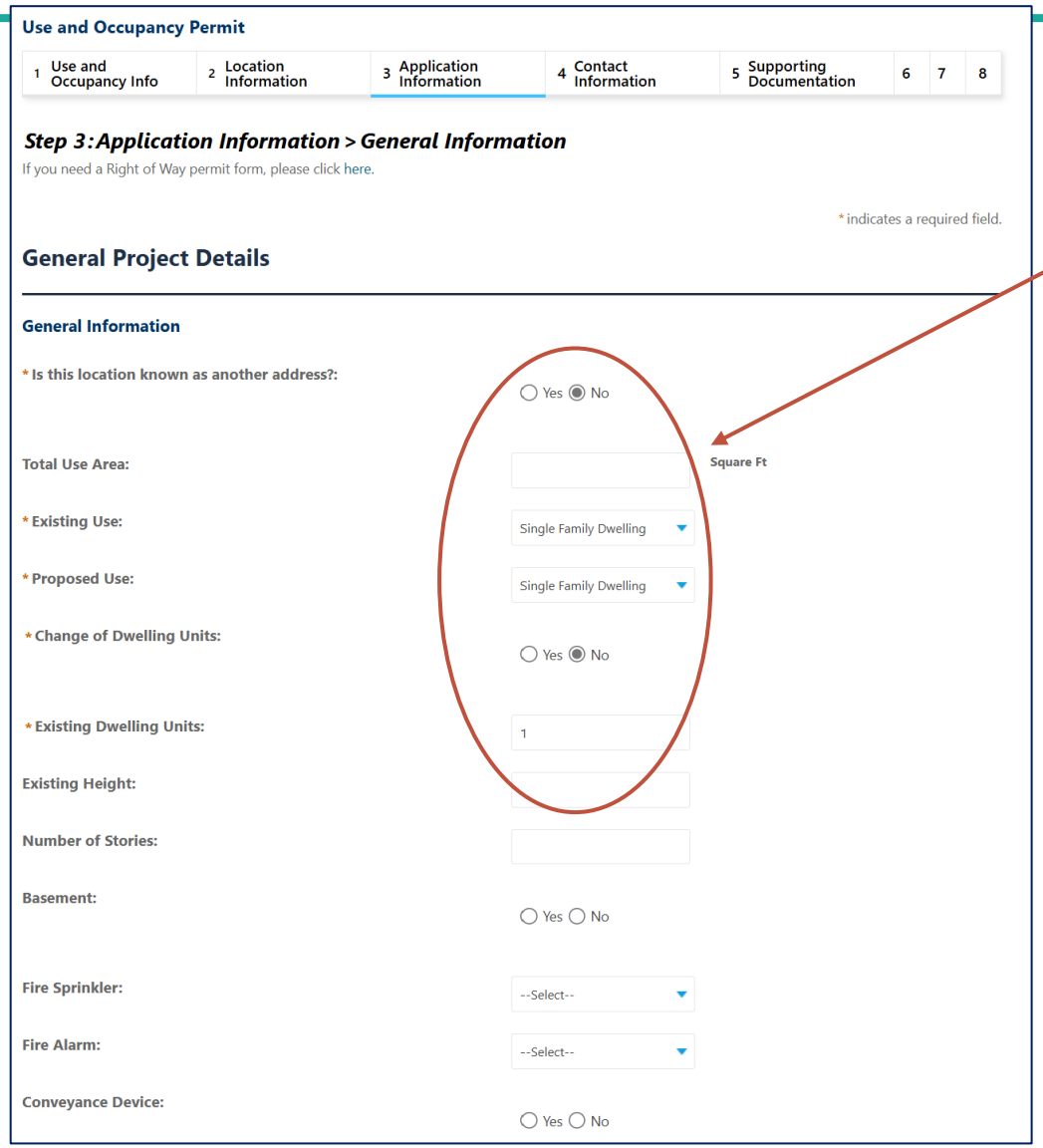


If you included a Combo Permit number, the information from the related permit automatically fills in the address information. If the address is not correct, verify the related permit number.

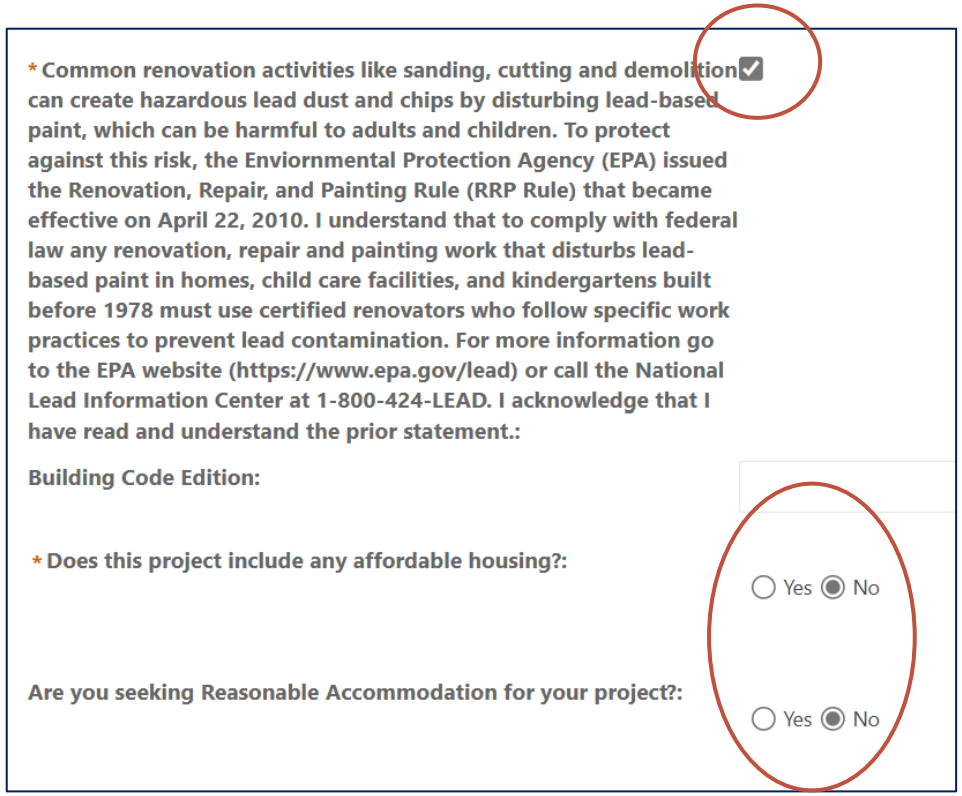
1. Click on “Continue Application”

Project Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Required information should be populated from the related combo permit automatically. Otherwise, you will need to complete the required fields.



Planning and Zoning

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

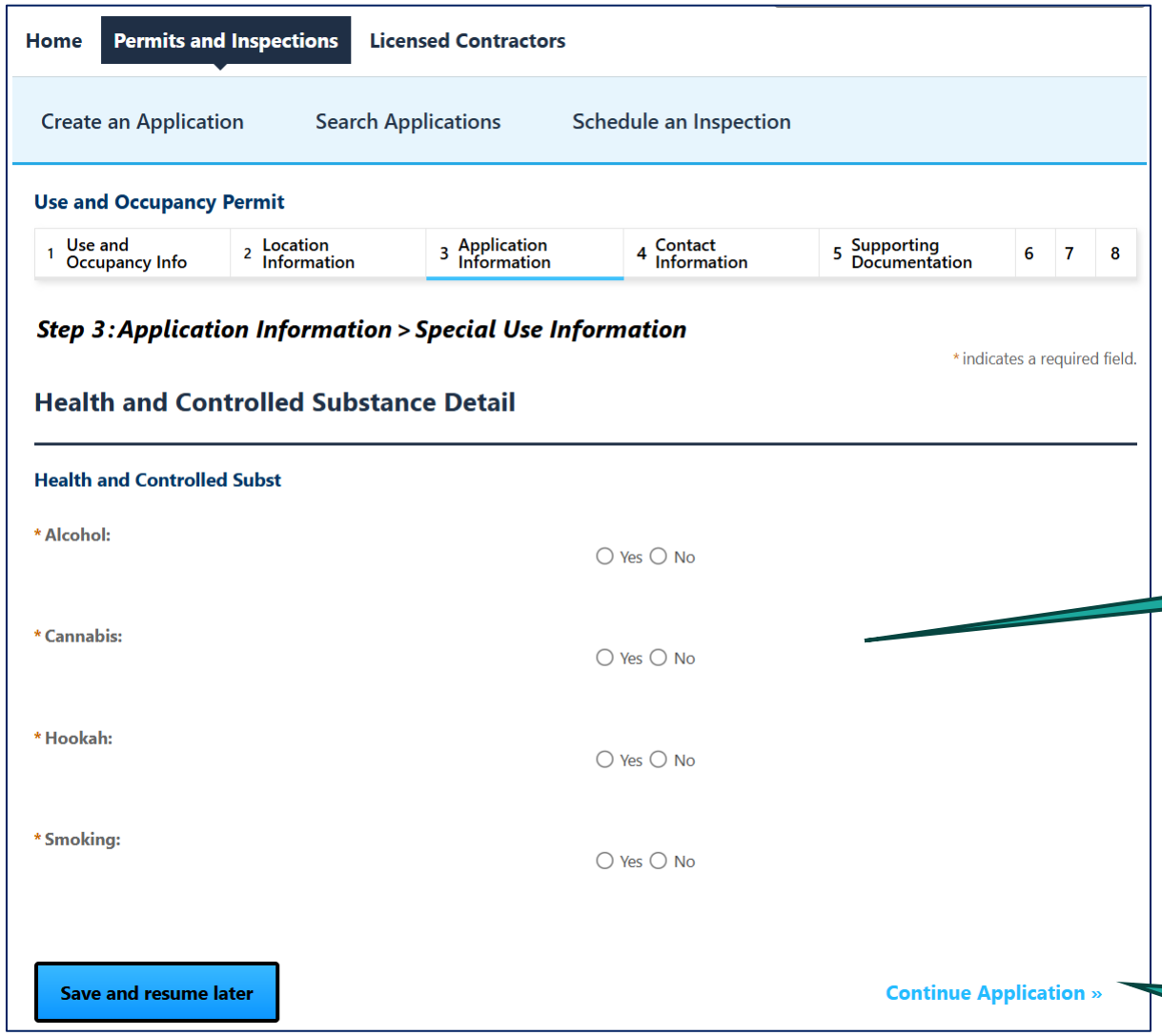


Planning and Zoning information will be populated based upon the property address. (Greyed out areas.)

1. Answer the “non greyed” out questions. They are auto filled if you attached a related combo permit.

2. Click on “Continue Application”

Special Use

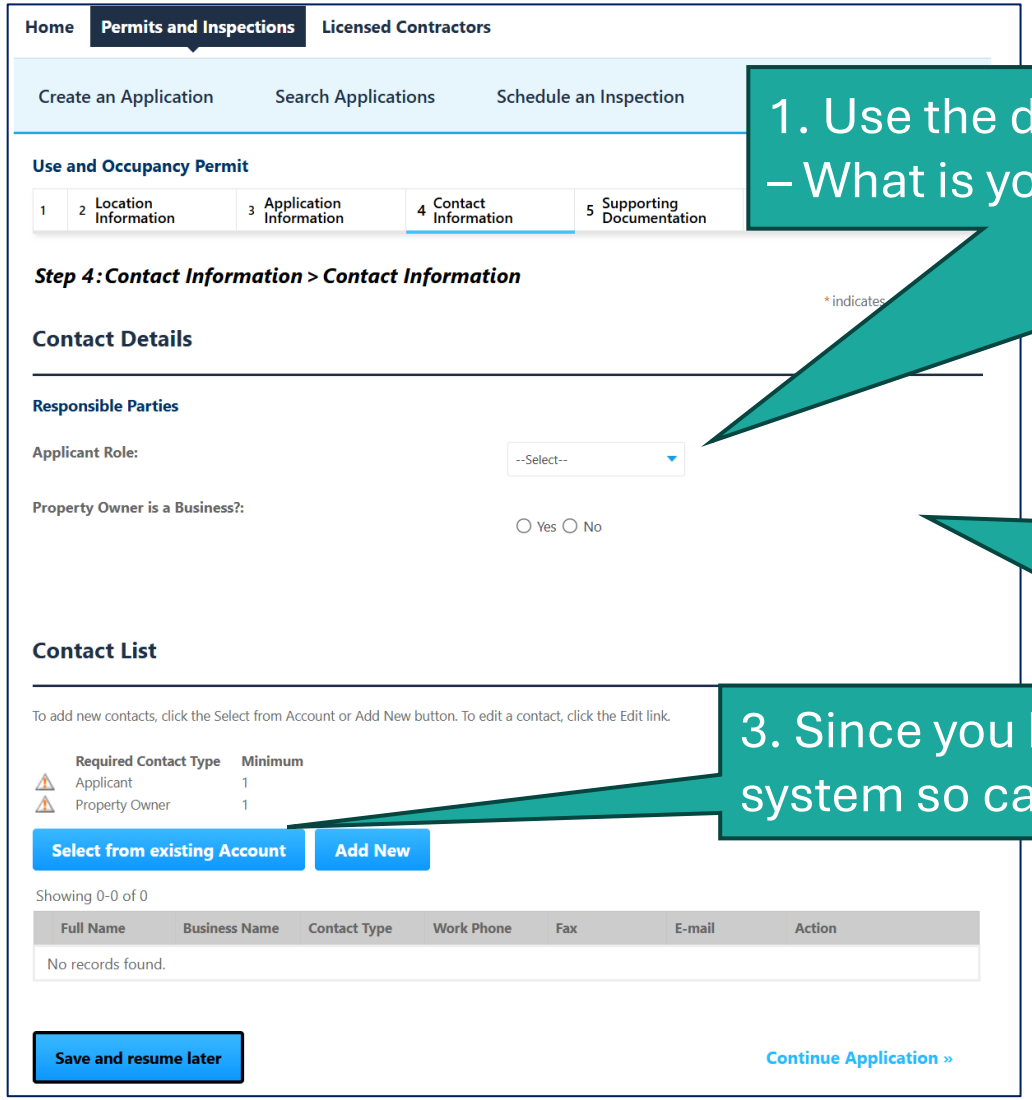


1. Complete the Health and Controlled Substances section

2. Click on “Continue Application”

Contact Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



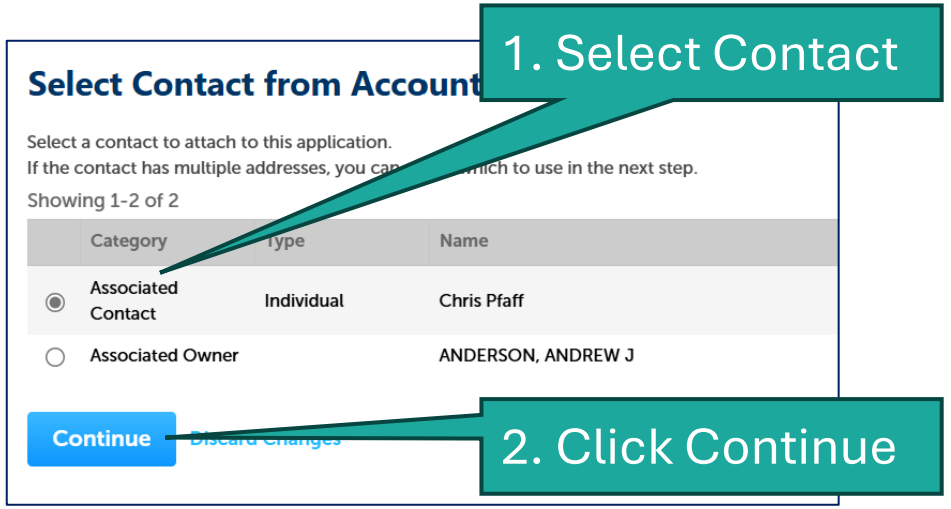
1. Use the drop down to select the applicant role. (Your role – What is your relationship to the project).

2. Is the Property Owner a Business? If the answer is yes you will need to add an additional contact as the agent for the business.

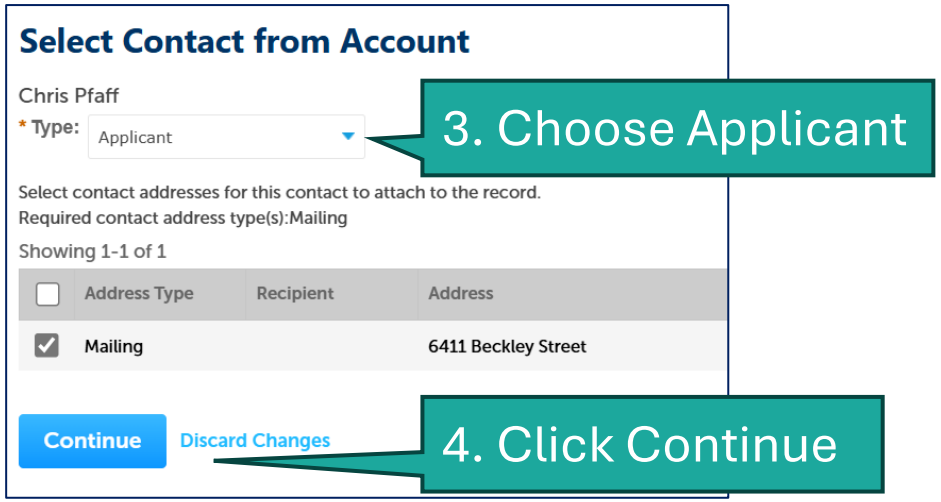
3. Since you have registered for an account, you are in the system so can use “Select from existing Account”

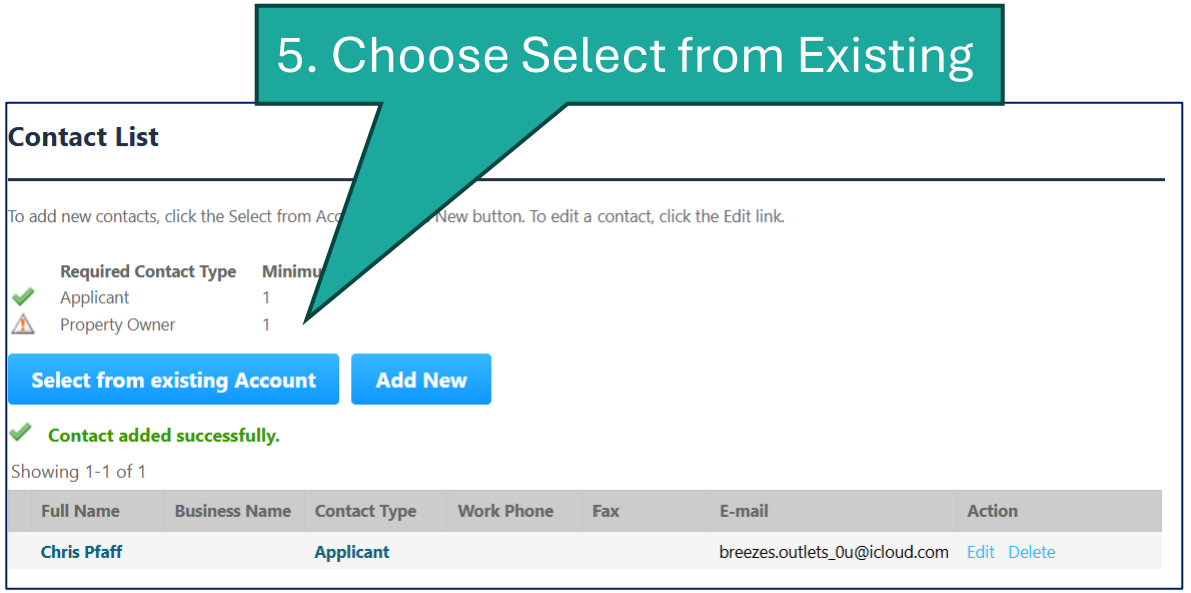
NOTE: The owner information is for the legal owner of the property, NOT the lessee/tenant. At a minimum, permits require two contacts; the Applicant and the Property Owner. An agent will be required if the owner is a business.

Contact Information (continued)



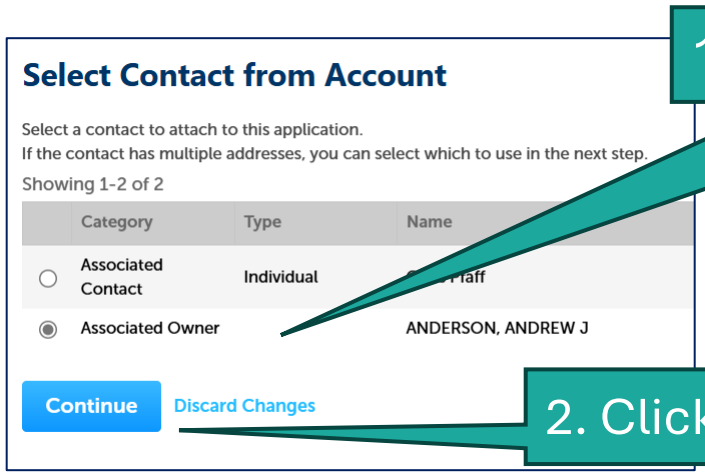
NOTE: Once you click “Continue” to add the applicant you will see a message saying, “contact added successfully” and there is a green check by applicant. Now we need to add the property owner.





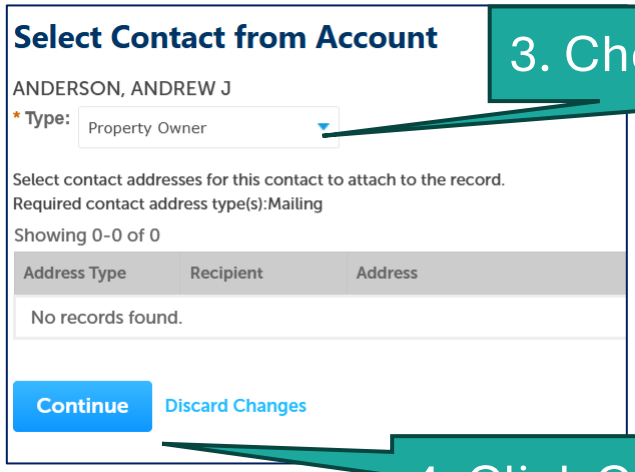
Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



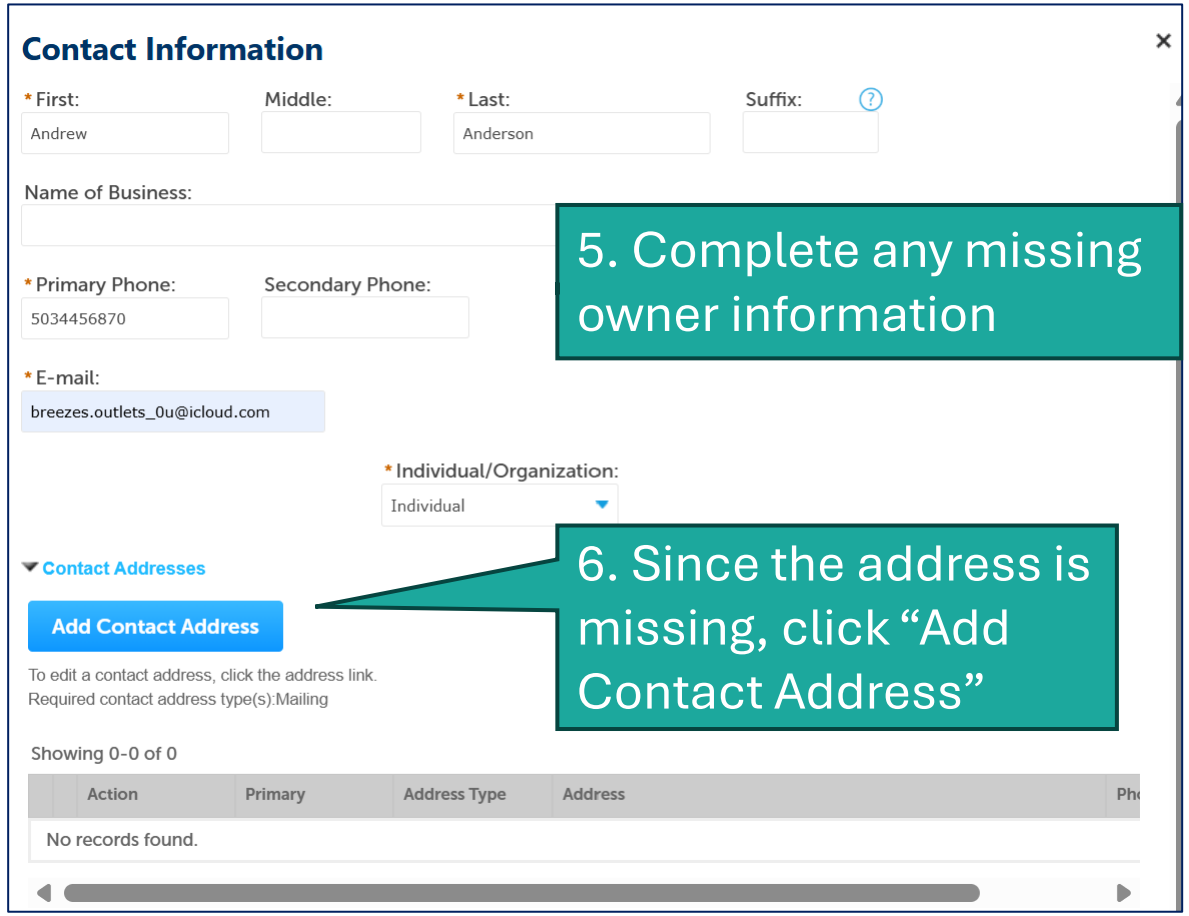
1. Select Associated Owner

2. Click “Continue”



3. Choose Property Owner

4. Click Continue

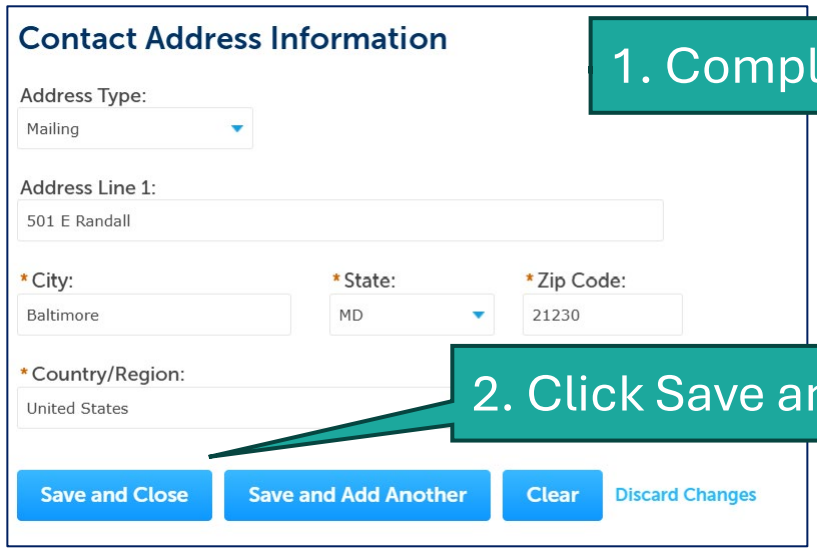


5. Complete any missing owner information

6. Since the address is missing, click “Add Contact Address”

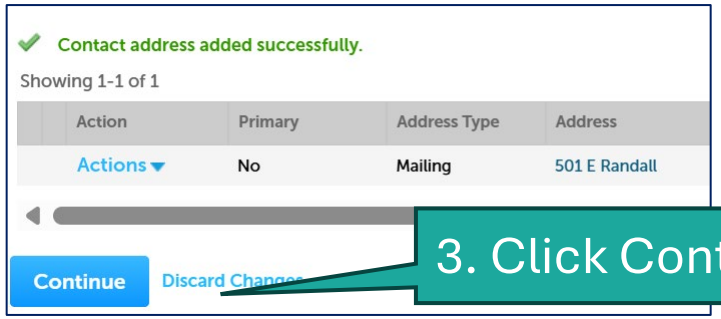
Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Complete address

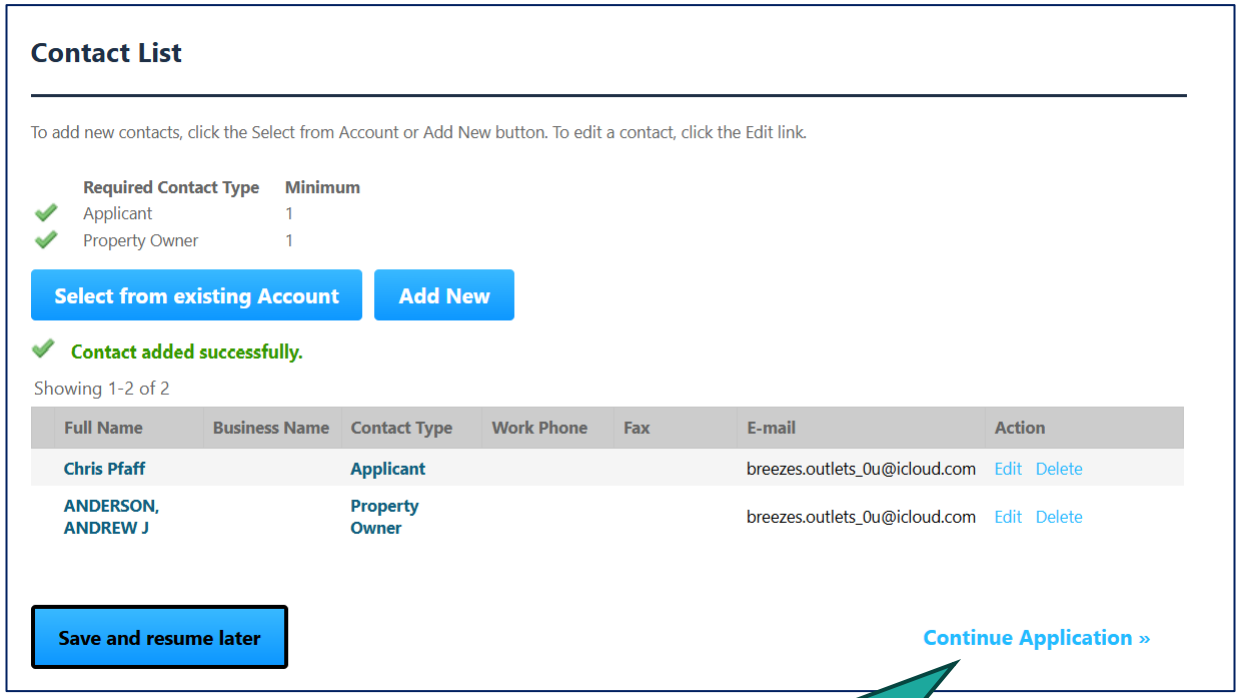
2. Click Save and Close



3. Click Continue

NOTE: Once you click "Save and Close" will see a message saying, "contact added successfully" and there is an address in the row.

NOTE: Once you click "Continue" you will see a green check by applicant and Property Owner



4. Click "Continue Application"

Permit Application Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Use and Occupancy Permit

1 | 2 | 3 | 4 Contact Information | 5 Supporting Documentation | 6 Review | 7 Pay Fees | 8 Record Issuance

Step 6: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Use and Occupancy Permit

Detail Information

Edit

Project Name:House Rehab
Description of WorkFinal permit for occupancy of rehabbed house

Permit Details

Occupancy Permit Information — Edit

Certificate Type:	Certificate of Occupancy
Occupancy Status:	First-Time Occupant
Related Combo Permit Number:	BRCM-24-000228

Address

501 E RANDALL ST, 21230- 4714

Parcel

Parcel Number: 1941 006
Lot: 006
Block: 1941

Owner

Edit

ANDERSON, ANDREW J

General Project Details

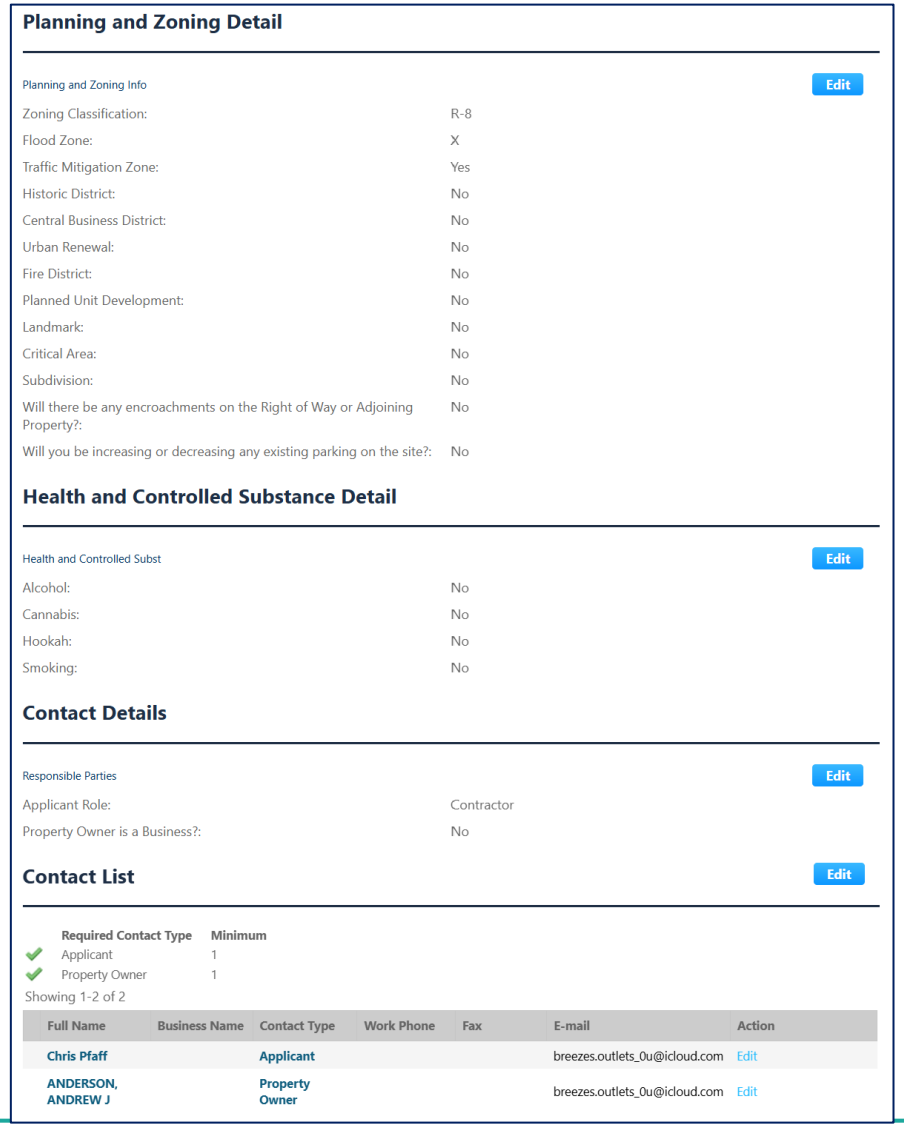
General Information — Edit

Is this location known as another address?:	No
Total Use Area:	
Existing Use:	Single Family Dwelling
Proposed Use:	Single Family Dwelling
Change of Dwelling Units:	No
Existing Dwelling Units:	1
Existing Height:	10
Number of Stories:	1
Basement:	No
Fire Sprinkler:	None
Fire Alarm:	None
Conveyance Device:	No
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 Enviornmental Protection Agency (EPA) issued the Renovation,	Yes
Building Code Edition:	
Does this project include any affordable housing?:	No
Are you seeking Reasonable Accommodation for your project?:	No

1. Review to see if any changes need to be made to the information provided. If you need to make any changes, use the “Edit” button in the section that needs to be changed.

Permit Application Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Planning and Zoning Detail

Planning and Zoning Info — Edit

Zoning Classification:	R-8
Flood Zone:	X
Traffic Mitigation Zone:	Yes
Historic District:	No
Central Business District:	No
Urban Renewal:	No
Fire District:	No
Planned Unit Development:	No
Landmark:	No
Critical Area:	No
Subdivision:	No
Will there be any encroachments on the Right of Way or Adjoining Property?:	No
Will you be increasing or decreasing any existing parking on the site?:	No

Health and Controlled Substance Detail

Health and Controlled Subst — Edit

Alcohol:	No
Cannabis:	No
Hookah:	No
Smoking:	No

Contact Details

Responsible Parties — Edit

Applicant Role:	Contractor
Property Owner is a Business?:	No

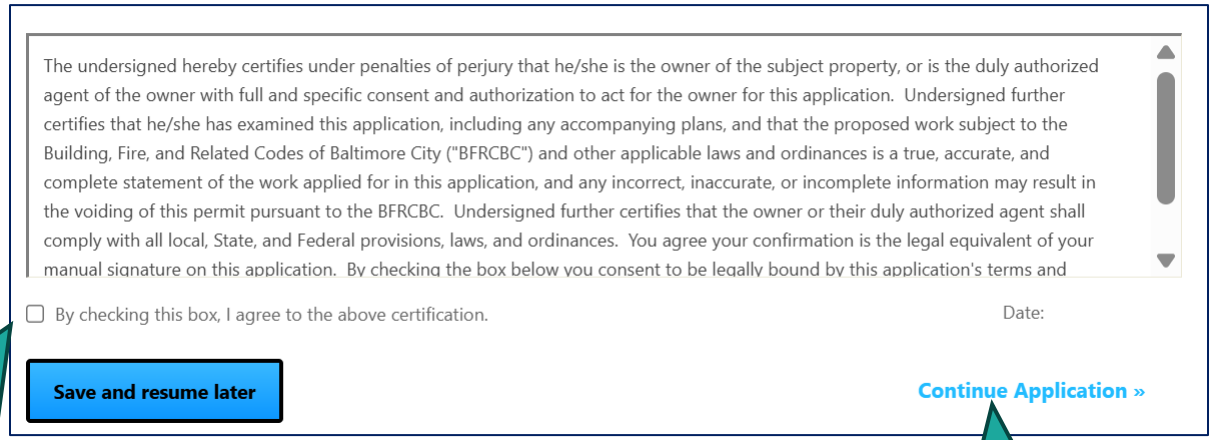
Contact List — Edit

	Required Contact Type	Minimum
✔	Applicant	1
✔	Property Owner	1

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Chris Pfaff		Applicant			breezes.outlets_0u@icloud.com	Edit
ANDERSON, ANDREW J		Property Owner			breezes.outlets_0u@icloud.com	Edit

1. Review changes, the information provided. If you need to make any changes, use the “Edit” button in the section that needs to be changed.



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 confirmation is the legal equivalent of your manual signature on this application. By checking the box below you consent to be legally bound by this application's terms and

☐ By checking this box, I agree to the above certification. Date:

Save and resume later

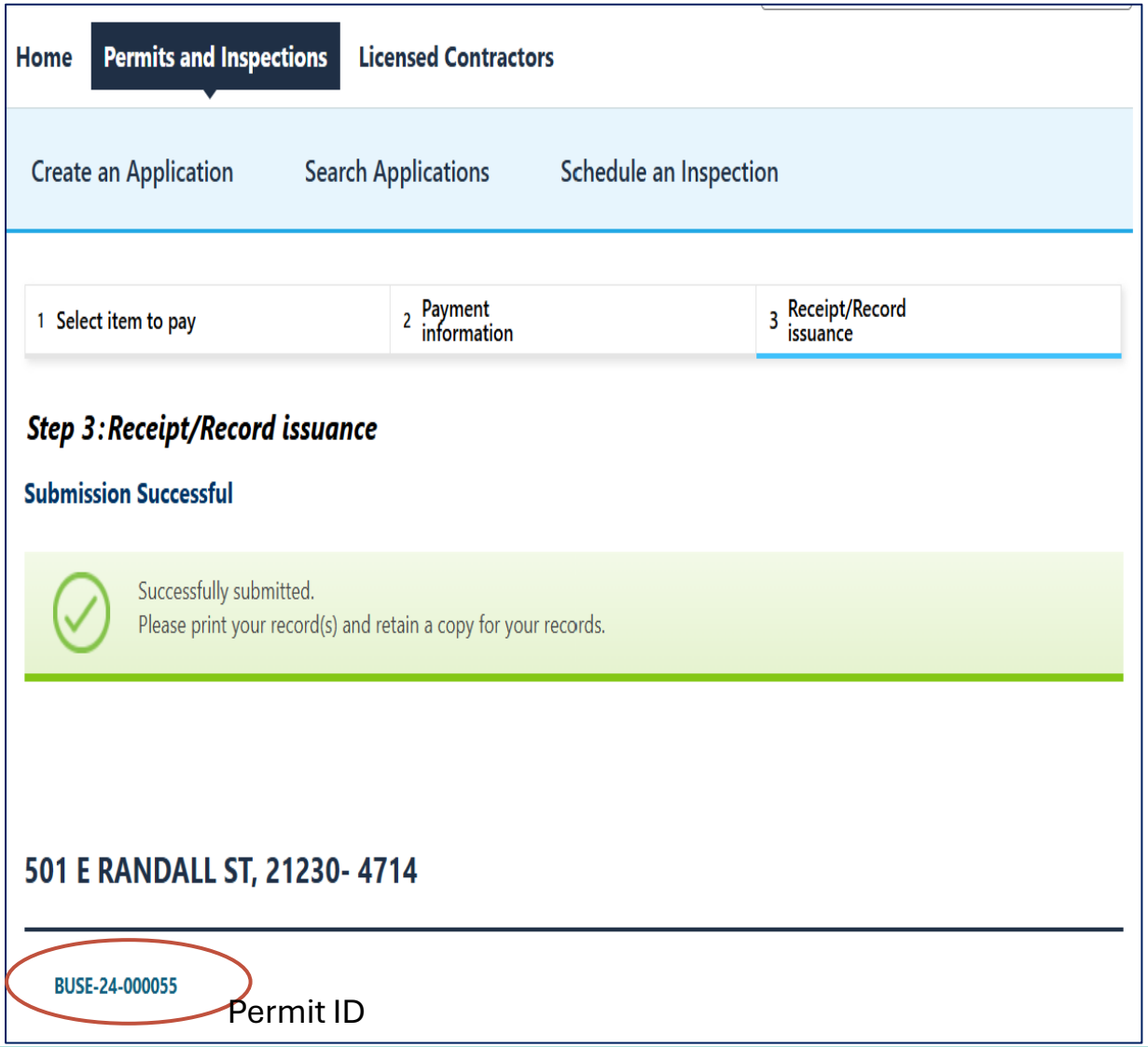
Continue Application »

2. Check the certification box

3. Click “Continue Application”

Application Submittal

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Once you have reviewed all of the project information and submitted it, you will receive a receipt letting you know that the submission was successful.

You will also receive an email letting you know that the permit was submitted. A Permit ID is provided for you to track your project.

E-Permits

Temporary Event Permit

Topics

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

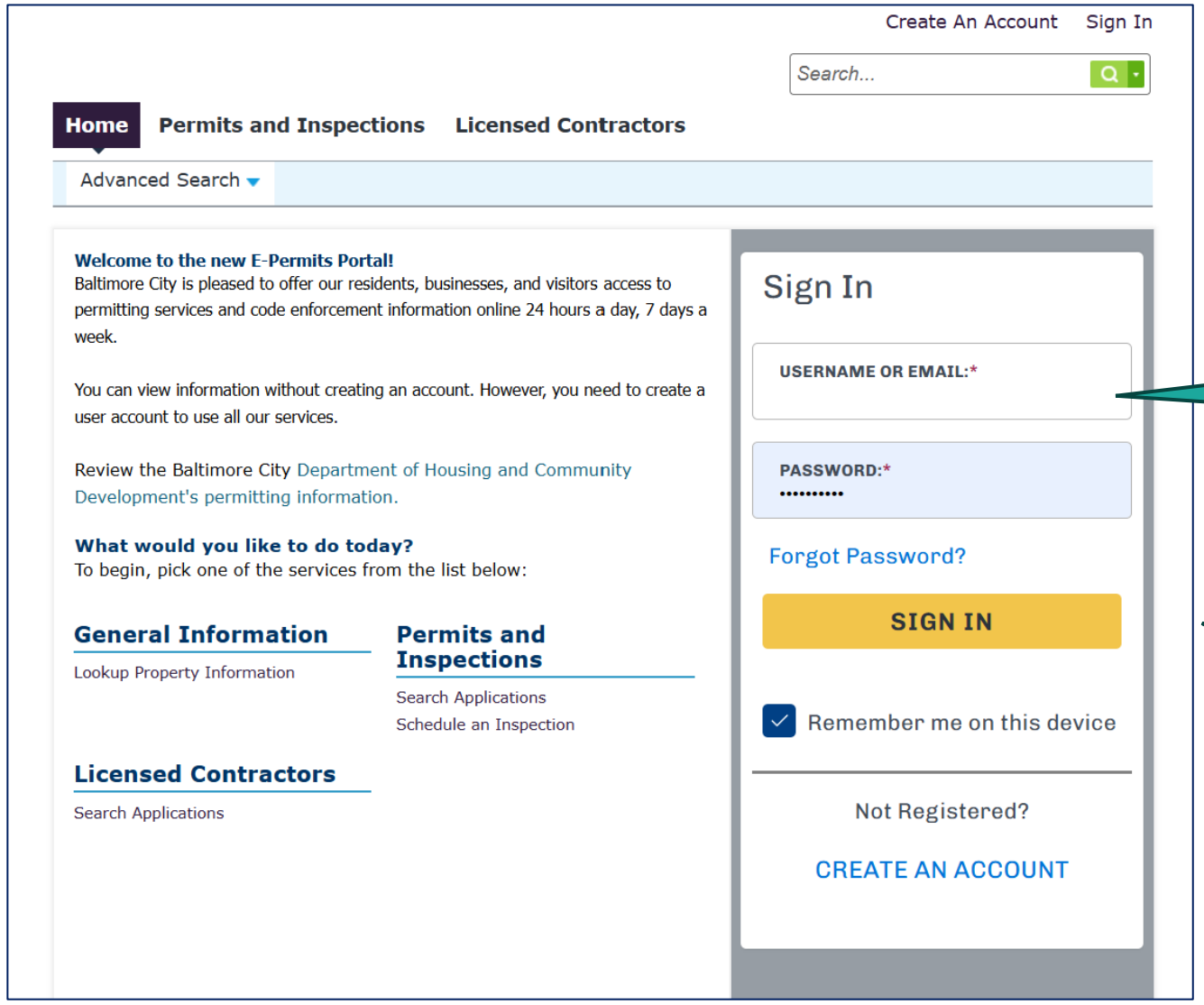
- Requirements
- Sign into your E-Permits Account
- Create Permit Application
- Work Location Information
- Project Information
- Property Information
- Event Information
- Trade Information
- Contact Information
- Contractor Information
- Permit Review and Submittal

Requirements

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- E-Permits Account
- Property Address and Owner (Owner Name is already a matter of record but it may have changed if property was sold recently)
- Applicant Name and Address
- Property Information
- Event Information
- Site Plan if using temporary structure
- Licensed Professional name and address

Log in to E-Permits Account



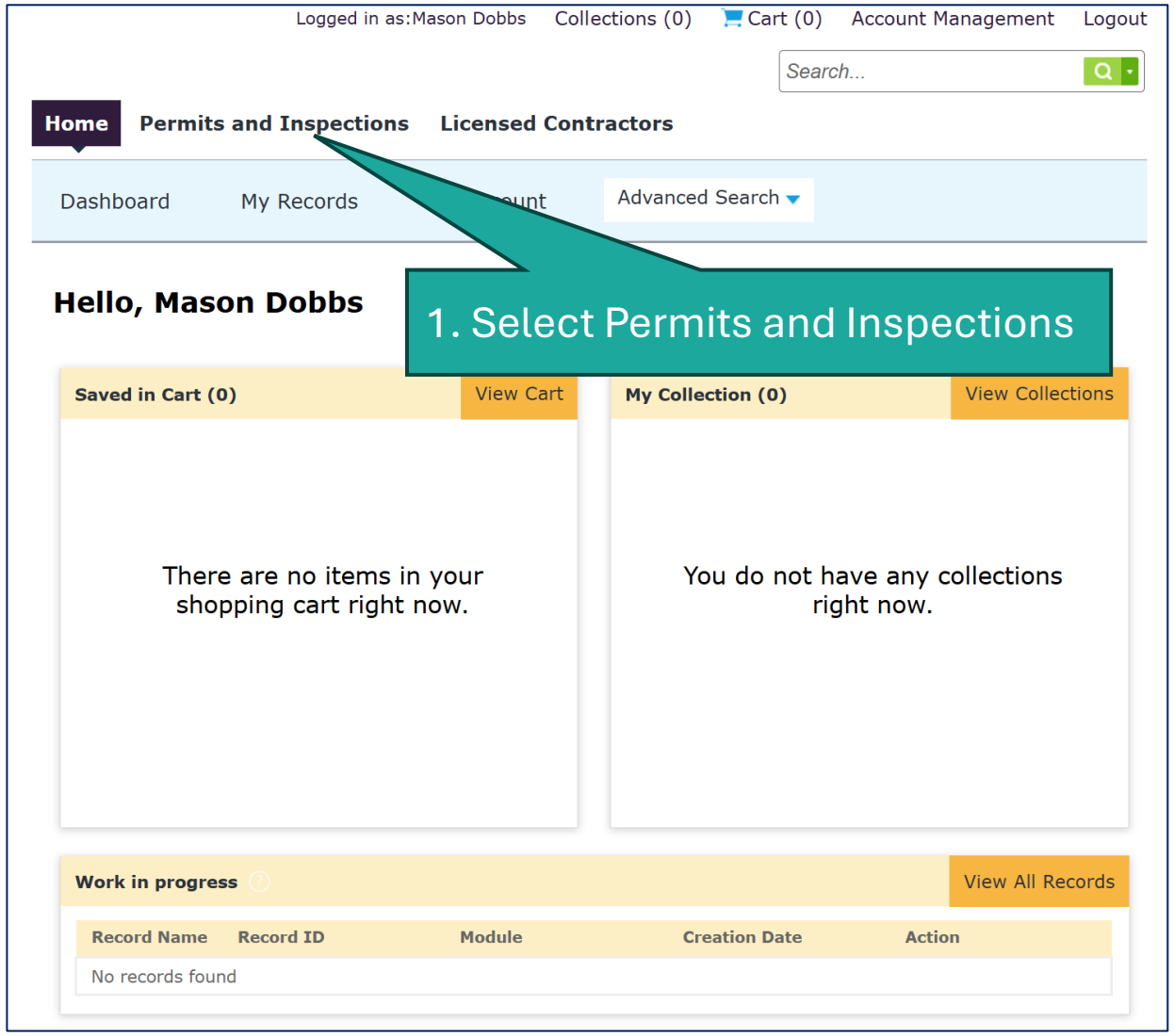
If you have not already created an E-Permits Account, refer to "How-to" guide "E-Permits Account Creation" for instructions.

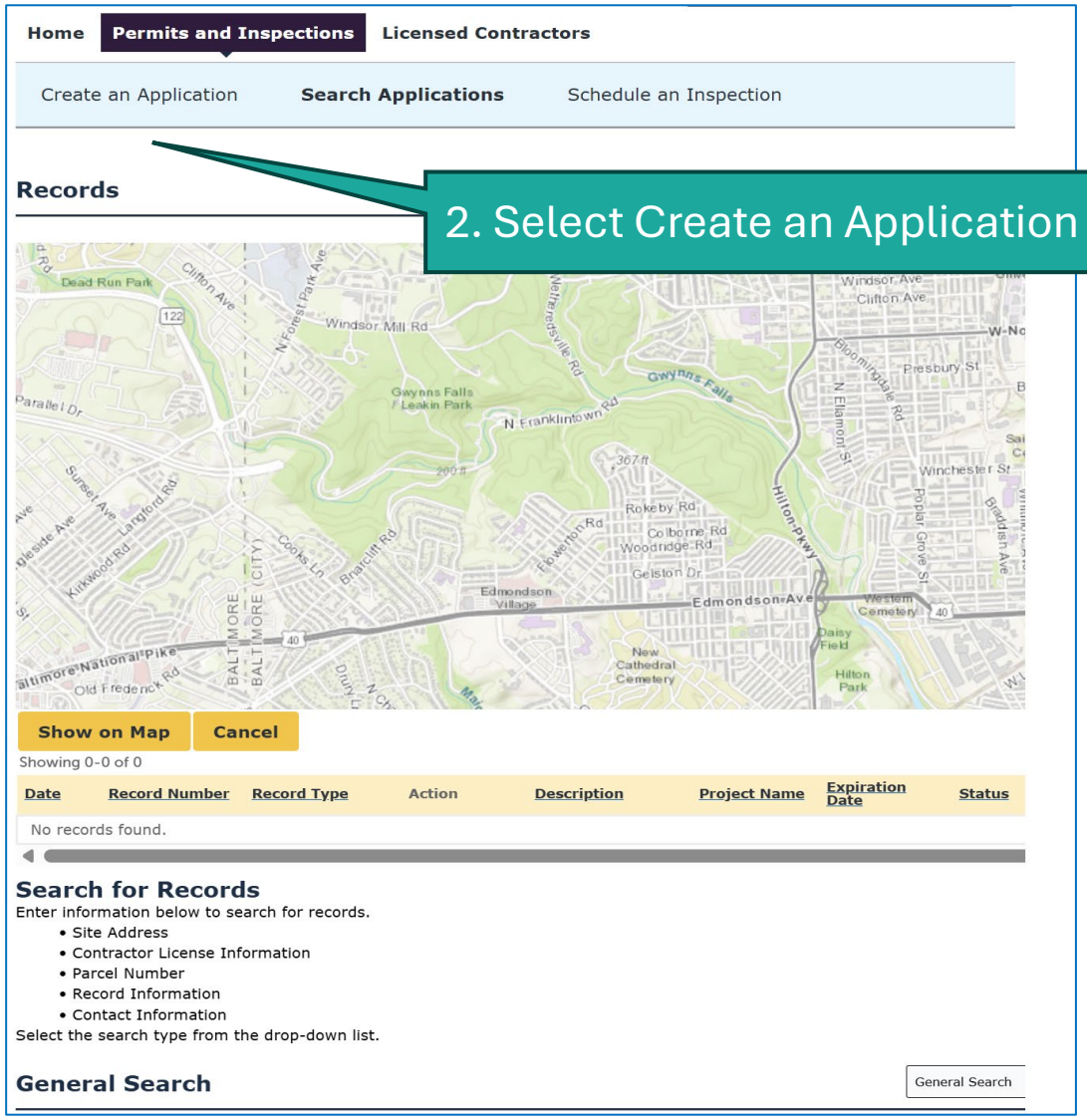
1. Log into your account using your username or email address

2. Click "Sign In"

Create a Permit Application

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



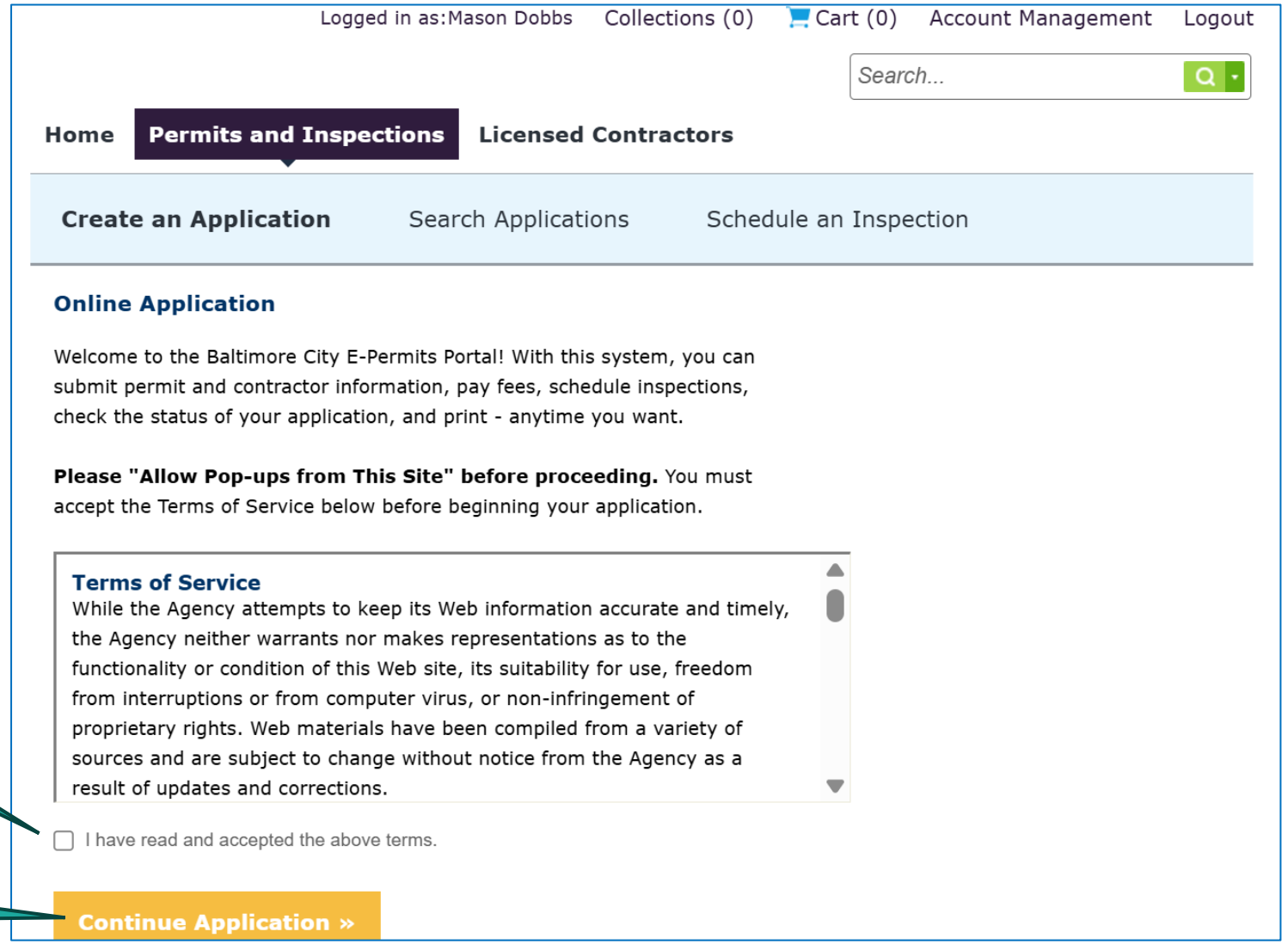


Create a Permit Application

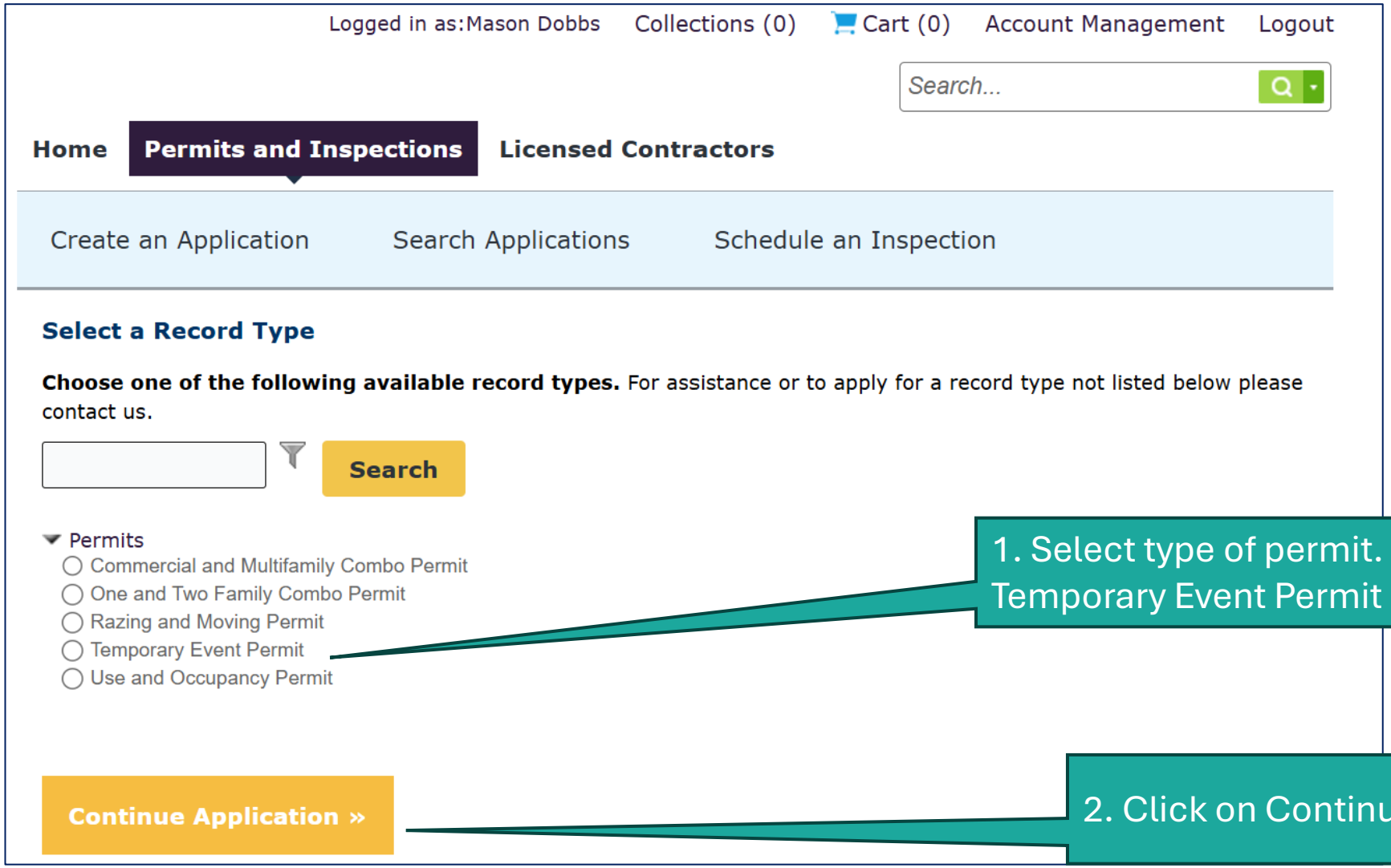
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

1. Read the Terms of Service and check the box.

2. Click on Continue Application.



Select Permit Type



1. Select type of permit. We will use the Temporary Event Permit

2. Click on Continue Application

Work Location Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

You can select the property using the map or just fill in the fields under Address. If you use the map, the address fields will be populated.

1. Complete required fields, Street # and Street Name. If needed, use the drop-down arrows provided for additional information.

Home | Permits and Inspections | Licensed Contractors

Create an Application | Search Applications | Schedule an Inspection

Temporary Event Permit

1 Location Information | 2 Application Information | 3 Contact Information | 4 Supporting Documentation | 5 Review | 6

Step 1:Location Information>Work Location

Show Map

Address

* Street #.: | Fraction: | Direction: --Select-- | * Street Name:

Street Type: --Select-- | Suf Dir: --Select-- | Unit #:

Zip Code: | Zip Ext:

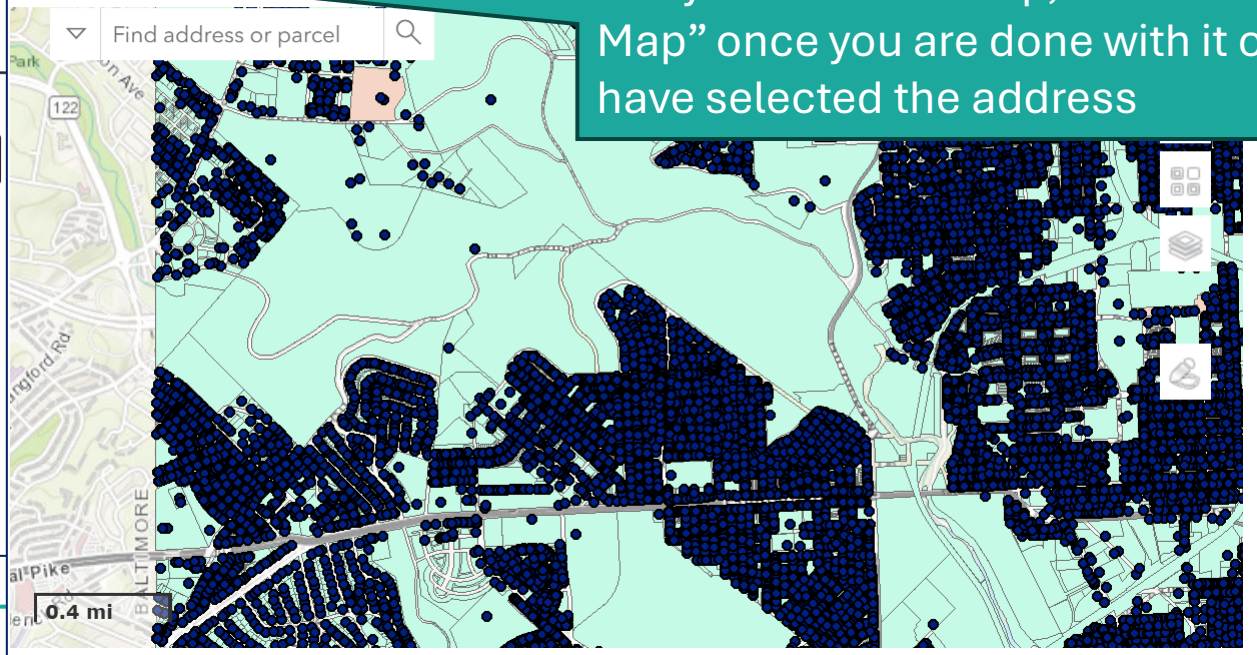
Search | Clear

3. Click "Search"

Step 1 : Location Information > Work Location

Hide Map

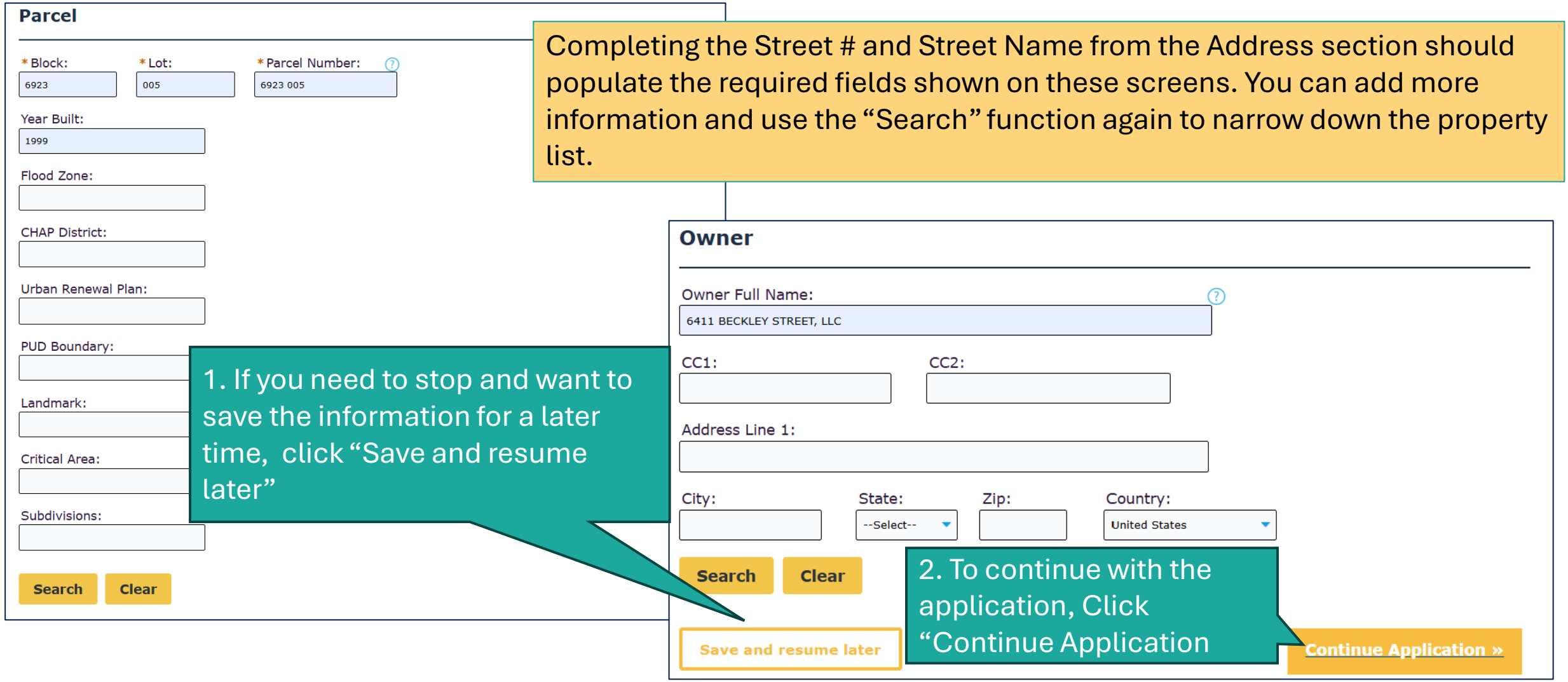
2. If you used the map, click "Hide Map" once you are done with it or have selected the address



* indicates a required field.

Work Location Information

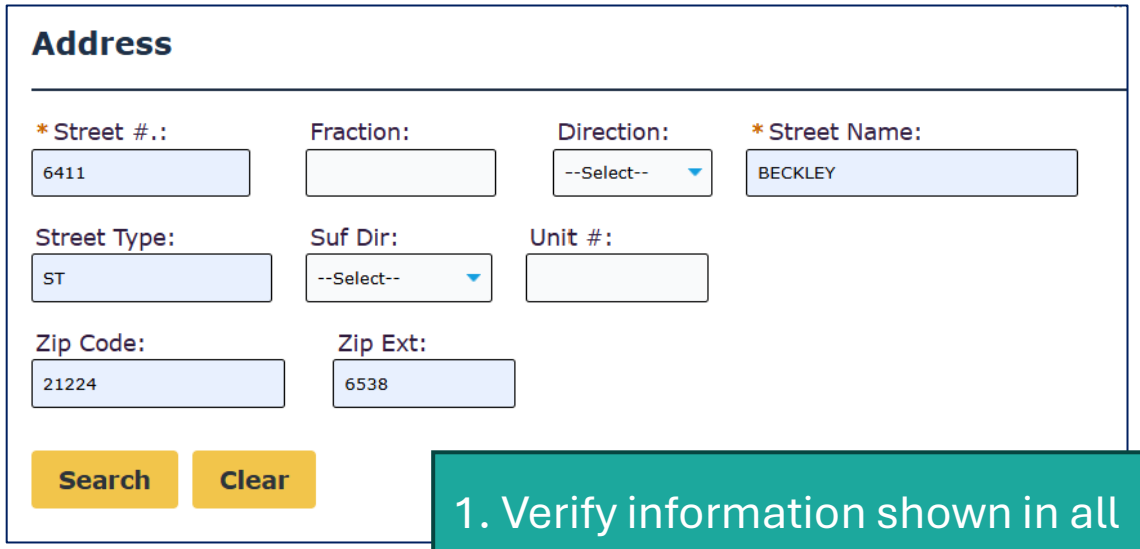
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



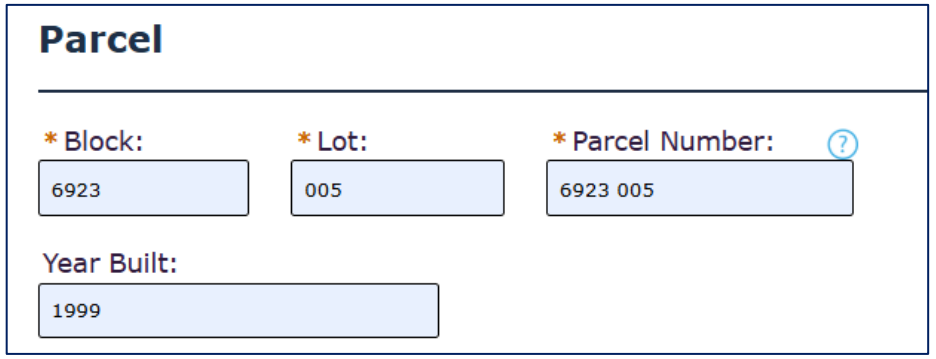
Work Location Information

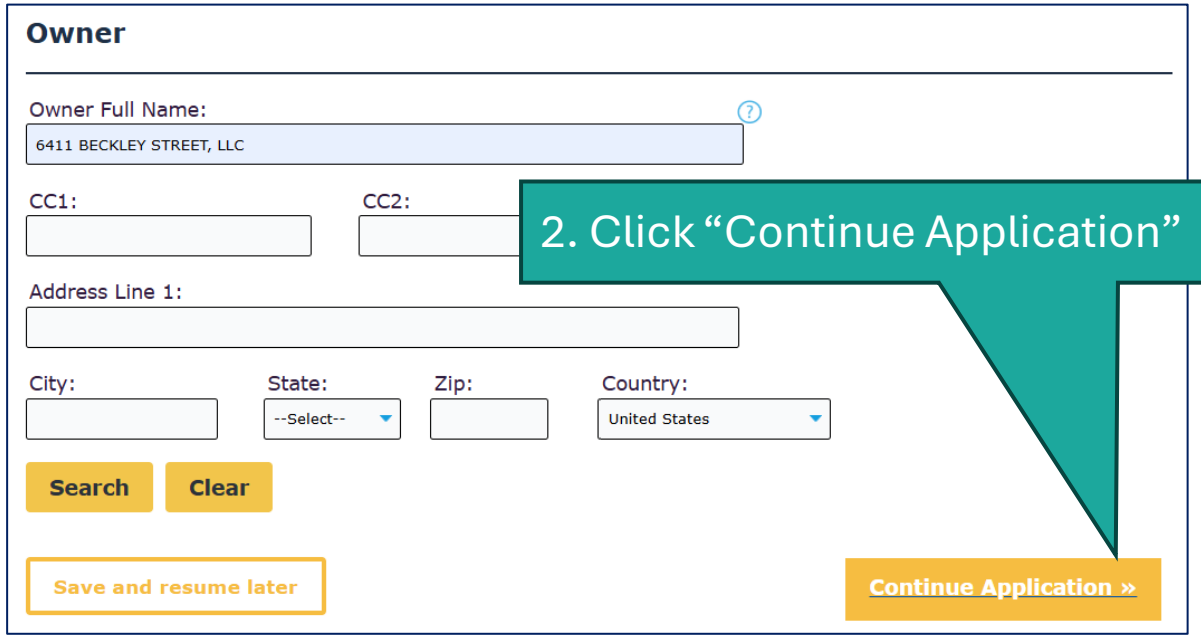
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Entering the information provided in the Address section and clicking on “Search” provided the information seen the Parcel and Owner sections shown below. **NOTE**: The owner information is for the legal owner of the property, NOT the lessee/tenant.



1. Verify information shown in all three sections of this form

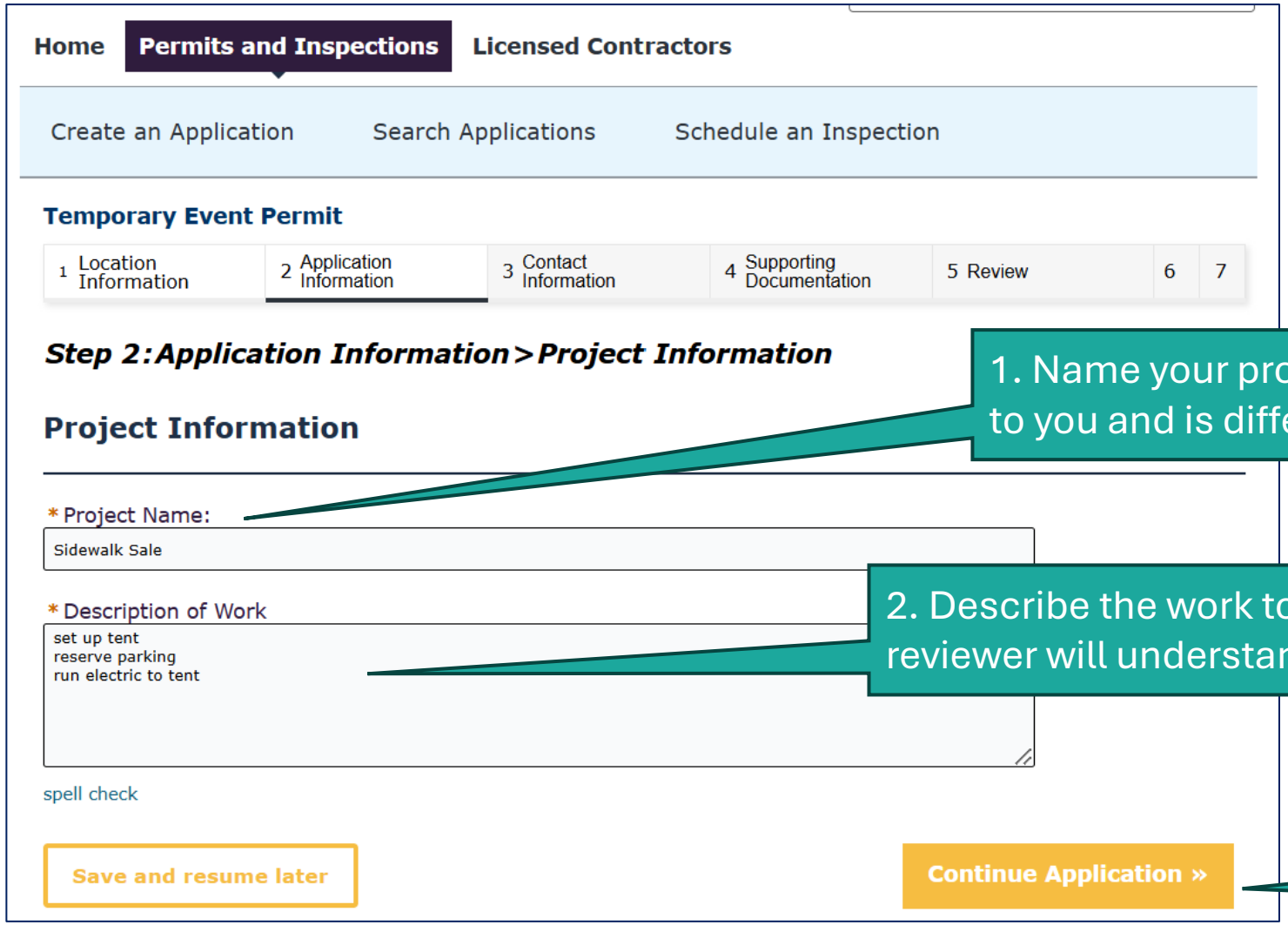




2. Click “Continue Application”

Project Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



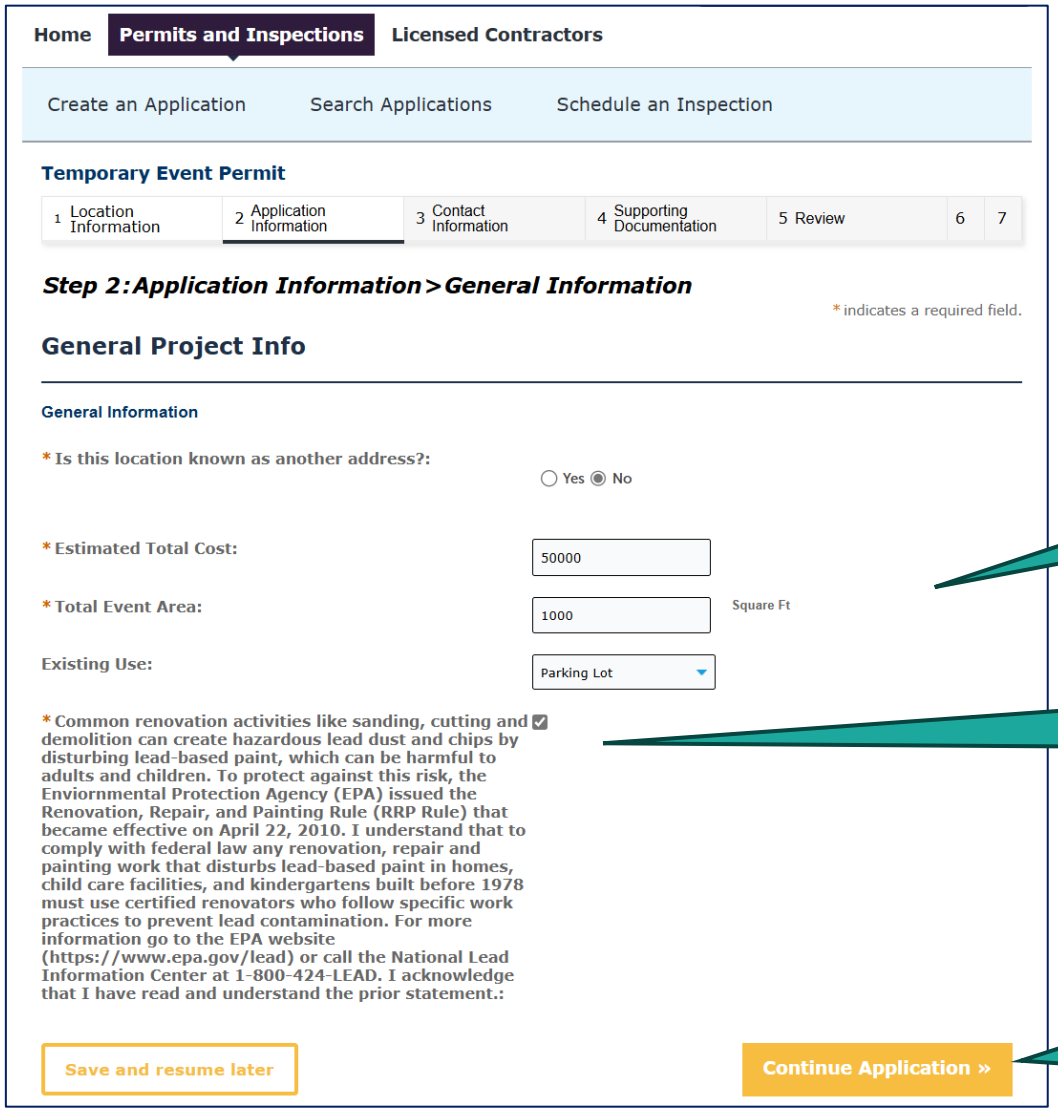
1. Name your project. Make it something that means something to you and is different from other projects you may have.

2. Describe the work to be done. Provide enough detail that the reviewer will understand what you are doing.

3. Click “Continue Application”

Project Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



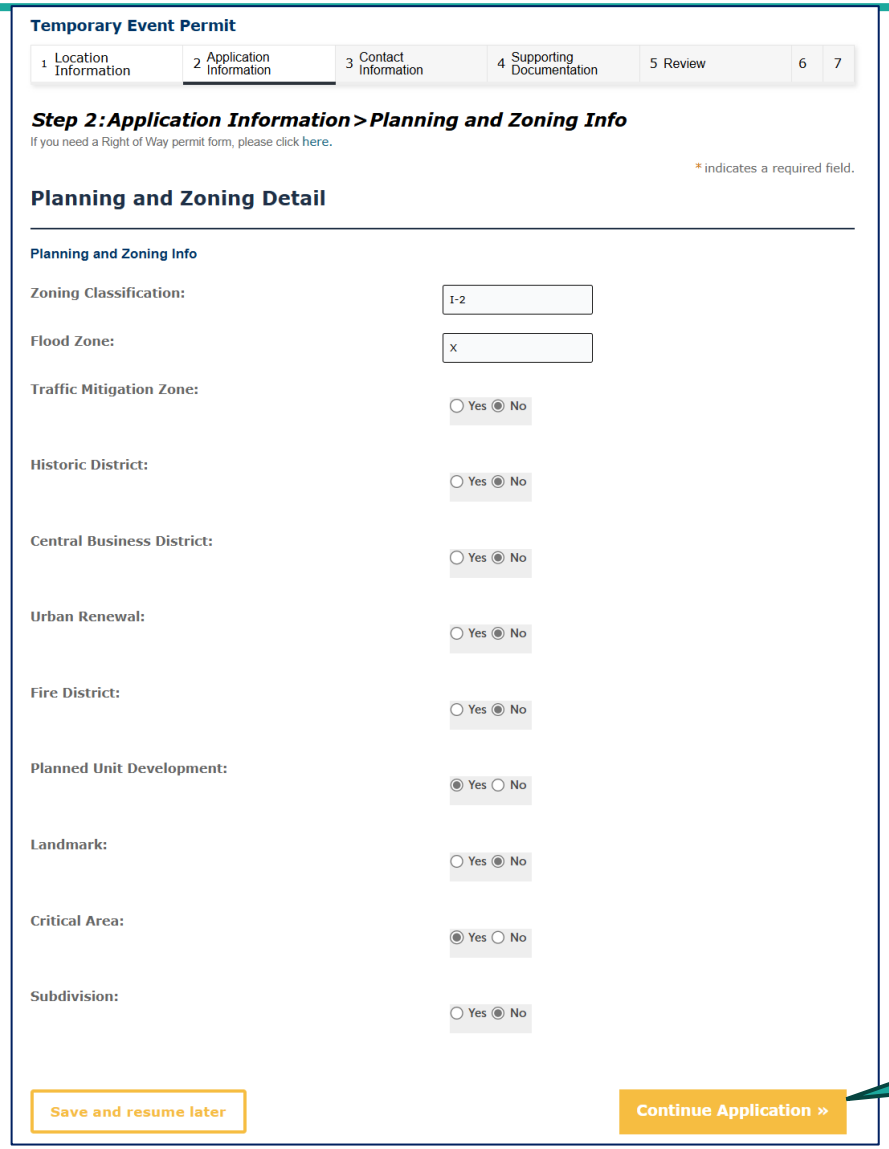
1. Provide General Information as requested

2. Read the content regarding lead paint and check the box

3. Click “Continue Application”

Property Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Review the zoning detail provided. This information is tied directly to the parcel (Land). In some cases, there may be conditions that will require you to submit extra documentation.

1. Click “Continue Application”

Event Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Temporary Event Permit

1 Location Information | 2 Application Information | 3 Contact Information | 4 Supporting Documentation | 5 Review

Step 2: Application Information > Event Information

* ind

Event Detail

Event Information

* Name of Event:

* Location of Event:

* Type of Event: --Select--

Explain Other:

Is this a race, walk, or run?: ◯ Yes ◯ No

* Event Term: --Select--

* Proposed Start Date: MM/DD/YYYY

* Proposed End Date: MM/DD/YYYY

* Time Frame:

* Time Frame Unit: --Select--

1. Complete all required Event Information

As you enter information regarding your event, some fields may disappear while others will appear.

Event Detail

Event Information

* Name of Event: Memorial Day Sale at Bec

* Location of Event: 4611 Beckley Street Parki

* Type of Event: Bazaars

* Event Term: Short Term (less than 6

* Proposed Start Date: 03/29/2025

* Proposed End Date: 03/31/2025

* Time Frame: 3

* Time Frame Unit: Days

* Will a tent or structured be erected?: ◉ Yes ◯ No

Event Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

* Will a tent or structured be erected?: ◯ Yes ◯ No

* Electrical Work Required?: ◯ Yes ◯ No

* Will any gas or mechanical equipment be involved?: ◯ Yes ◯ No

* Cooking at Event: ◯ Yes ◯ No

* Food Served: ◯ Yes ◯ No

* Food Sold: ◯ Yes ◯ No

Is this an indoor or outdoor event?: --Select--

* Fund Raising: ◯ Yes ◯ No

1. Complete all required Event Information

NOTE: If you have a security plan, you will need to provide the number of armed and unarmed guards

Event Checklist

Event Checklist

* Estimated Number of Attendees:

* Are you selling tickets for your event?: ◯ Yes ◯ No

* Will you have an event flyer or signs?: ◯ Yes ◯ No

* Do you have a security plan for your event?: ◯ Yes ◯ No

* Are you doing any bonfires, open burning, or fireworks?: ◯ Yes ◯ No

* Will EMS be Required?: ◯ Yes ◯ No

* Parking Impact: ◯ Yes ◯ No

* Street Closure Required: ◯ Yes ◯ No

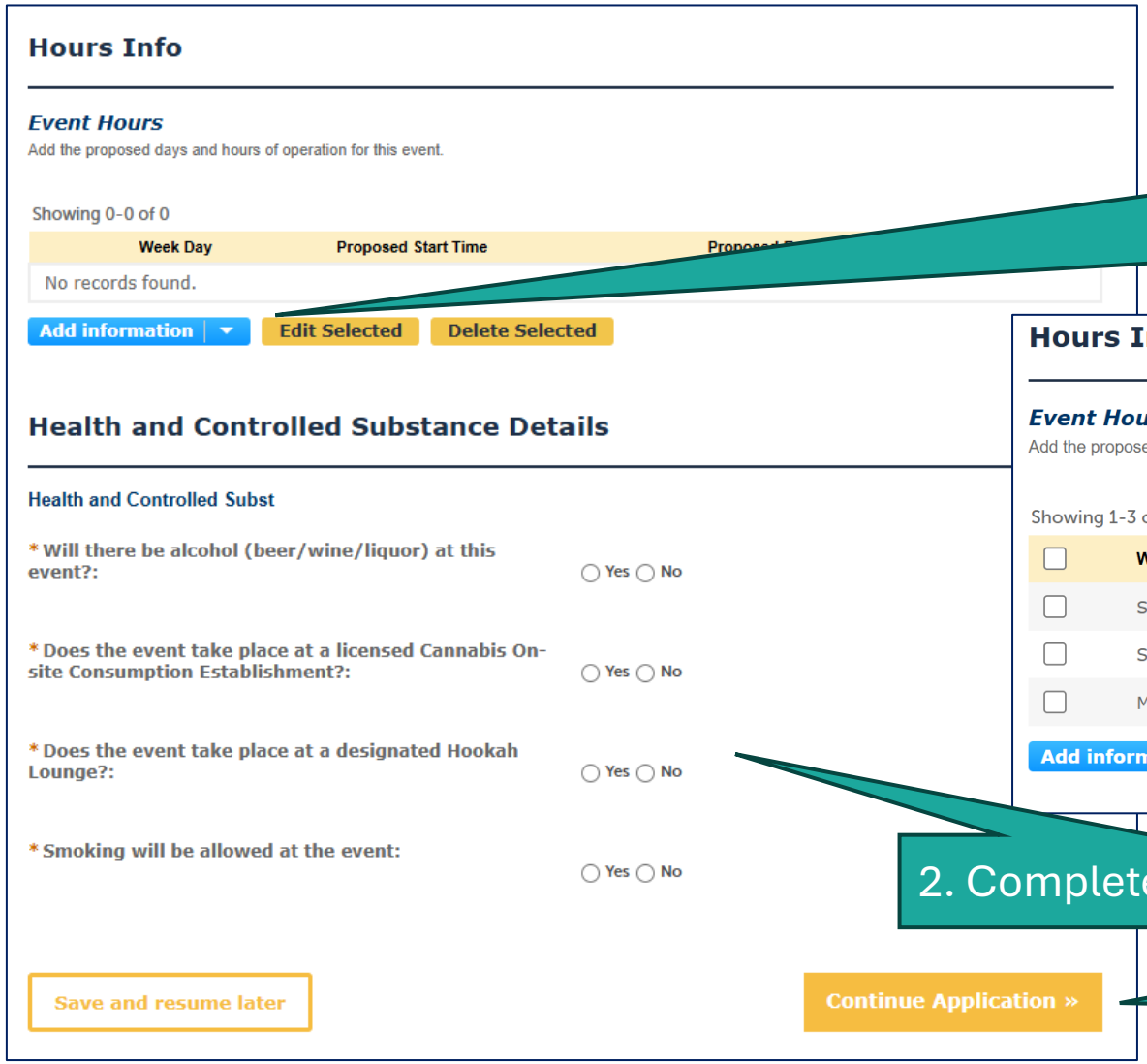
* Barricade Needed: ◯ Yes ◯ No

* Do you have a garbage disposal plan?: ◯ Yes ◯ No

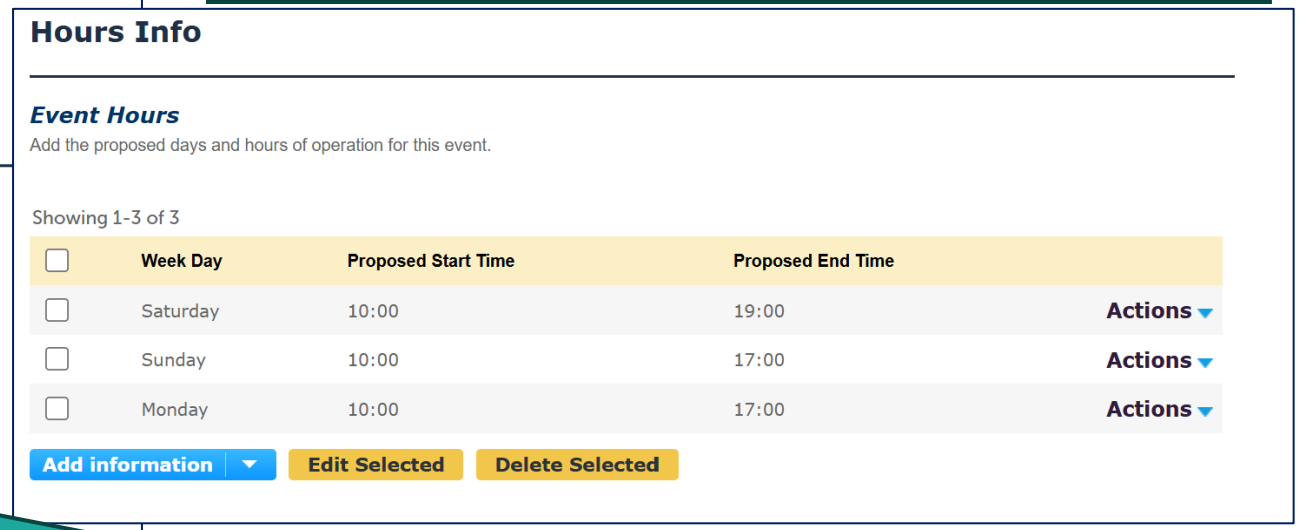
* Will live or amplified music be played at the event?: ◯ Yes ◯ No

Event Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Click blue “Add Information” button. You will need to add as many rows as your event will need. You will use one row per day. Time is to be provided using a 24-hour clock.

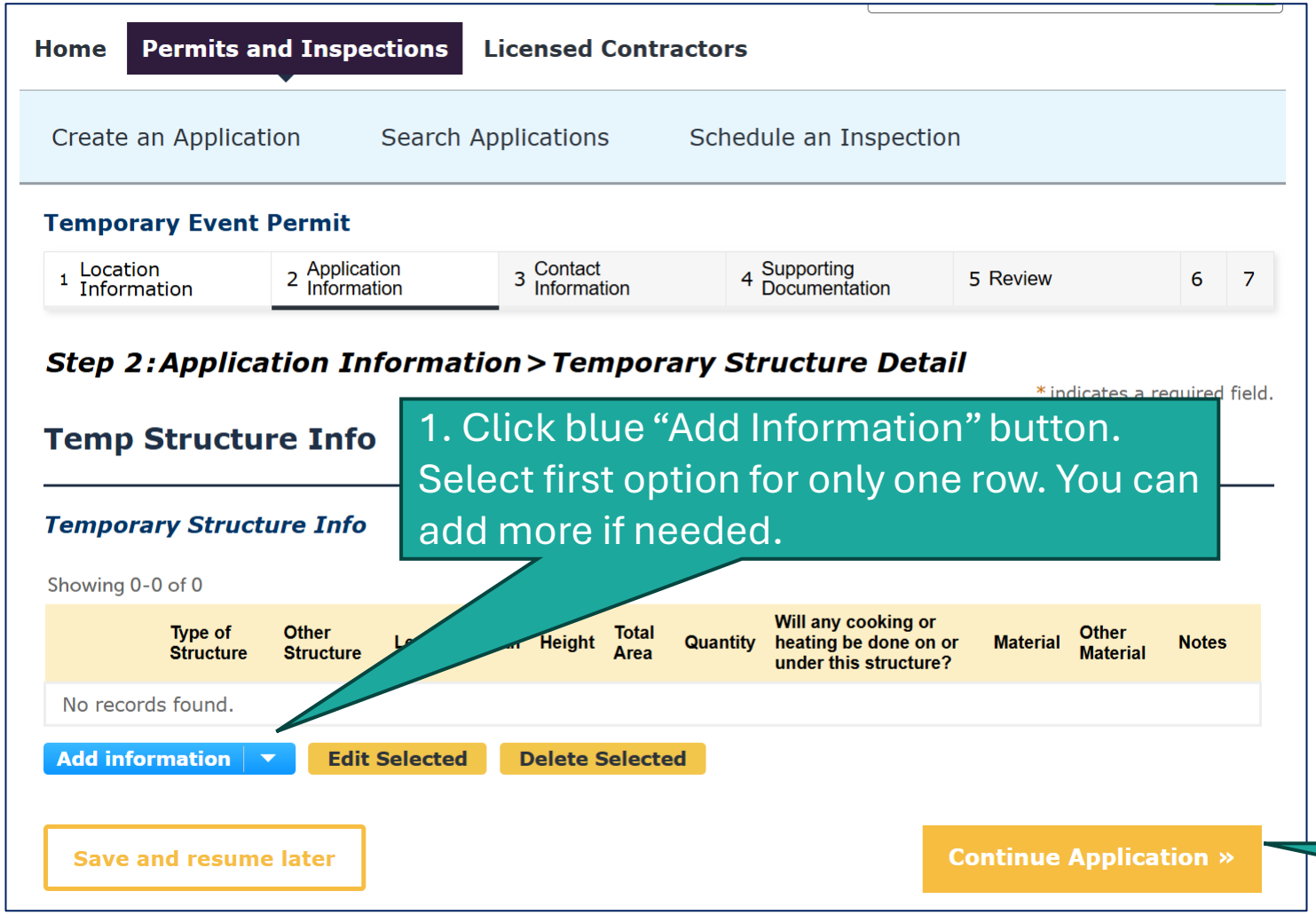


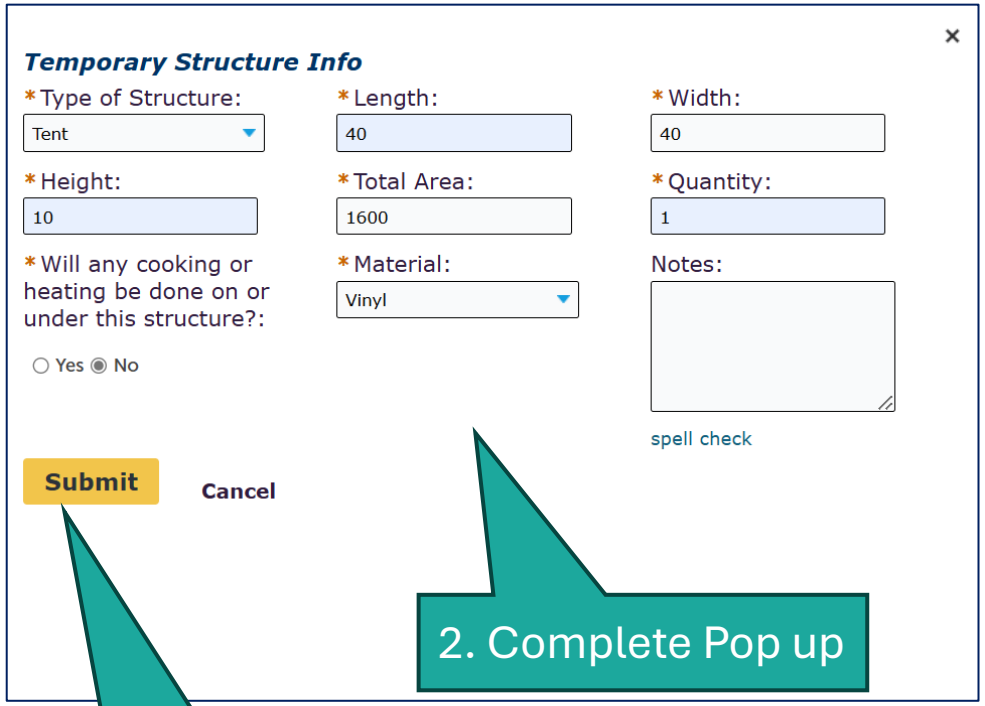
2. Complete Health Section

3. Click “Continue Application”

Event Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits





1. Click blue "Add Information" button. Select first option for only one row. You can add more if needed.

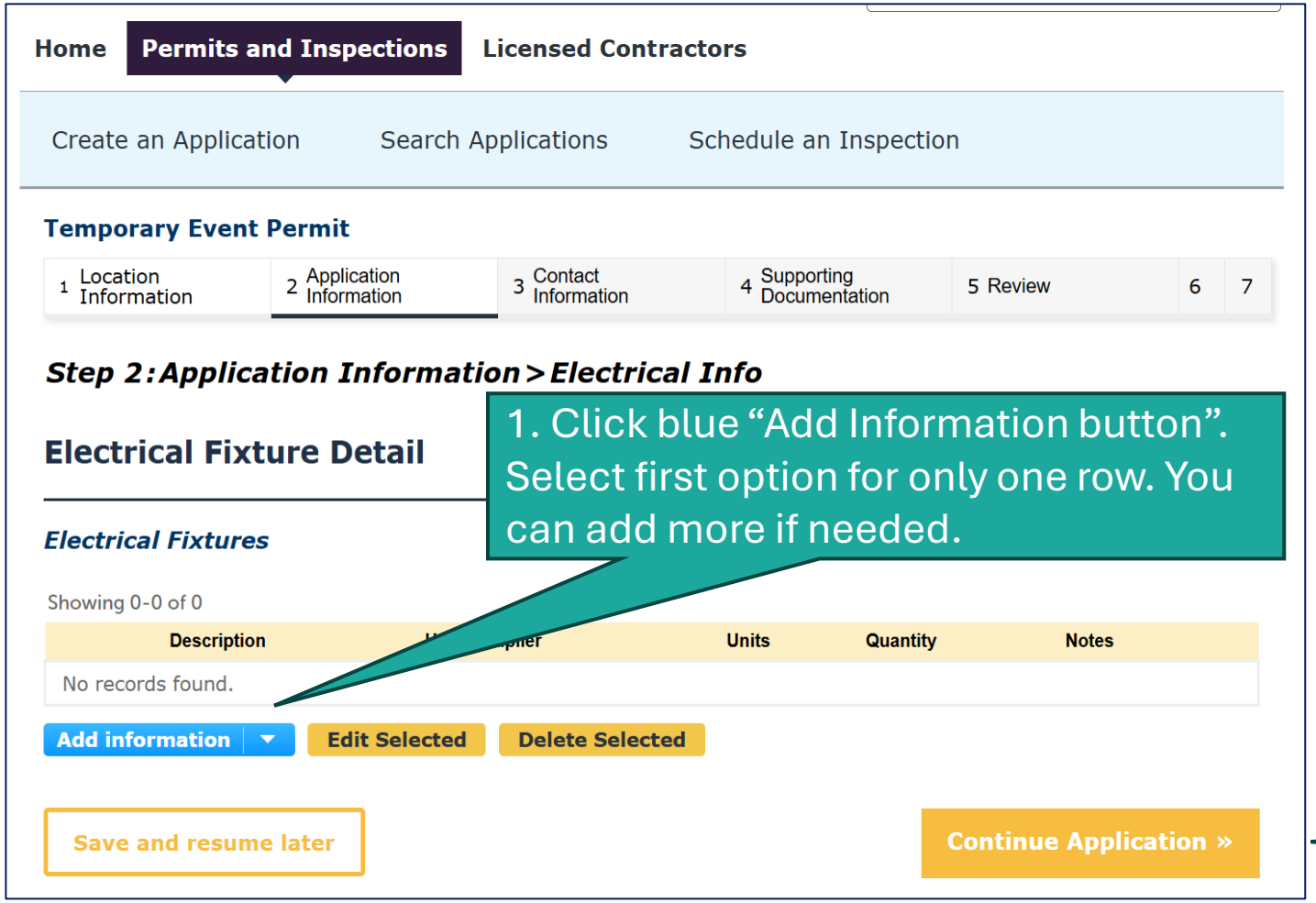
2. Complete Pop up

3. Click "Submit"

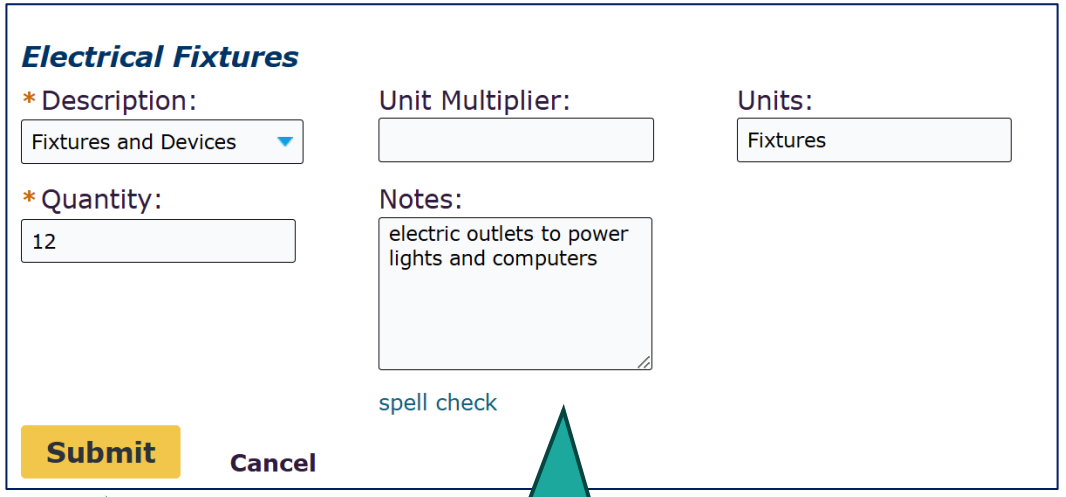
4. Click "Continue Application"

Trade Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Click blue "Add Information button". Select first option for only one row. You can add more if needed.



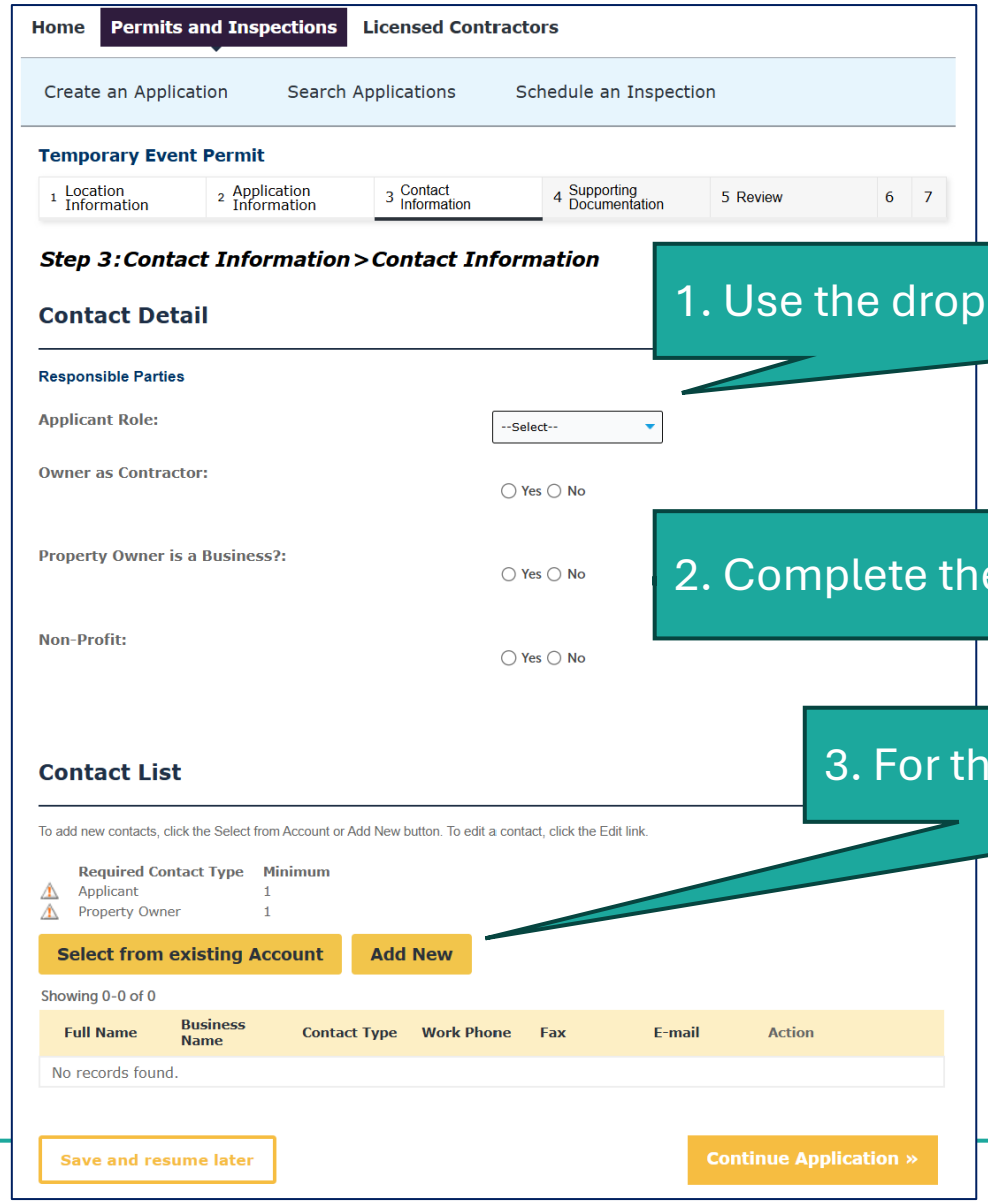
2. Complete Pop up

3. Click "Submit"

4. Click "Continue Application"

Contact Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



NOTE: All permits require an Applicant and a property owner. Depending on the type of permit and the work being performed other contacts will be required.

1. Use the drop down to select an option.

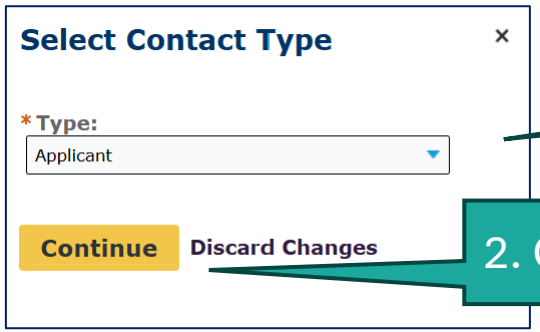
2. Complete the rest of the responsible parties section

3. For this example, we will use “Add New”

If the applicant is associated with property records or has an existing account, you can use “Select from existing account.

Contact Information (continued)

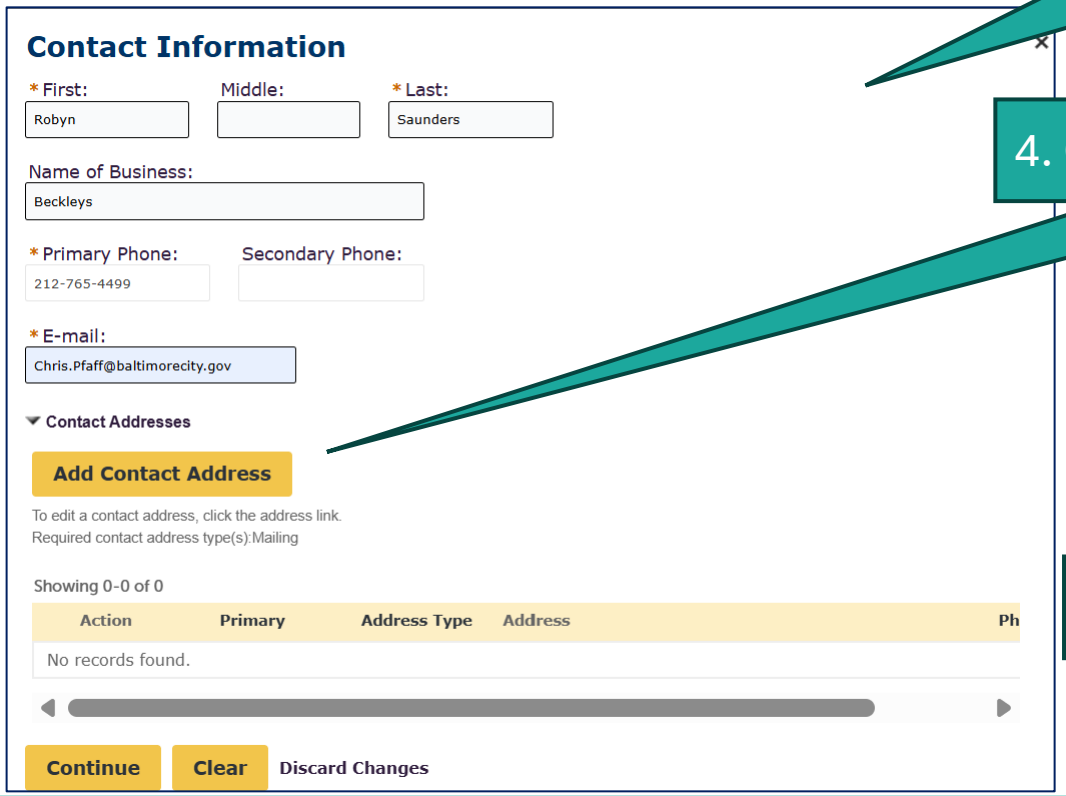
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Use Drop down to select Applicant

2. Click “Continue”

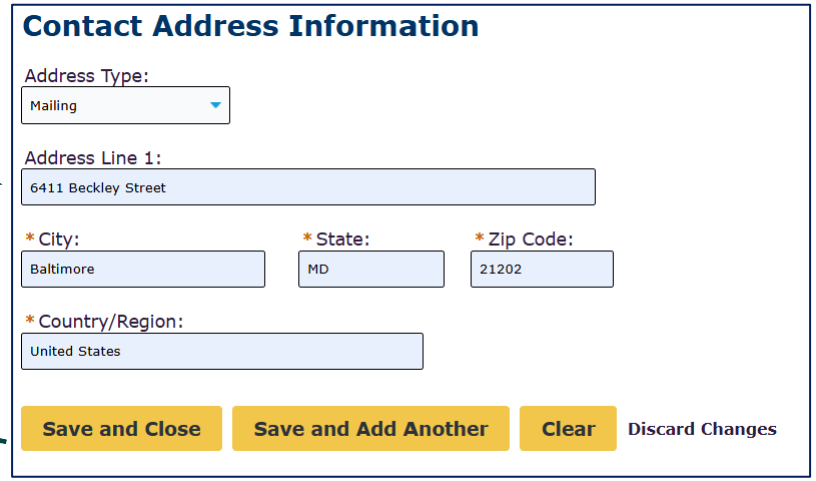
3. Complete Contact Information



4. Click “Add Contact Address”

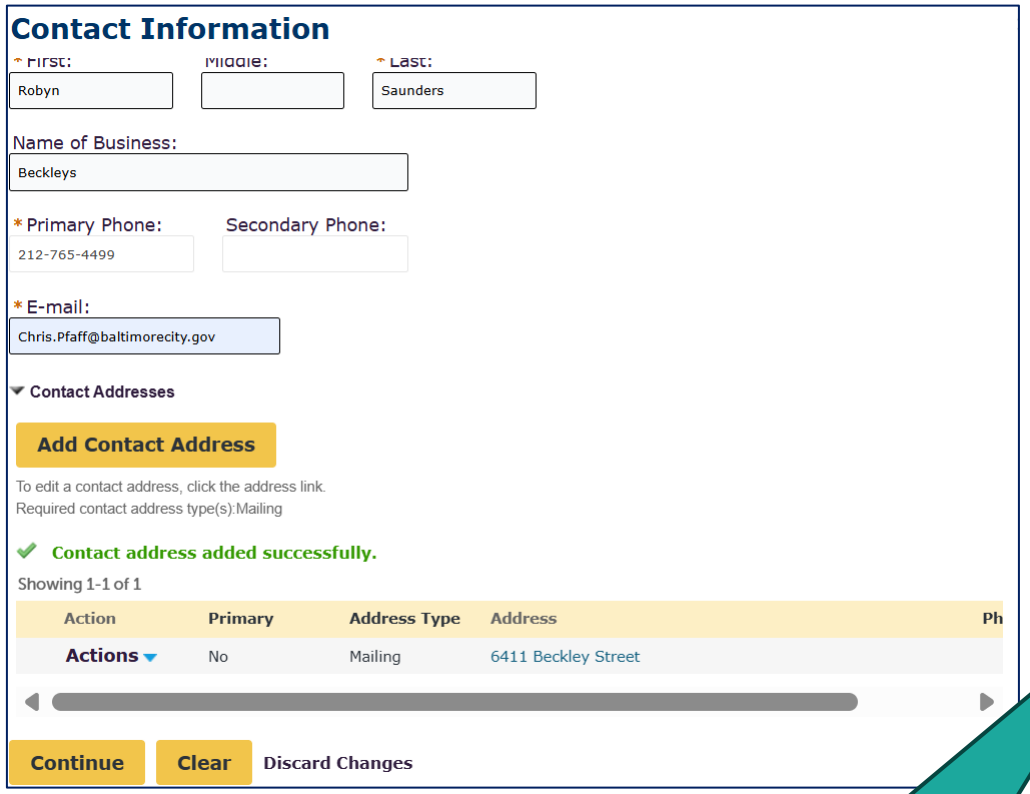
5. Complete Contact Address Information

6. Click “Save and Close”

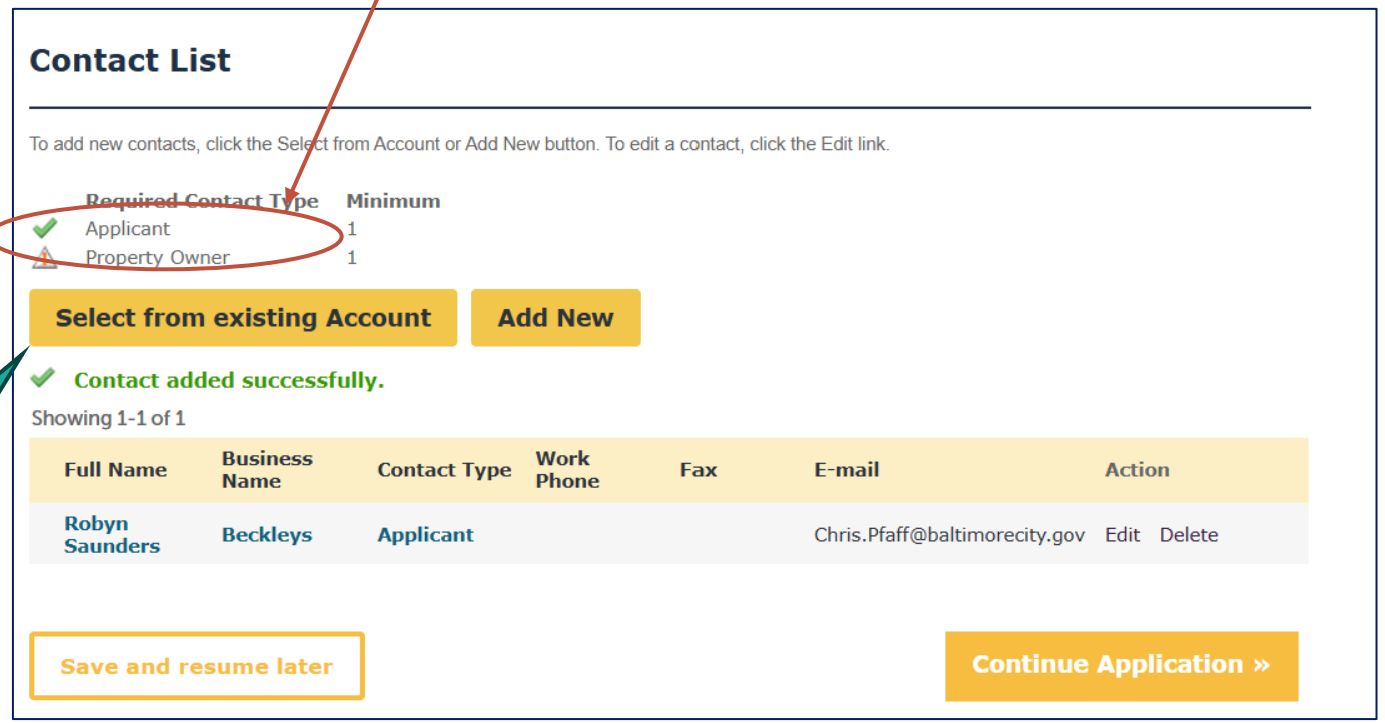


Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Contact added successfully. Now we need to add the property owner. Notice the green check by applicant.

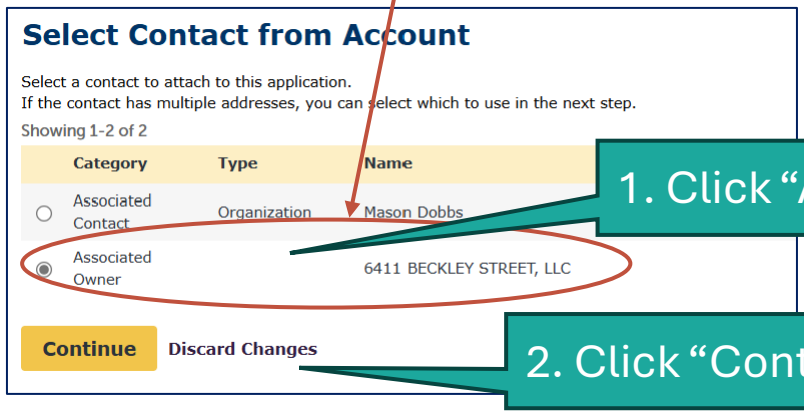


1. For this one we will select “Select from existing account”

Contact Information (continued)

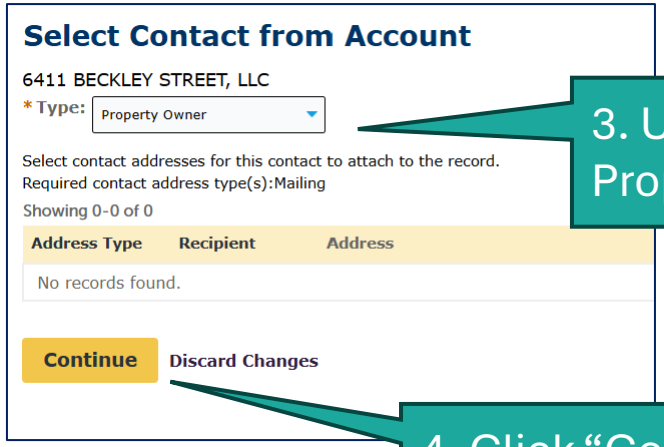
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

The popup shows the names associated with the property



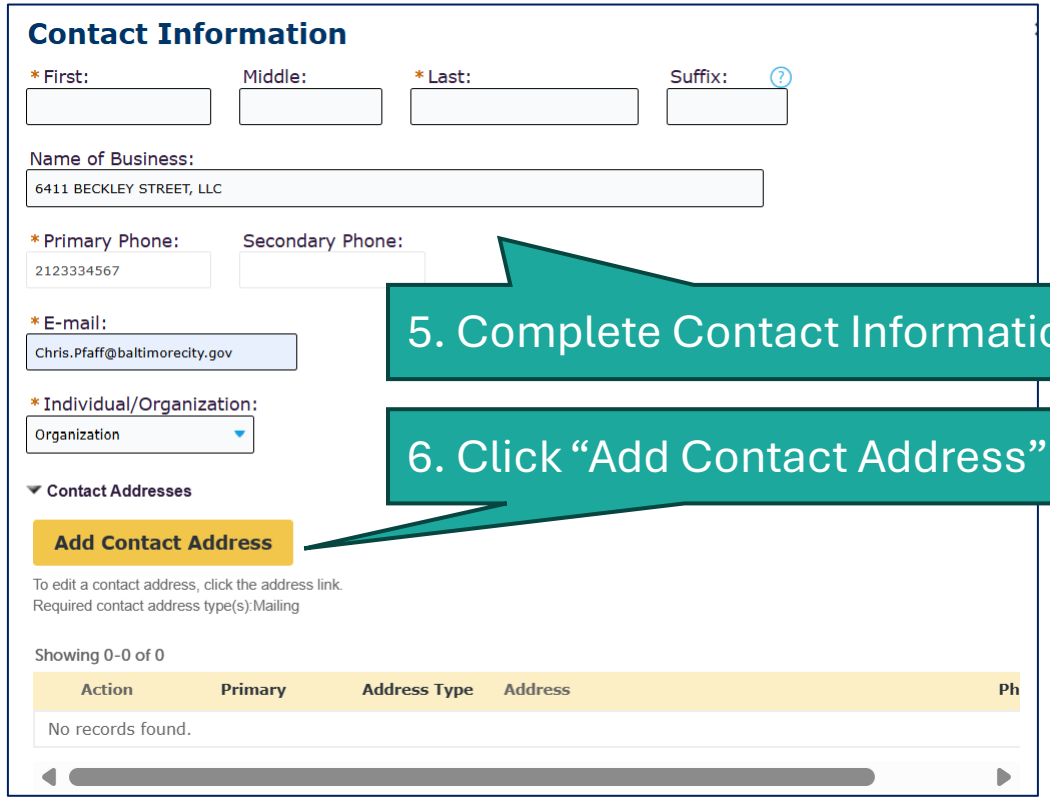
1. Click “Associated Owner”

2. Click “Continue”



3. Use drop down to select Property Owner

4. Click “Continue”

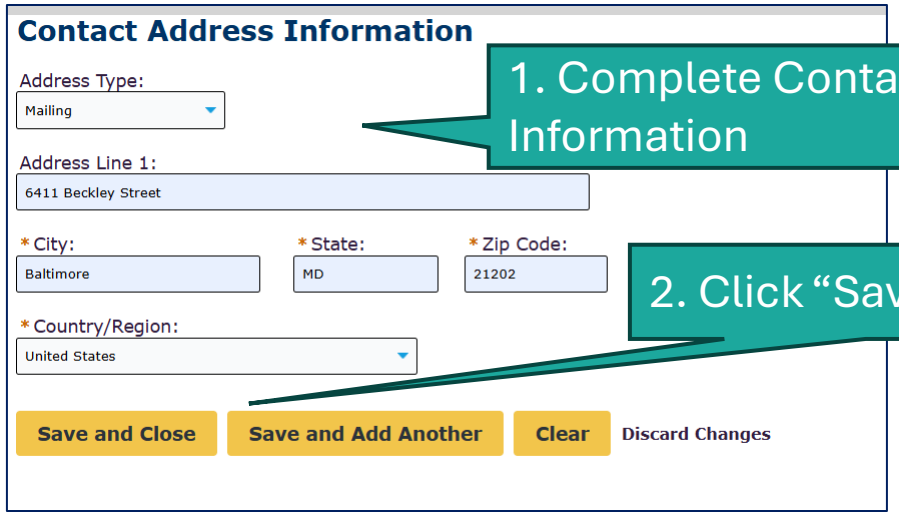


5. Complete Contact Information

6. Click “Add Contact Address”

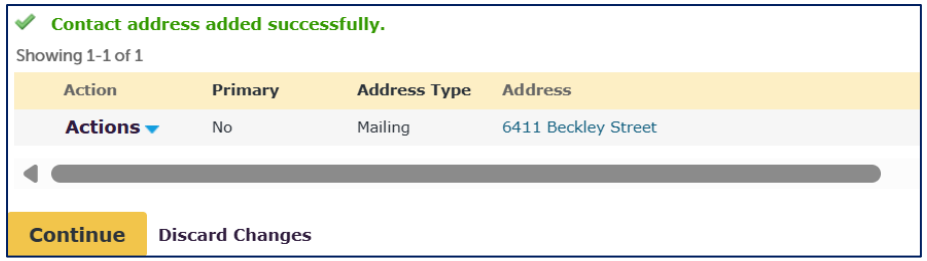
Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

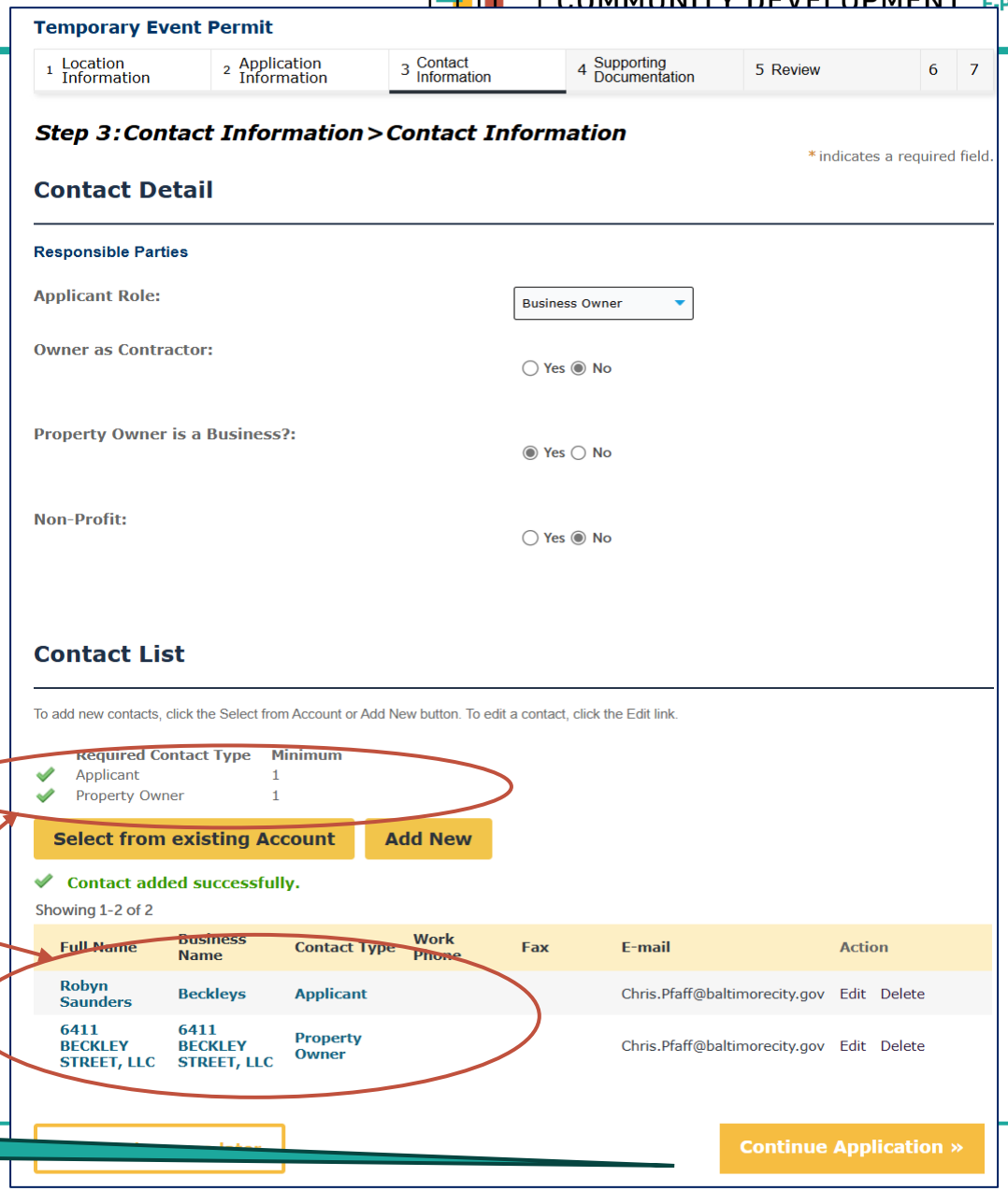


1. Complete Contact Address Information

2. Click "Save and Close"



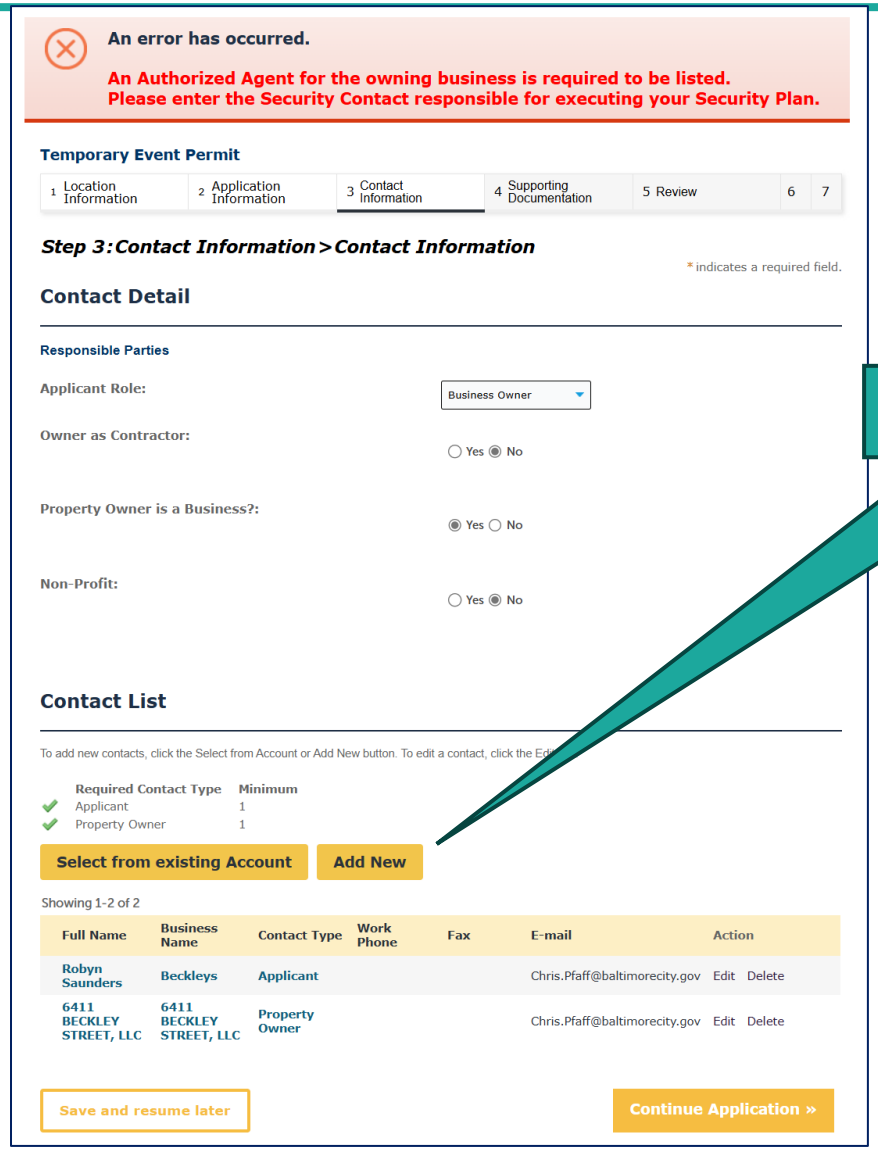
Contact added successfully. Note the green checks and the names shown below.



6. Click "Continue Application"

Contact Information (continued)

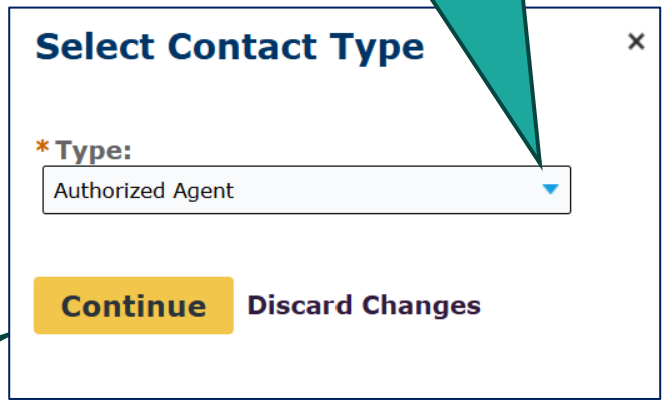
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Even though the contact information conditions seems to have been met, when a property owner is a business, an agent must be assigned. So, we will need to add another contact following the same process as before.

1. Click “Add New”

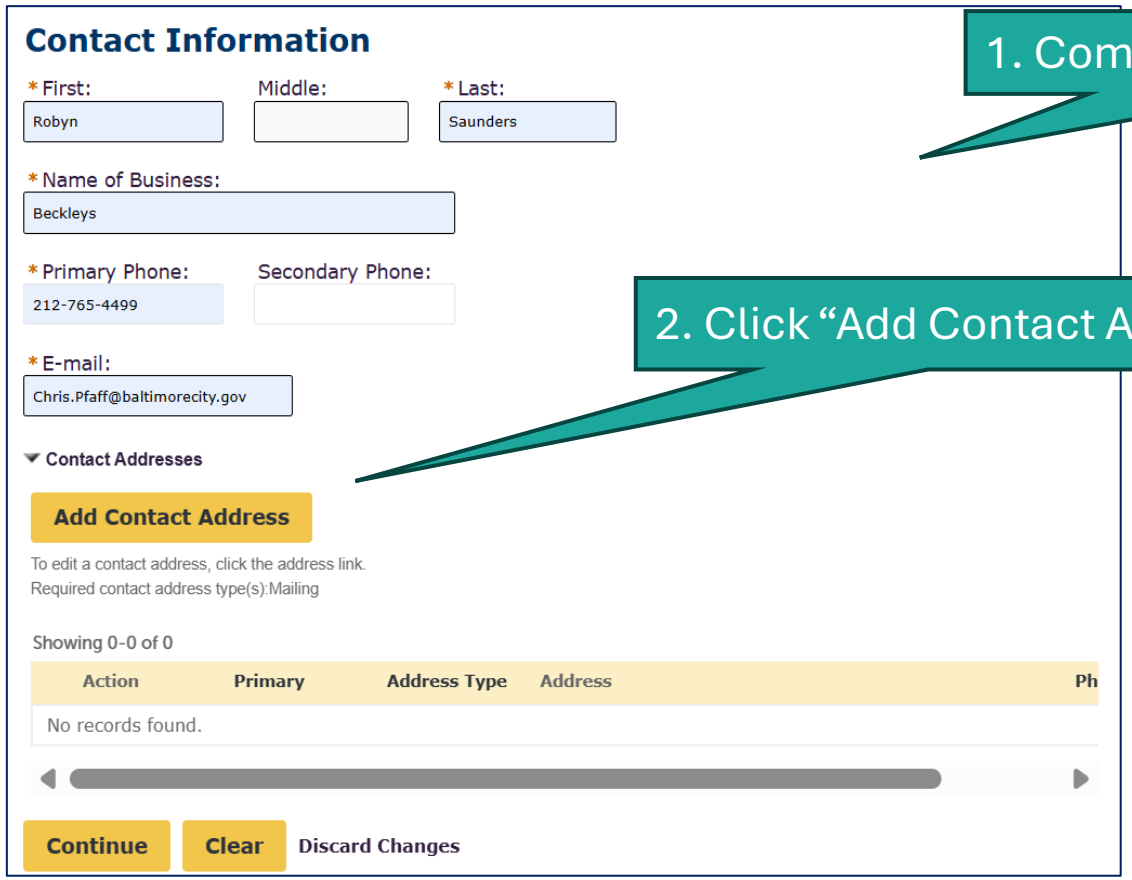
2. Select Authorized Agent from the drop down.



3. Click “Continue”

Contact information (continued)

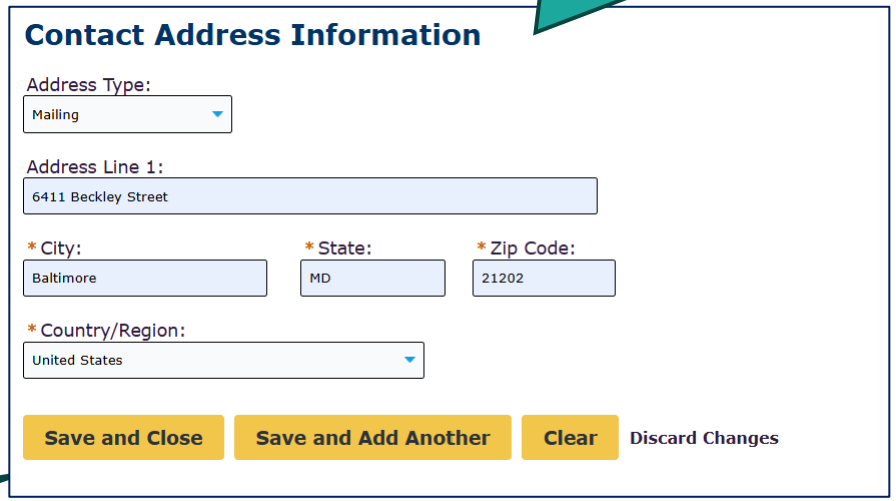
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Complete Contact Information

2. Click “Add Contact Address”

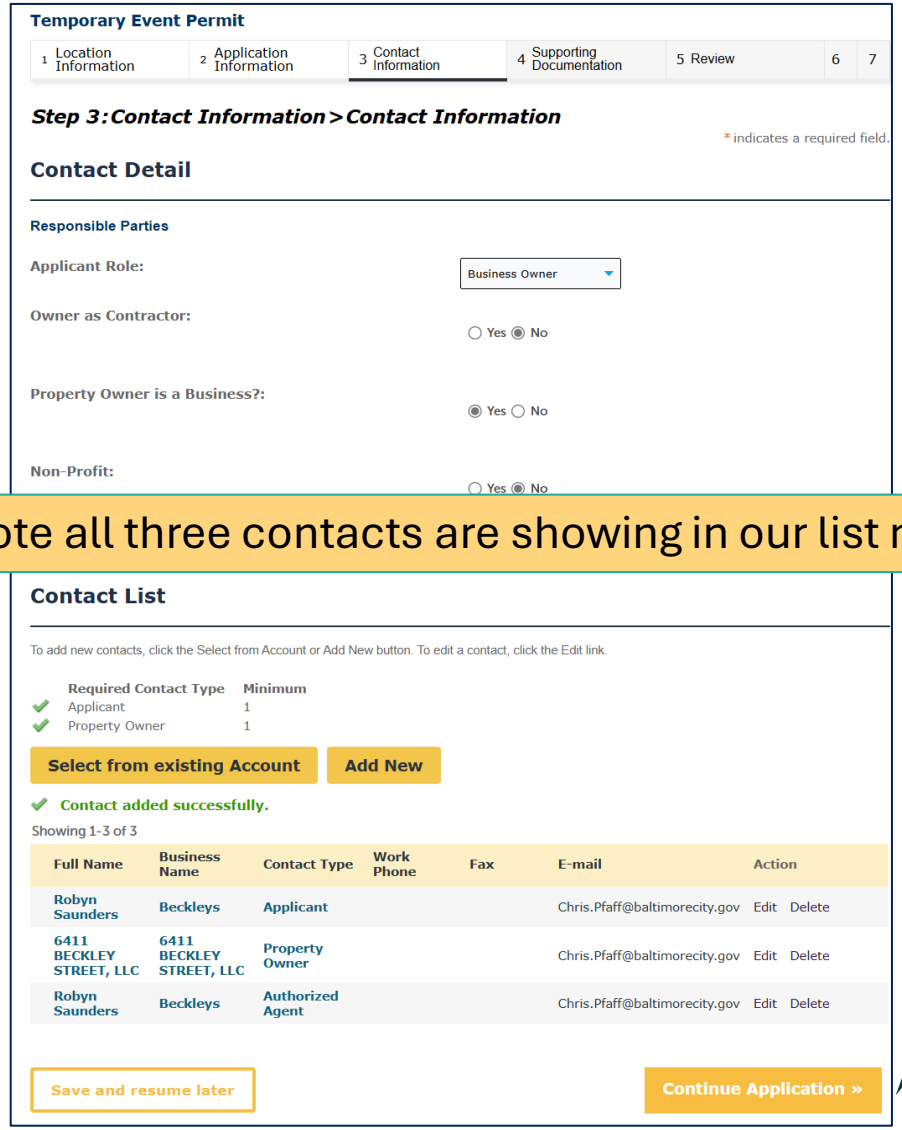
3. Complete Contact Address Information



4. Click “Save and Close”

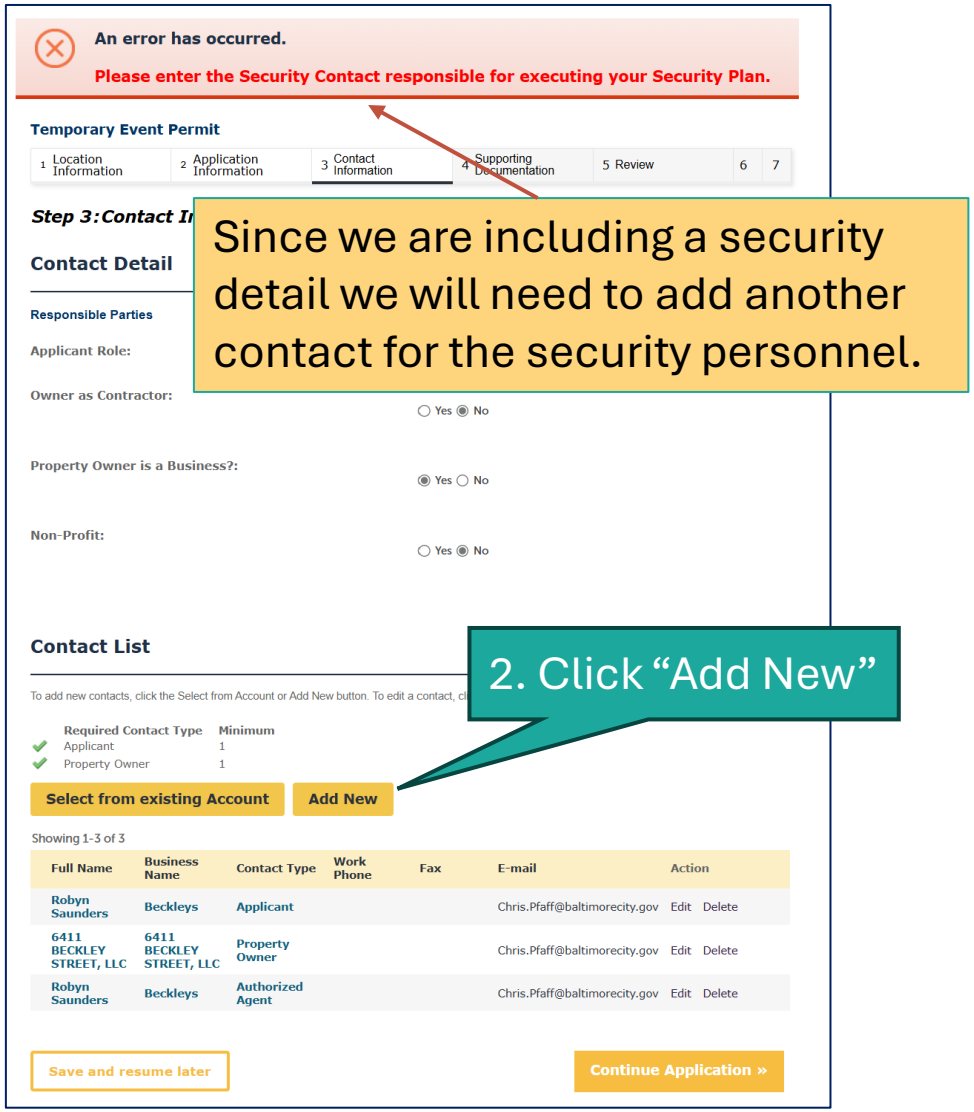
Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Note all three contacts are showing in our list now.

1. Click "Continue Application"



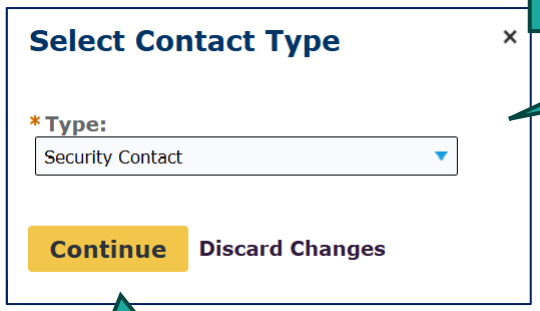
Since we are including a security detail we will need to add another contact for the security personnel.

2. Click "Add New"

Contact Information (continued)

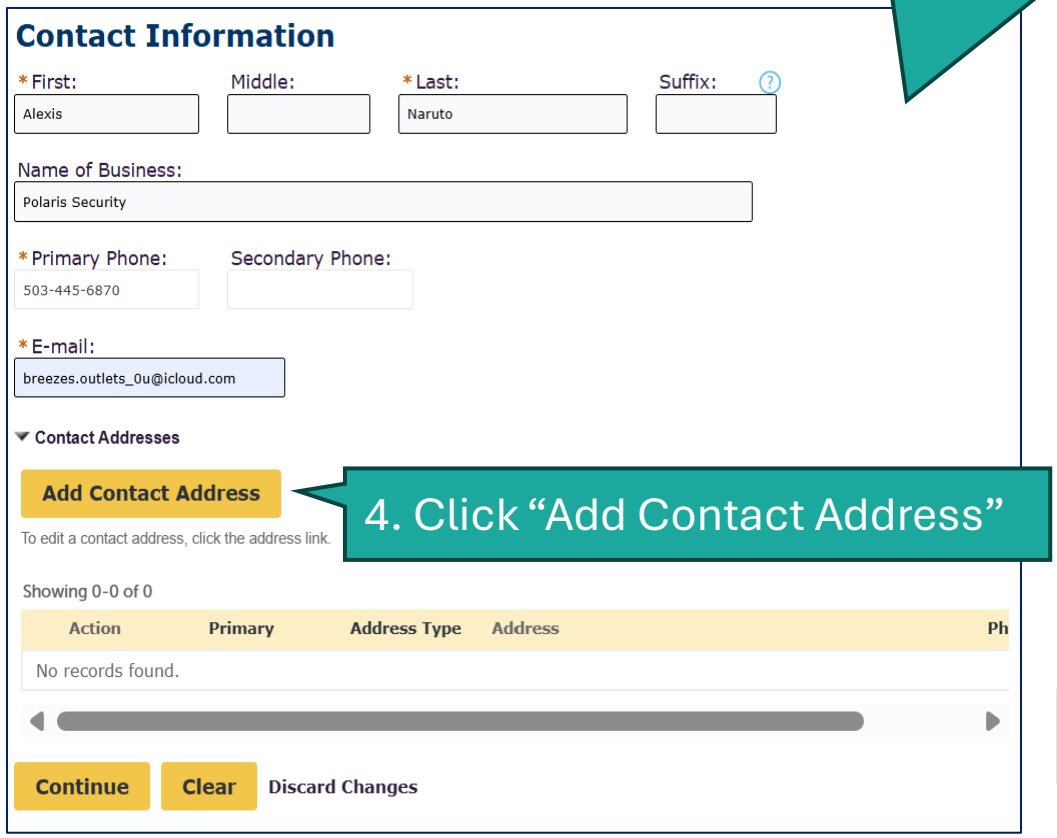
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

1. Select Security Contact from the drop down.



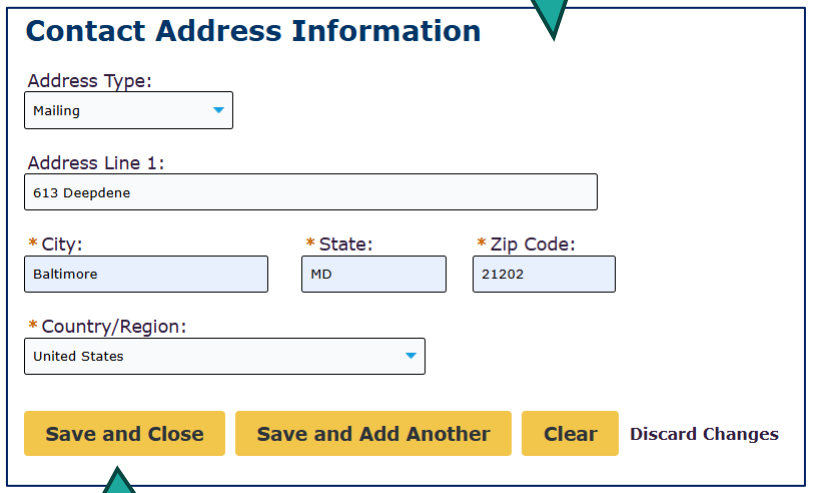
2. Click “Continue”

3. Complete Contact Information



4. Click “Add Contact Address”

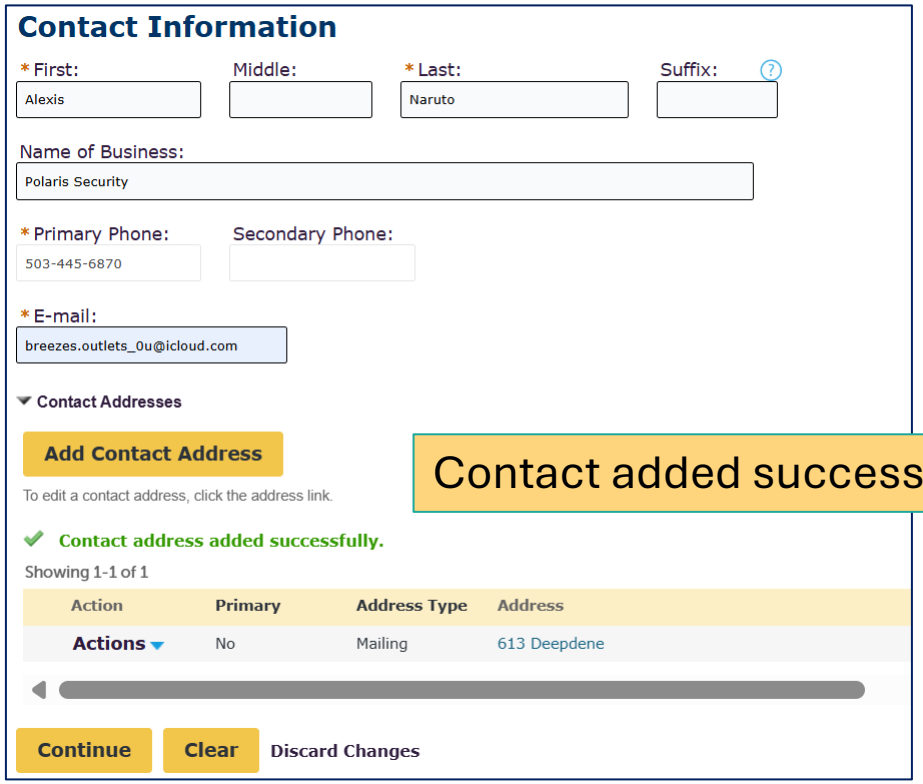
5. Complete Contact Address information



6. Click “Save and Close”

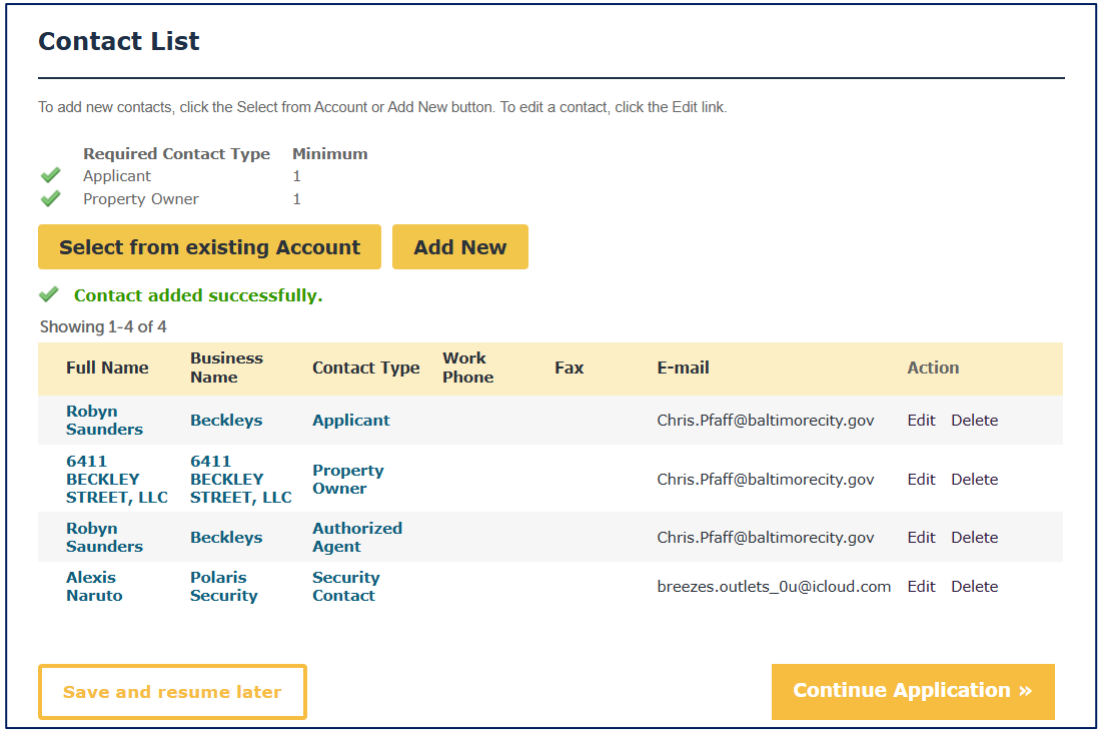
Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Contact added successfully

1. Click “Continue”

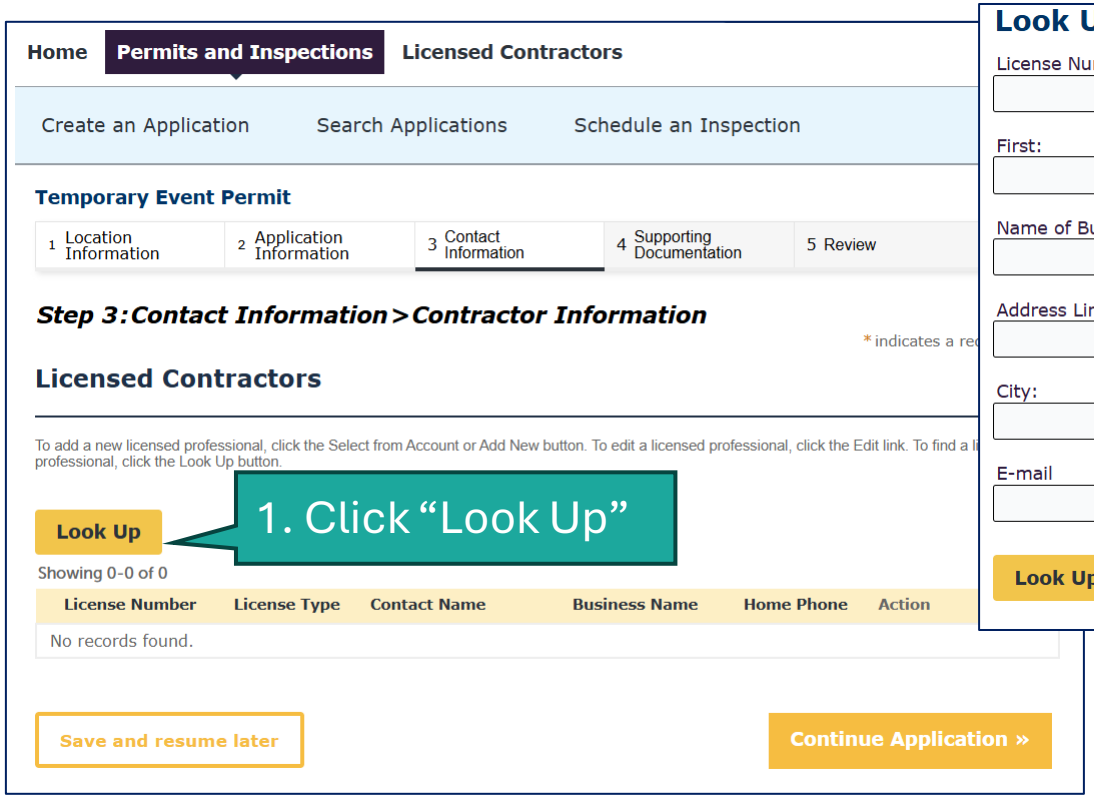


Note all four contacts are showing in our list now.

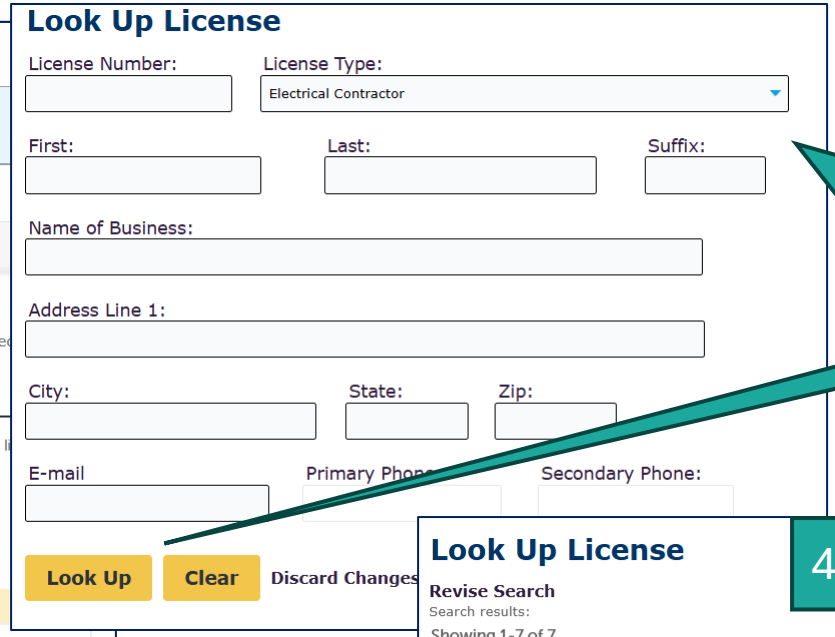
2. Click “Continue Application

Contractor Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

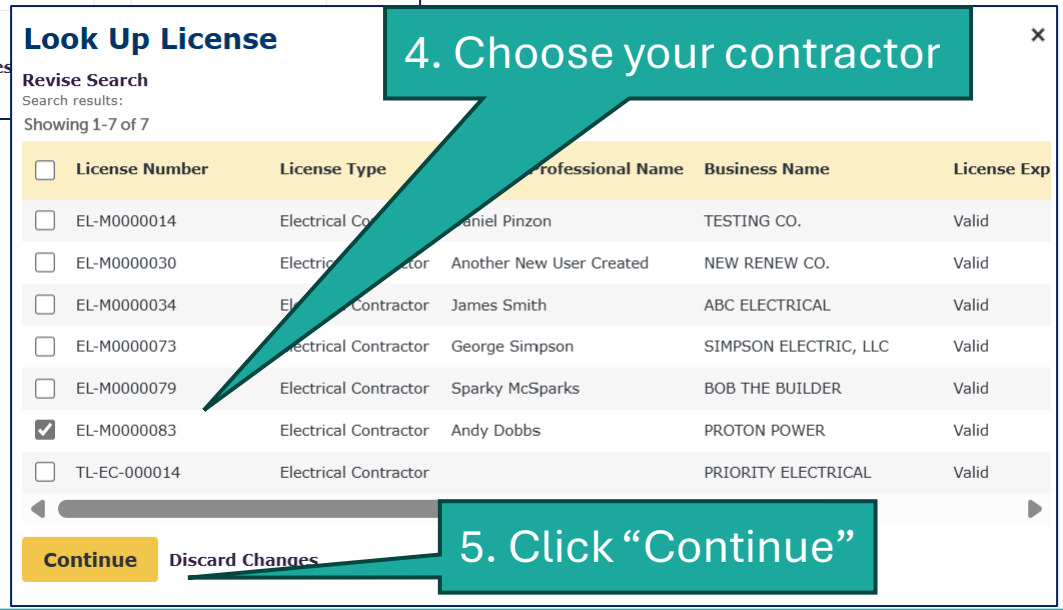


1. Click "Look Up"



2. Enter search criteria. I used the drop down and selected electrical contractor

3. Click "Look Up"



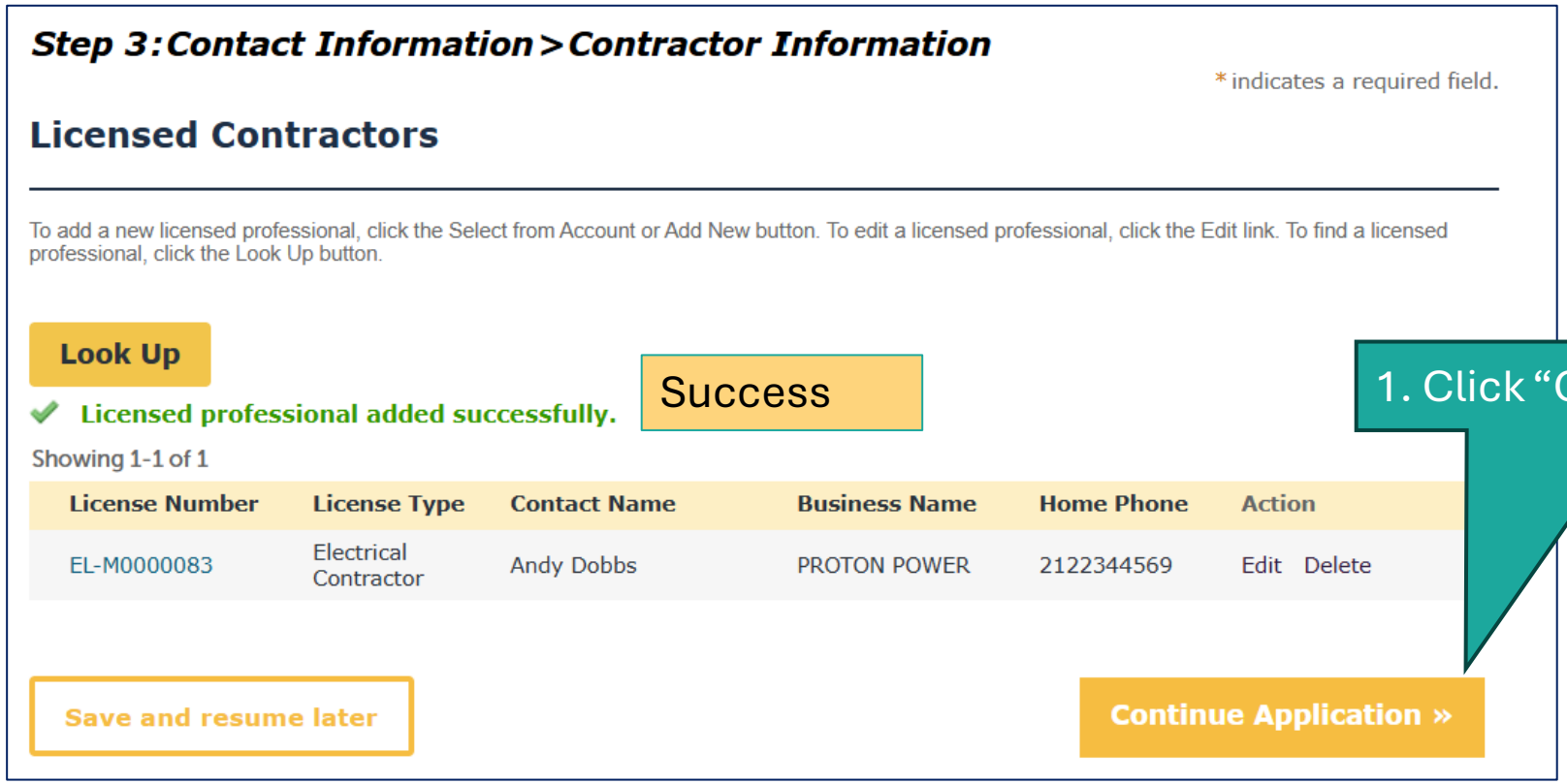
4. Choose your contractor

5. Click "Continue"

Now we need to add contractors to perform the work. Only contractors registered with the City of Baltimore can perform work in the City.

Contractor Information (continued)

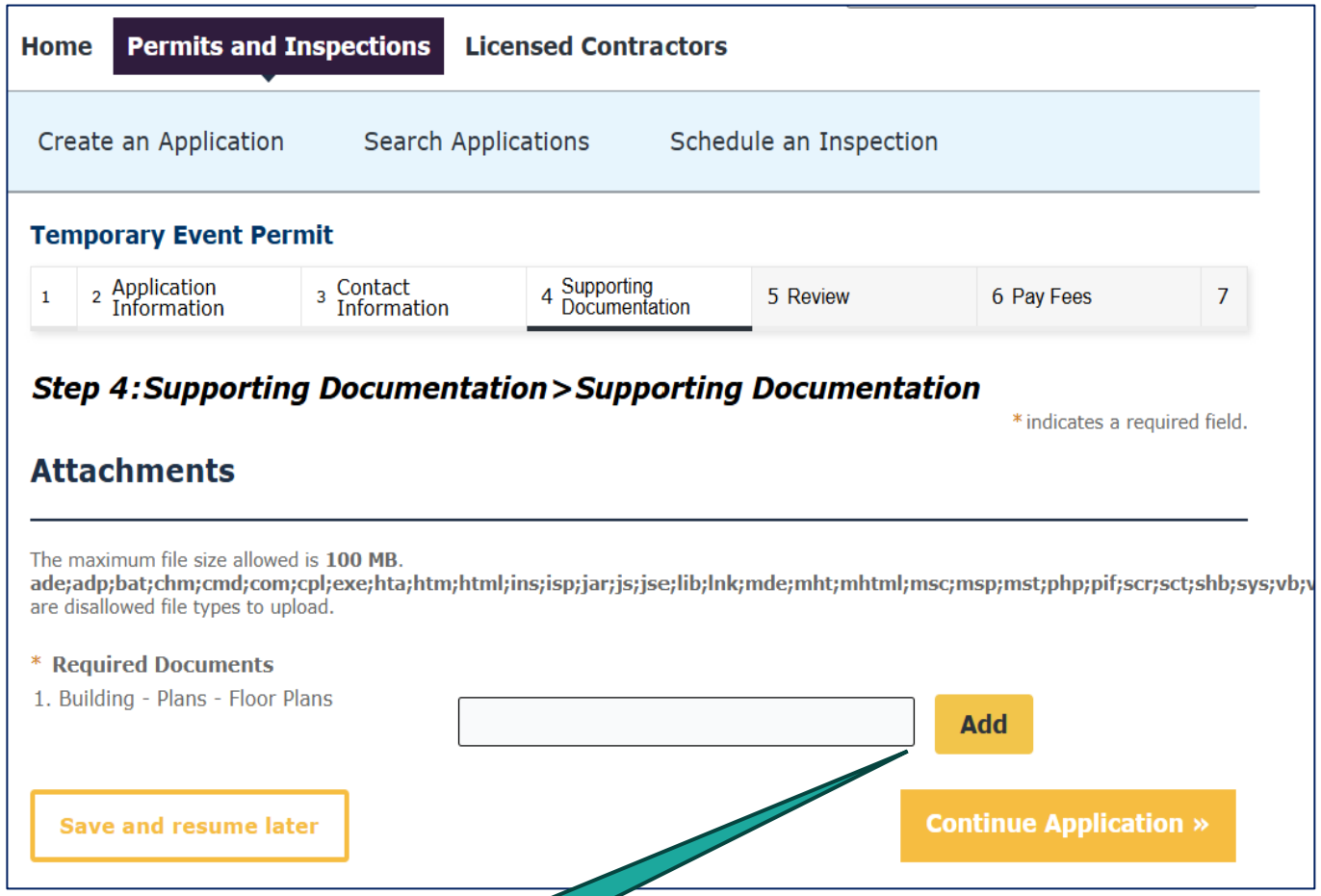
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Once the contractors have been added, you need to upload the plans for your project. The type and number of plans varies according to the type of permit and the amount of work being done.

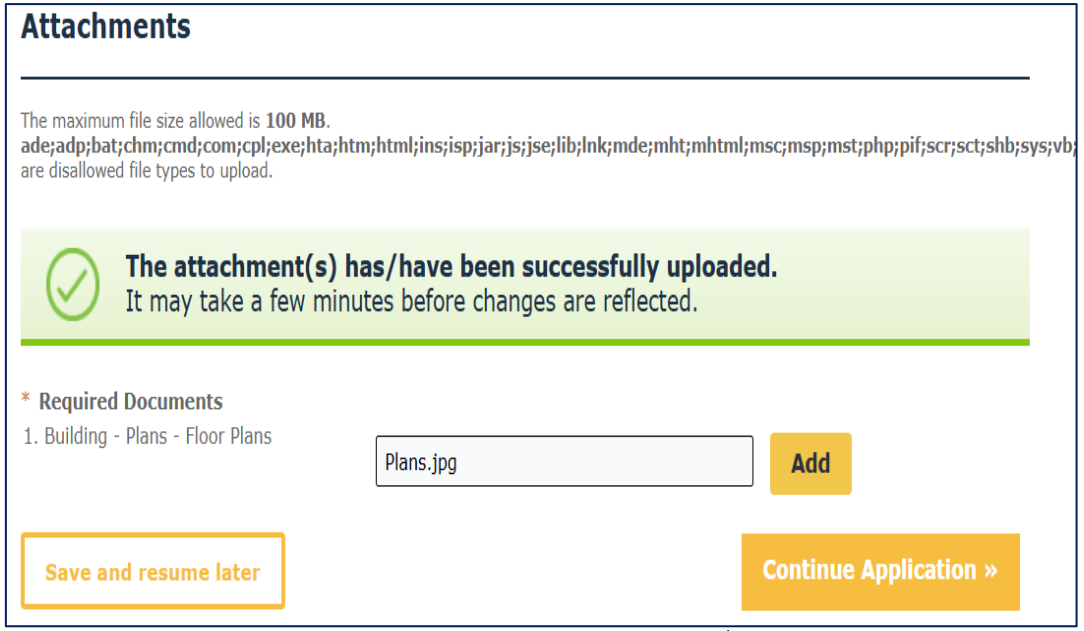
Attachments

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Click “Add”

Select the file to upload.



3. Click “Continue Application”

Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Temporary Event Permit

1 | 2 | 3 Contact Information | 4 Supporting Documentation | 5 Review | 6 Pay Fees | 7 Record Issuance

Step 5: Review

Save and resume later | Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Temporary Event Permit

Address

Edit

6411 BECKLEY ST, 21224- 6538

Parcel

Edit

Parcel Number: 6923 005
Lot: 005
Block: 6923
Year Built: 1999

Owner

6411 BECKLEY STREET, LLC

Project Information

Project Name:Sidewalk Sale
Description of Workset up Tent reserve parking run electric to tent

General Project Info

General Information — Edit

Is this location known as another address?:	No
Estimated Total Cost:	50000
Total Event Area:	1000
Existing Use:	Parking Lot
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 Enviornmental 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 prior statement.:	Yes

1. Review the information provided. If you need to make any changes, use the “Edit” button in the section that needs to be changed.

Planning and Zoning Detail

Planning and Zoning Info — Edit

Zoning Classification:	I-2
Flood Zone:	X
Traffic Mitigation Zone:	No
Historic District:	No
Central Business District:	No
Urban Renewal:	No
Fire District:	No
Planned Unit Development:	Yes
Landmark:	No
Critical Area:	Yes
Subdivision:	No

Event Detail

Event Information — Edit

Name of Event:	Memorial Day Sale at Beckleys
nt:	6411 Beckley St Parking Lot
	Bazaars
	Short Term (less than 6 months)
Date:	03/29/2025
ate:	03/31/2025
	3
t:	Days
uctured be erected?:	Yes
Required?:	Yes
nechanical equipment be involved?:	No
t:	No
	No
	No
Is this an indoor or outdoor event?:	Outdoor Only
Fund Raising:	No

Event Checklist

Event Checklist — Edit

Estimated Number of Attendees:	500
Are you selling tickets for your event?:	No
Will you have an event flyer or signs?:	Yes
Do you have a security plan for your event?:	Yes
Number of Armed Security:	0
Number of Unarmed Security:	1
Are you doing any bonfires, open burning, or fireworks?:	No
Will EMS be Required?:	No
Parking Impact:	Yes
Number of Parking Spaces:	50
Street Closure Required:	No
Barricade Needed:	No
Have you obtained Baltimore City Department of Transportation approval?:	No

Review (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Hours Info

Event Hours — Edit

Week Day	Proposed Start Time	Proposed End Time
Saturday	10:00	19:00
Sunday	10:00	17:00
Monday	10:00	17:00

Health and Controlled Substance Details

Health and Controlled Subst — Edit

Will there be alcohol (beer/wine/liquor) at this event?:	No
Does the event take place at a licensed Cannabis On-site Consumption Establishment?:	No
Does the event take place at a designated Hookah Lounge?:	No
Smoking will be allowed at the event:	No

Temp Structure Info

Temporary Structure Info — Edit

Type of Structure	Other Structure	Length	Width	Height	Total Area	Quantity	Will any cooking or heating be done on or under this structure?	Material	Other Material	Notes
Tent		40	40	10	1600	1	No	Vinyl		

Electrical Fixture Detail

Electrical Fixtures — Edit

Description	Unit Multiplier	Units	Quantity	Notes
Fixtures and Devices		Fixtures	12	Electric outlets to power lights and computers

Mechanical Detail

Mechanical Work — Edit

No Custom Lists data for the sub group above.

Contact Detail

Responsible Parties — Edit

Applicant Role:	Business Owner
Owner as Contractor:	No
Property Owner is a Business?:	Yes
Non-Profit:	No

1. Click in the box to agree with certifications

2. Click “Continue Application”

Contact List

Edit

Required Contact Type	Minimum
Applicant	1
Property Owner	1

Showing 1-4 of 4

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Robyn Saunders	Beckleys	Applicant			Chris.Pfaff@baltimorecity.gov	Edit
6411 BECKLEY STREET, LLC	6411 BECKLEY STREET, LLC	Property Owner			Chris.Pfaff@baltimorecity.gov	Edit
Robyn Saunders	Beckleys	Authorized Agent			Chris.Pfaff@baltimorecity.gov	Edit
Alexis Naturo	Polaris Security	Security Contact			breezes.outlets_0u@icloud.com	Edit

Licensed Contractors

Edit

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Home Phone	Action
EL-M0000083	Electrical Contractor	Andy Dobbs	PROTON POWER	2122344569	Edit

Attachments

Edit

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;s are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Plans.jpg		62.01 KB	12/10/2024	Actions

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 confirmation is the legal

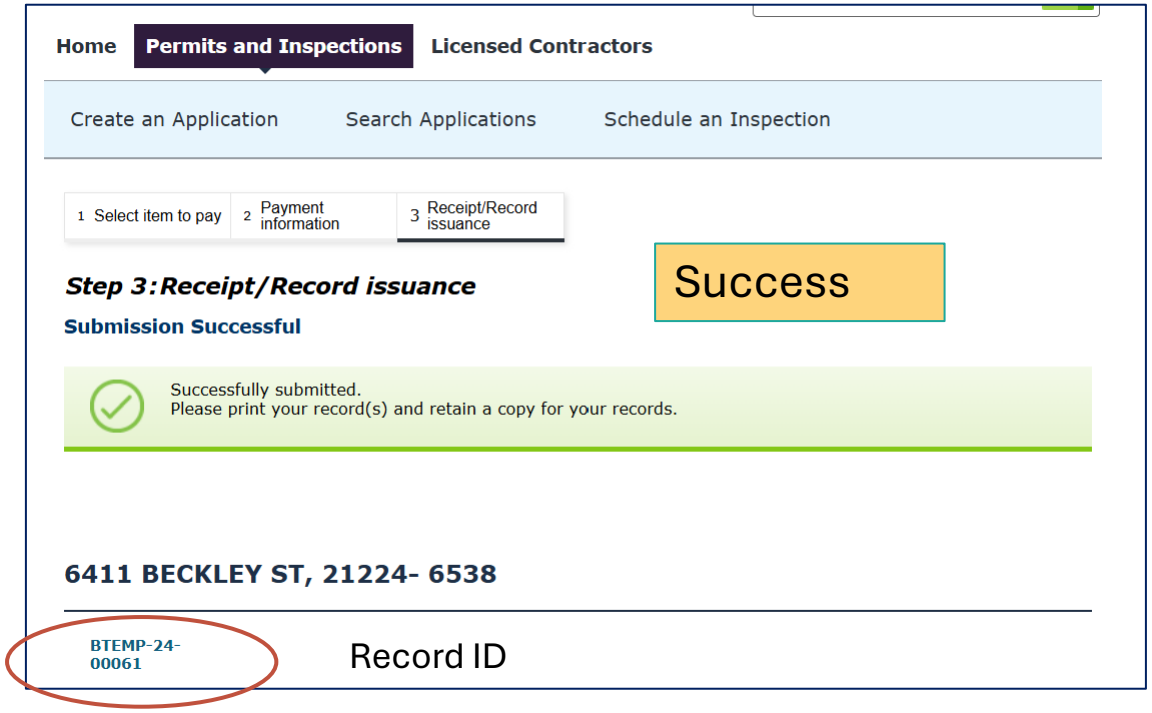
☐ By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

Success



Once application is complete you will see the screen for receipt/record issuance with your Record ID number on it. You will also receive an email confirming that the application has been received.

E-Permits

Razing and Moving Permit

Topics

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

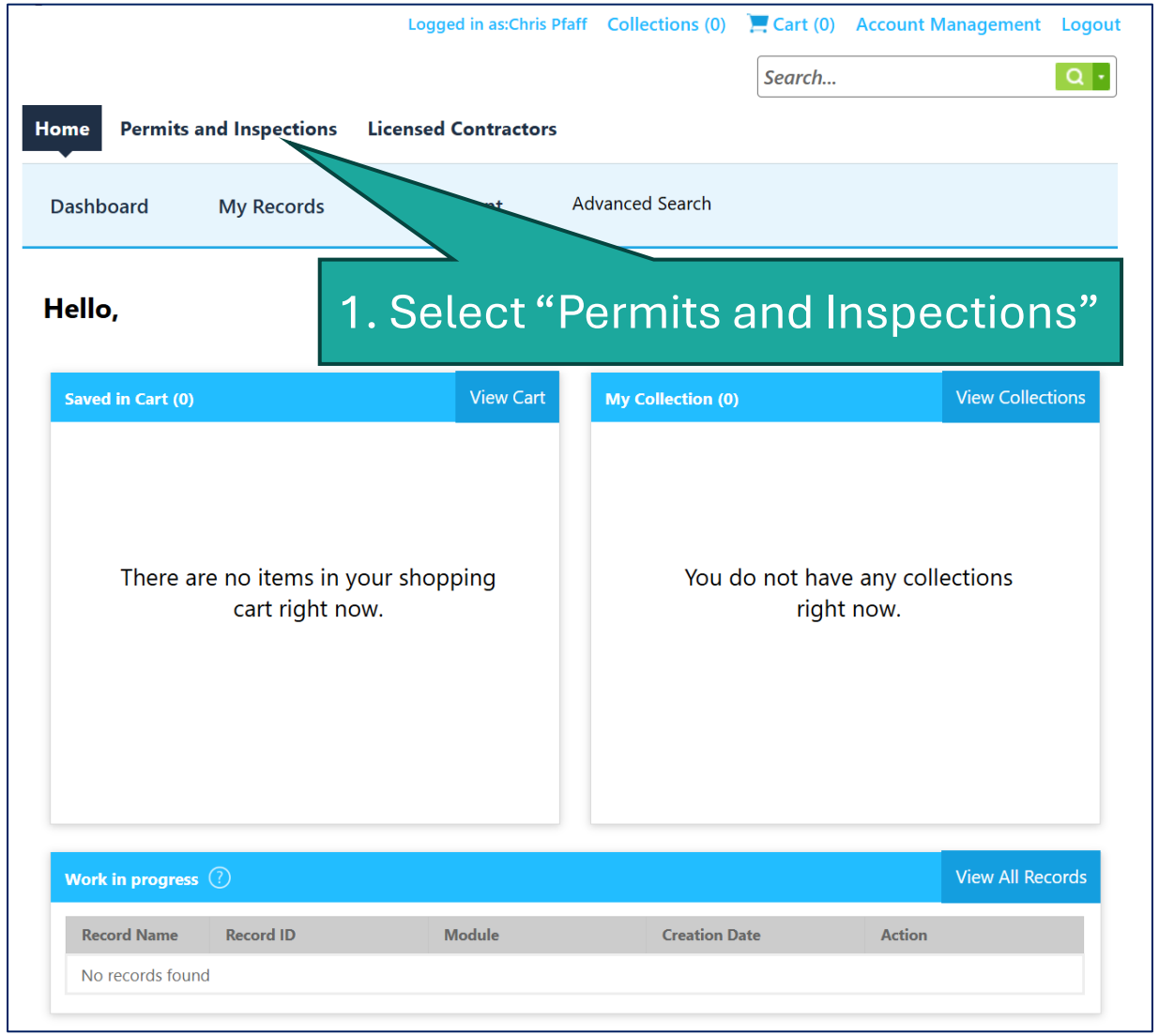
- Requirements
- Sign into your E-Permit Account
- Create Permit Application
- Work Location Information
- Property Information
- Project Information
- Demolition Information
- Contact Information
- Professional Trade Contractor Selection
- Required Documentation
- Application Review and Submittal

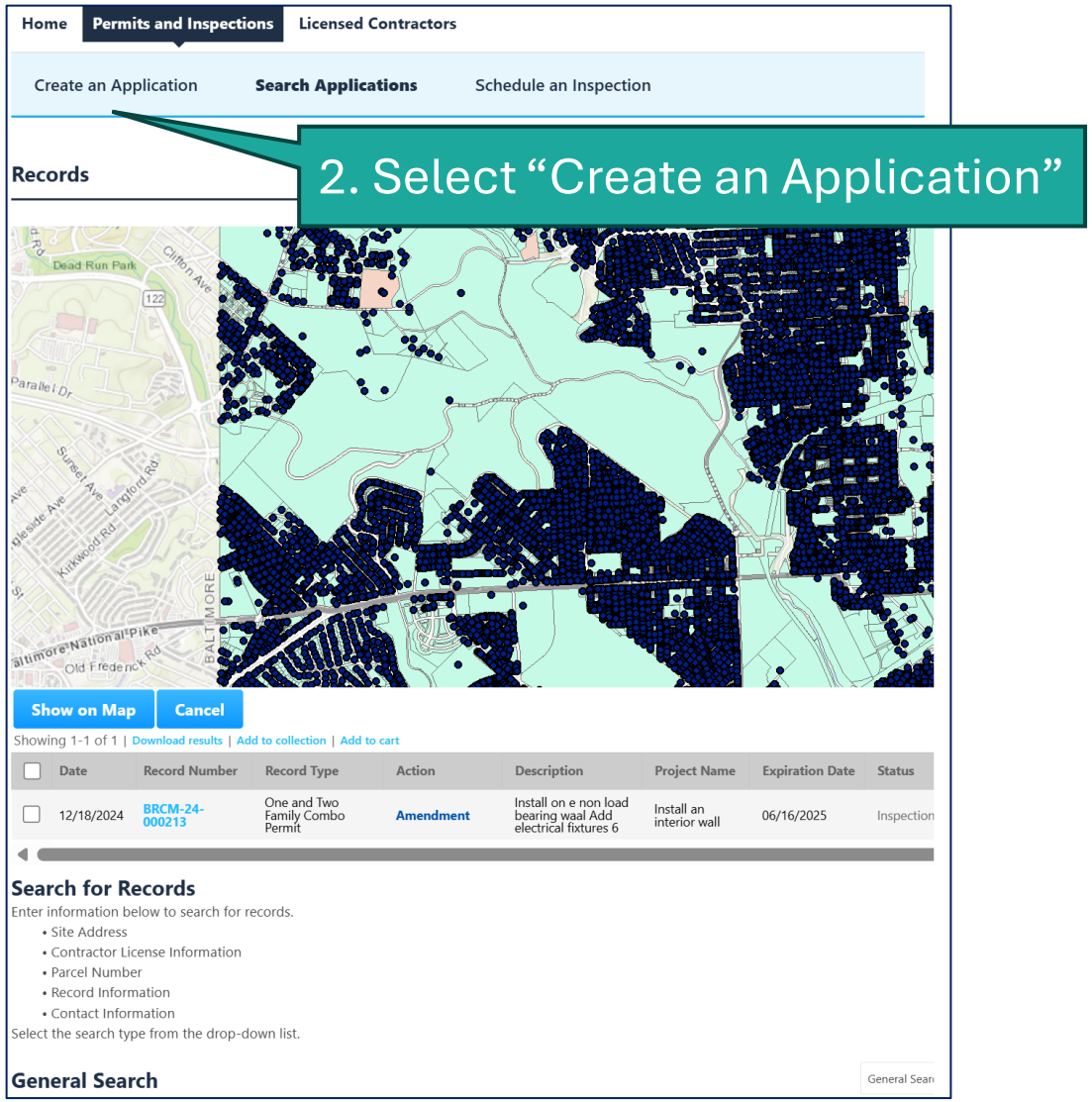
Requirements

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- E-Permit Account
- Property Address and Owner
- Applicant Name and Address
- Property Information
- Work to be Performed
- Licensed Professional Name and Address
- Documents – There may be more depending on the location and number of attachments –for more information on documentation requirements see the Razing Packet on the DHCD website.
  - Owner's Acknowledgement of Demolition Affidavit
  - Recyclable Debris Affidavit
  - Certificate of Treatment & Abatement
  - Adjoining Neighbor Notification
  - Bureau of Water & Wastewater Forms
  - MD Department of Environment Form
  - Site Plan

Create a Permit Application



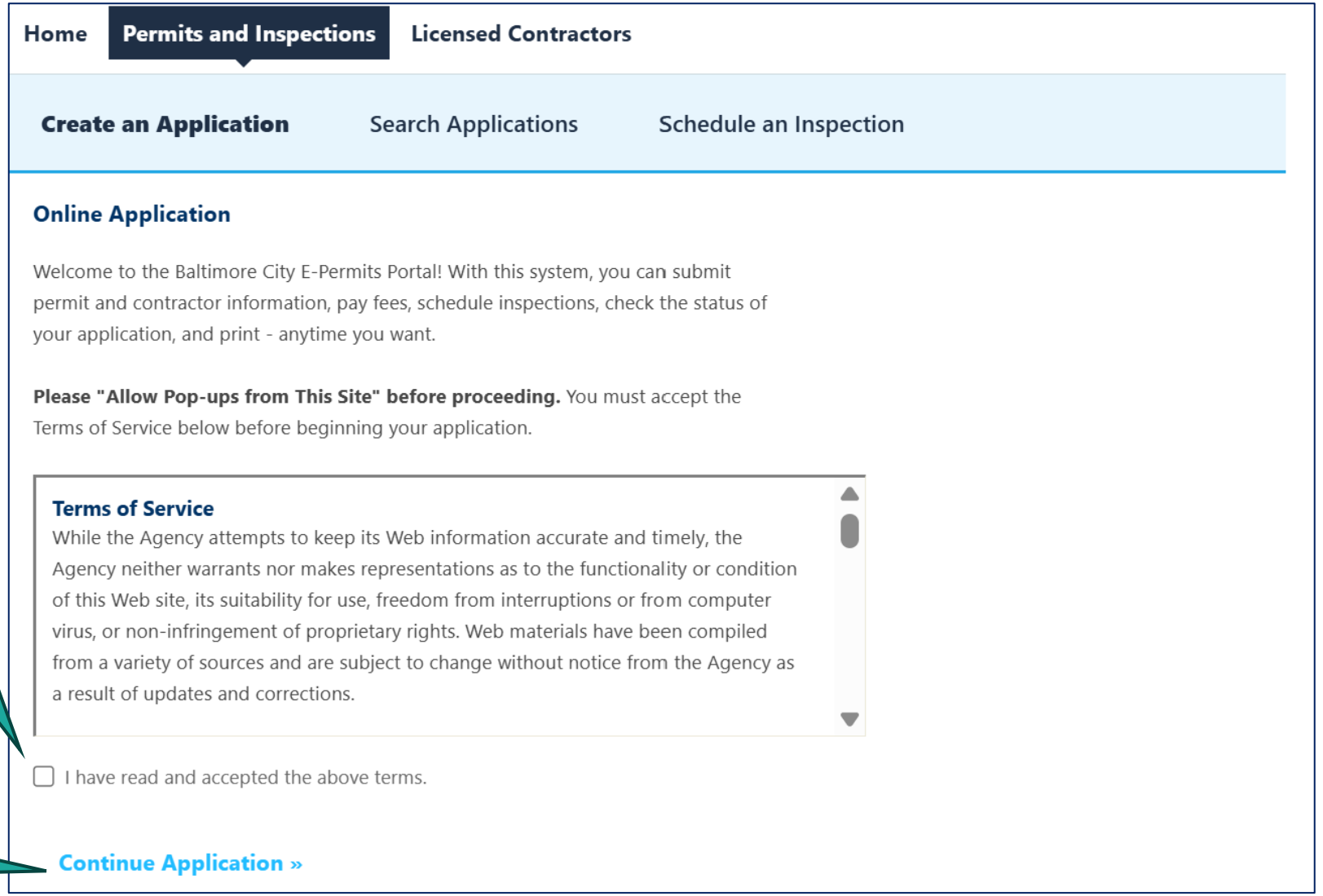


Create a Permit Application

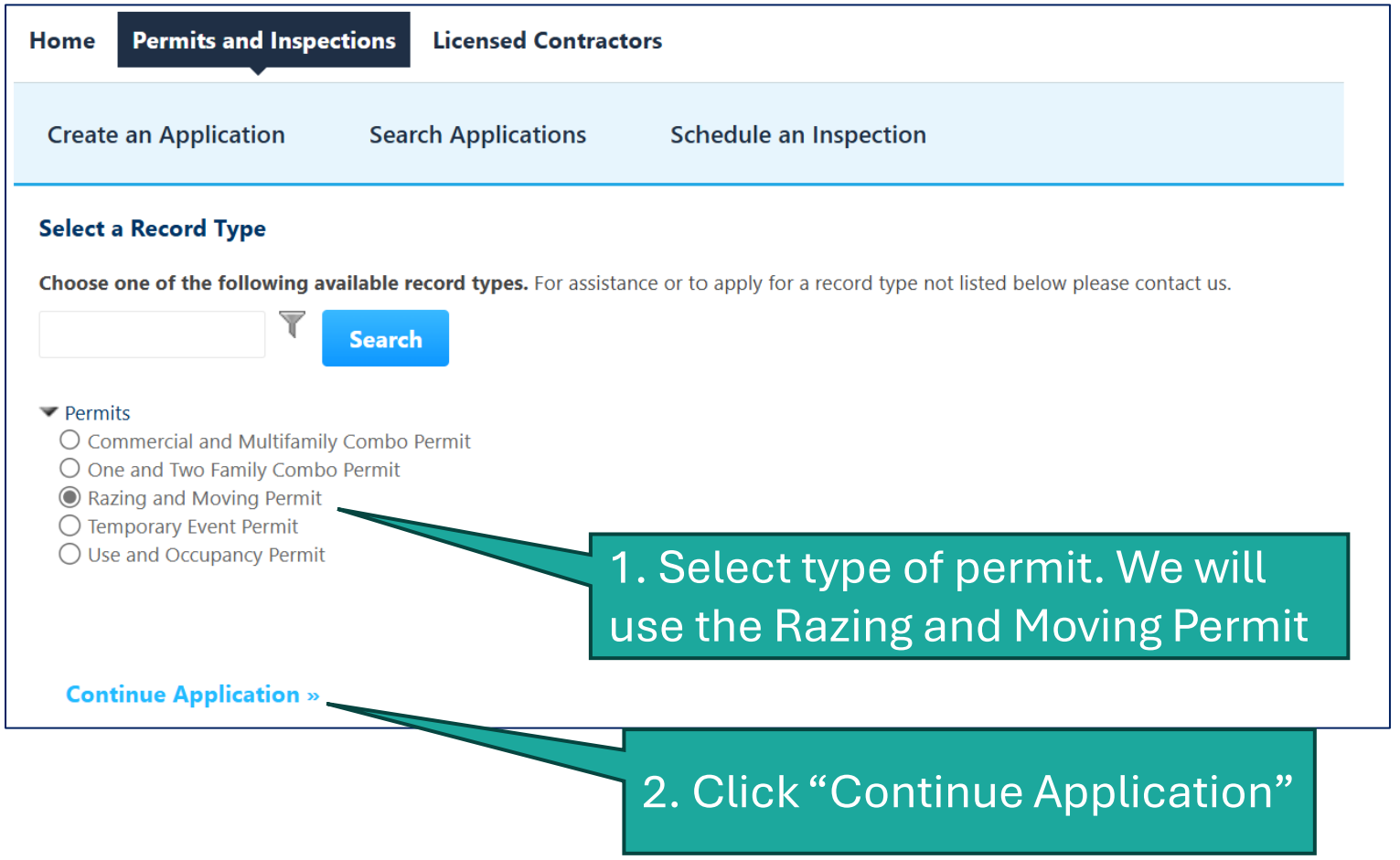
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

1. Read the Terms of Service and check the box

2. Click “Continue Application”



Select Permit Type



Work Location Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Home | Permits and Inspections | Licensed Contractors

Create an Application | Search Applications | Schedule an Inspection

Razing and Moving Permit

1 Location Information | 2 Application Information | 3 Contact Information | 4 Supporting Documentation | 5 Review

Step 1 : Location Information > Work Location

Show Map

* indicates a required field.

Address

*Street #.: 613 | Fraction: | Direction: --Select-- | *Street Name: DEEPDENE

Street Type: RD | Suf Dir: --Select-- | Unit #:

Zip Code: 21210 | Zip Ext: 2127

Search | Clear

Parcel

*Block: 4921 | *Lot: 013 | *Parcel Number: 4921 013

3. Click "Search"

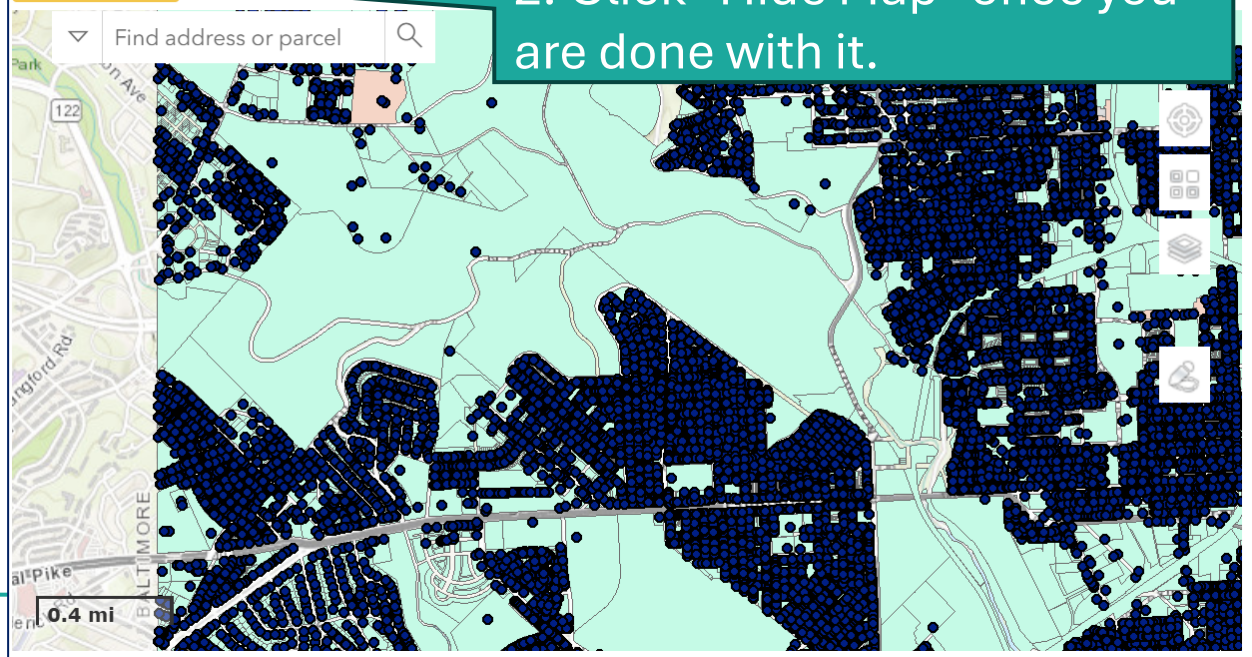
You can select the property using the map or just fill in the fields under Address. If you use the map, the address fields will be populated.

1. At a minimum enter the Street # and Street Name. If needed, use the drop-down arrows provided for additional information.

Step 1 : Location Information > Work Location

Hide Map

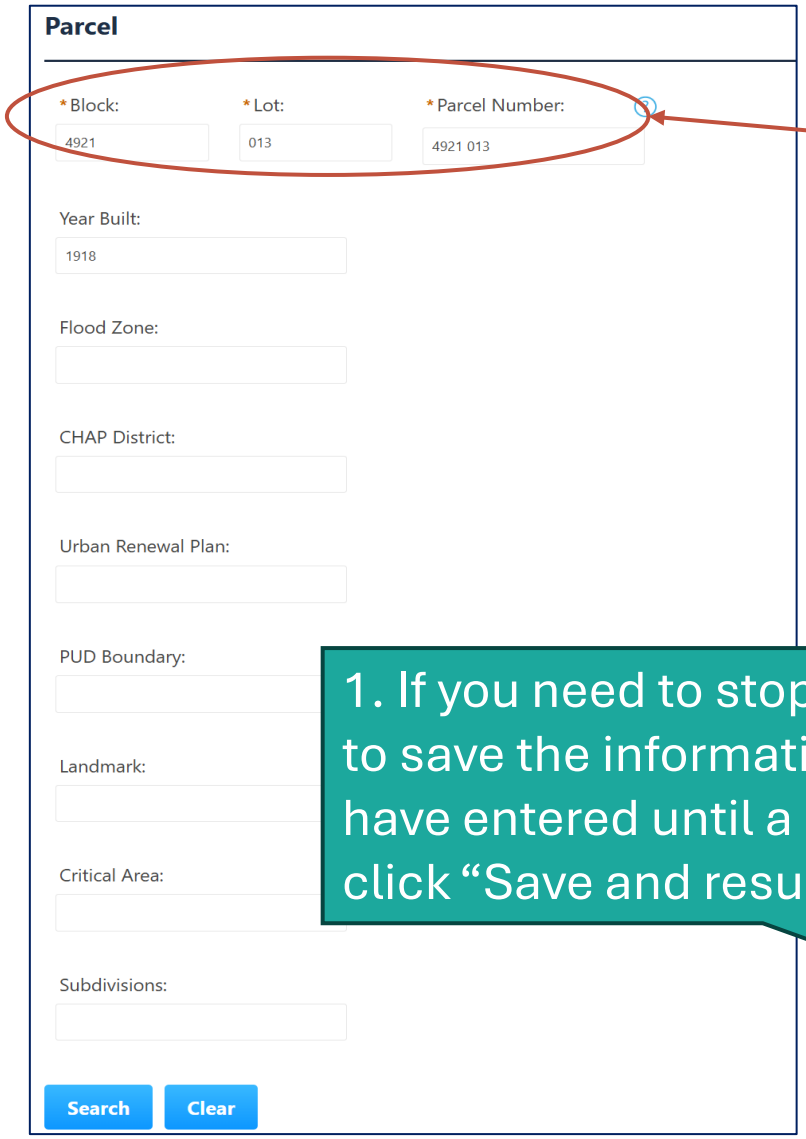
2. Click "Hide Map" once you are done with it.



* indicates a required field.

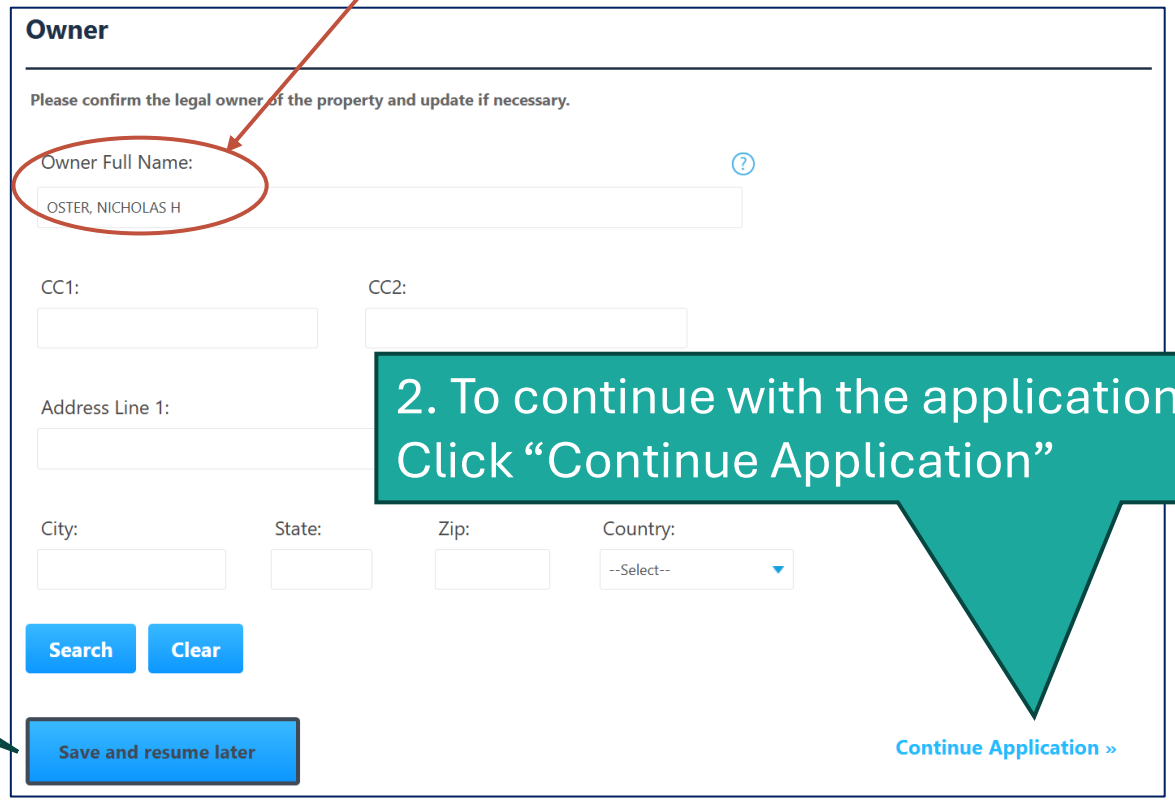
Work Location Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Completing the Street # and Street Name from the Address section should populate the required fields shown on these screens.

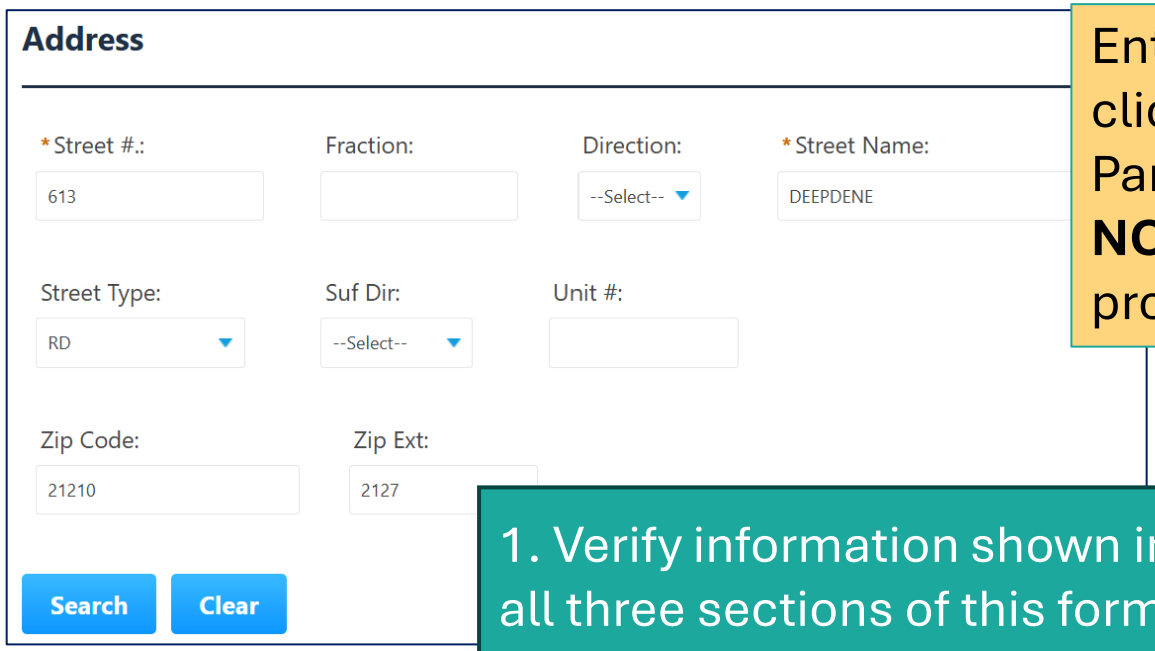
1. If you need to stop and want to save the information you have entered until a later time, click “Save and resume later”



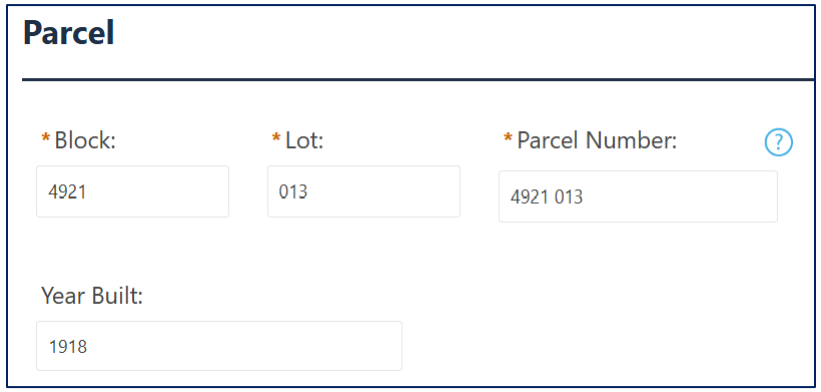
2. To continue with the application, Click “Continue Application”

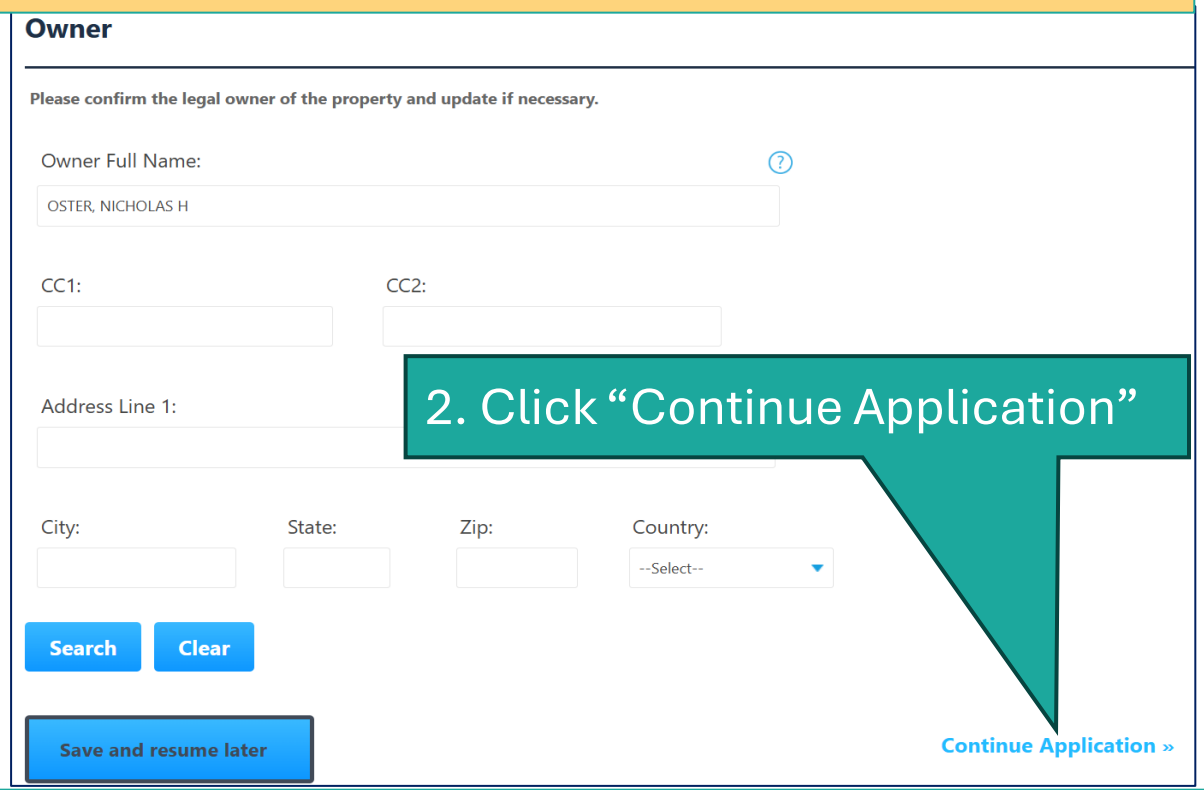
Property Information

Entering the information in the Address section and clicking on “Search” populated the information in the Parcel and Owner sections.
NOTE: The owner information is for the legal owner of the property, NOT the lessee/tenant.



1. Verify information shown in all three sections of this form

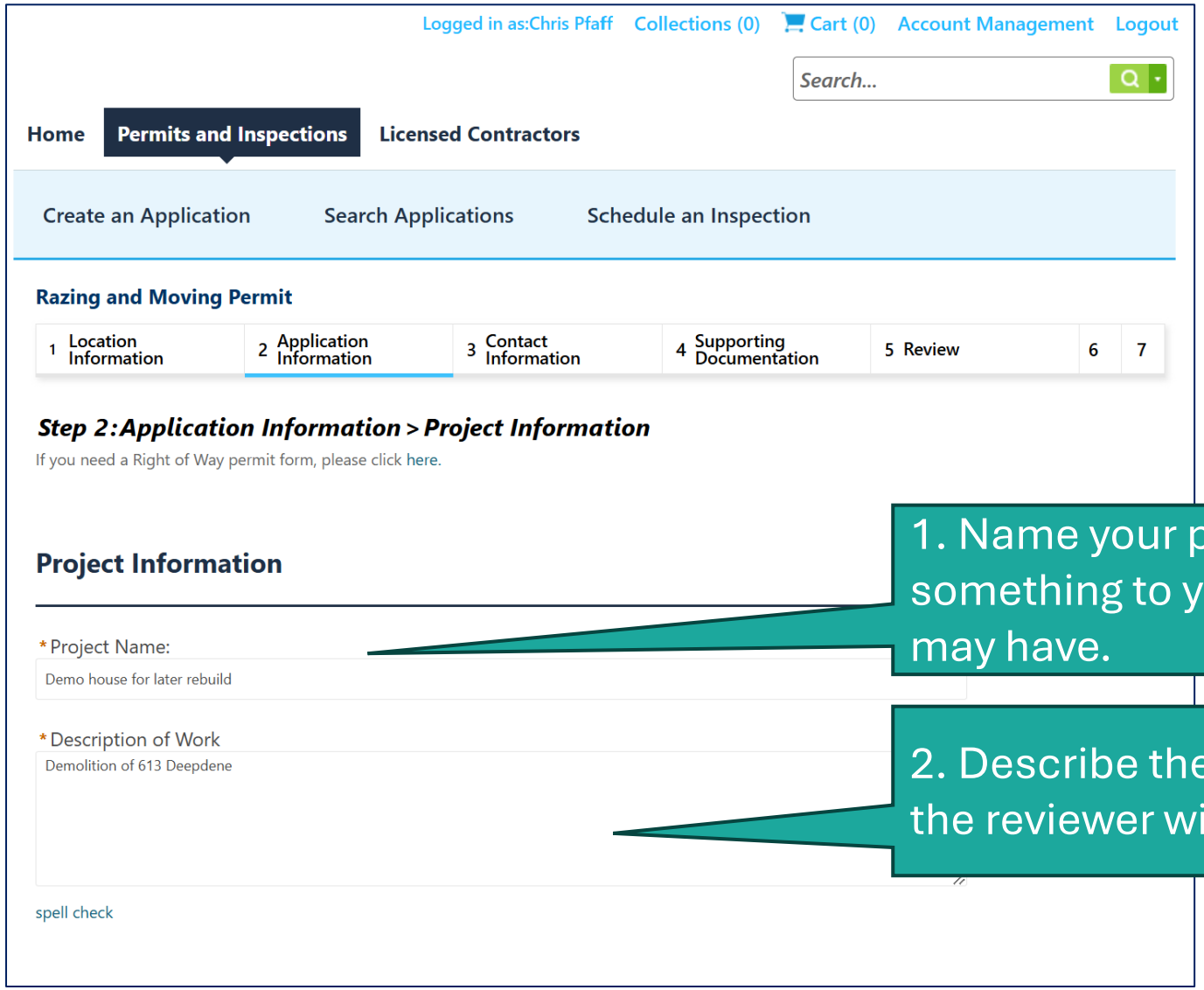




2. Click “Continue Application”

Project Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

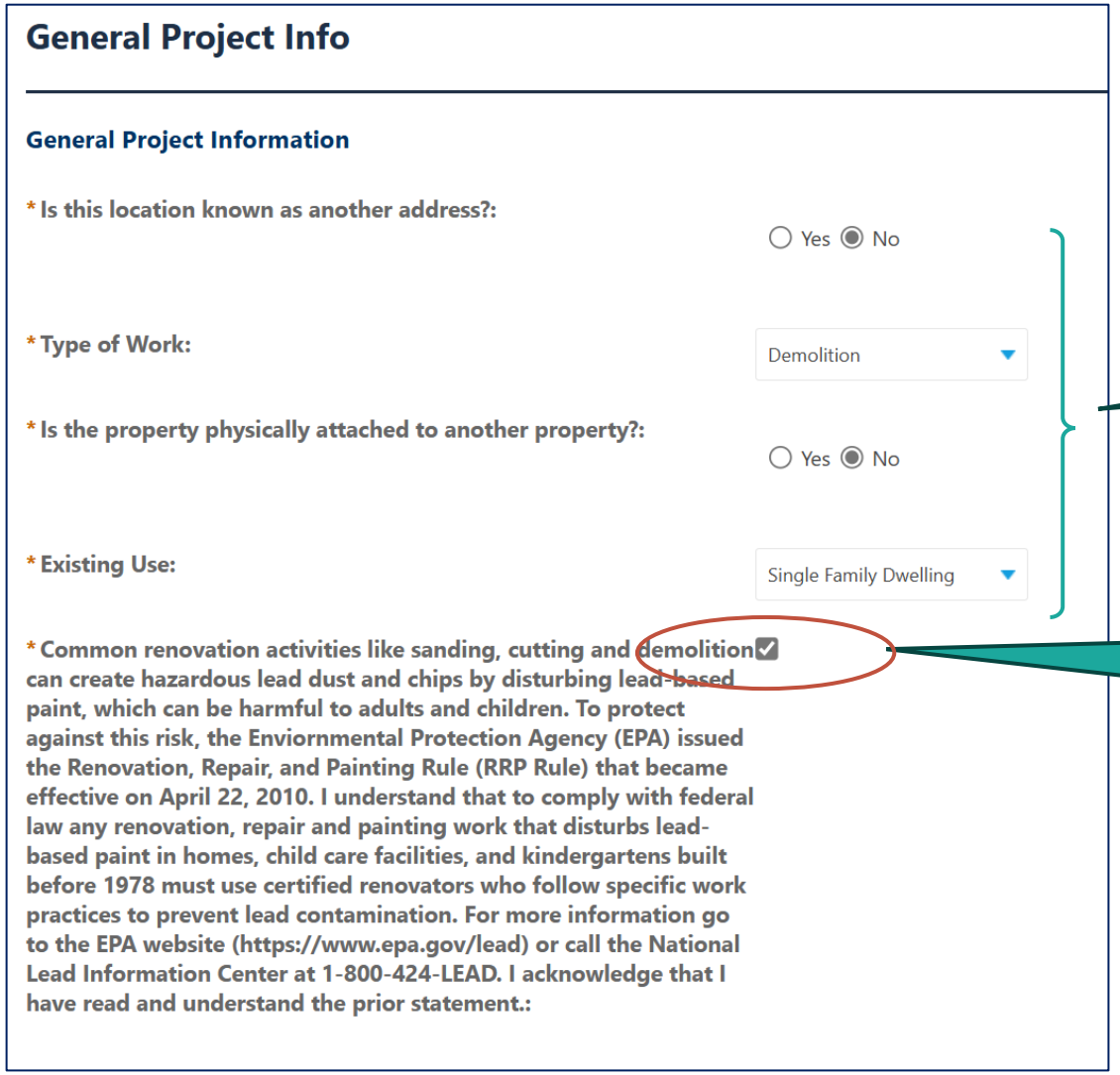


1. Name your project. Make it something that means something to you and is different from other projects you may have.

2. Describe the work to be done. Provide enough detail that the reviewer will understand what you are doing.

Project Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

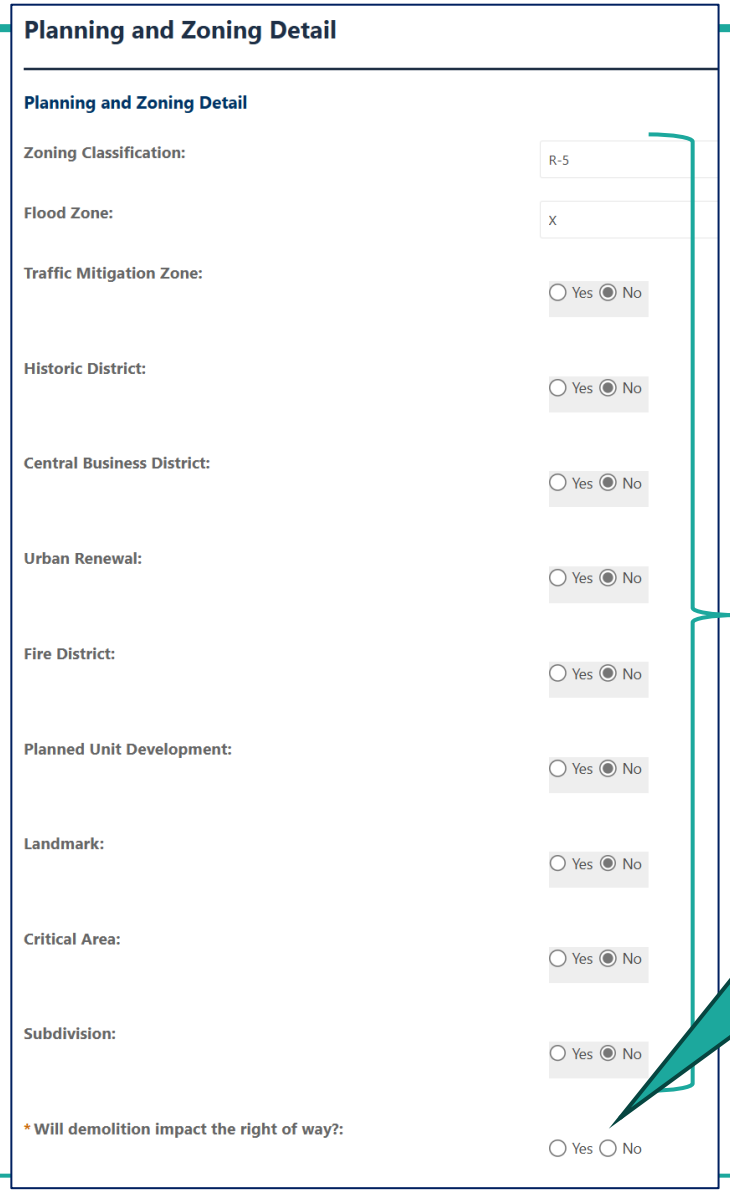


1. Complete all required information regarding the property where work is to be performed

2. Read and acknowledge the lead paint notification

Property Zoning Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

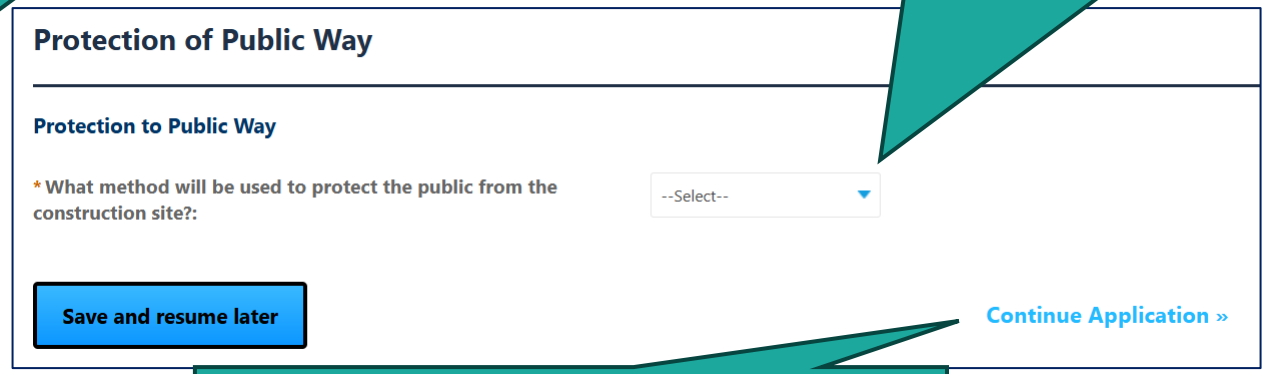


Auto filled

Based upon where the property is located there may be zoning considerations for the project. In this case the first set of line items are already filled in for you. The Yes/No area has a grey background to indicate that no action is required on your part.

1. Complete the last question. If you say Yes, you will get the popup below.

2. Select the option for separating the project area from the public. I used a fence.



3. Click “Continue Application”

Demolition Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Demolition Details need to be provided to determine scope of project and potential documentation requirements.

Razing and Moving Permit

Step 2: Application Information > Demolition Information

Demolition Detail

Demolition Detail

Building Condition: Substandard

Method of Razing: By Machinery

Is there a basement that will be backfilled?: ○ Yes ◉ No

1. Complete all required information regarding the proposed demolition. Is the condition standard or substandard, and will you be using machines to perform the work.

Add Building/Structure Info

Buildings to be Razed

The buildings/structures to be razed can be add

Showing 0-0 of 0

	Type	Count	Story	Length	Area	Volume	Water or Sewer Connection	Notes
No records found.								

2. Click "Add Building/Structure Info"

Add Building/Structure Info | Edit Selected | Delete

Showing 1-1 of 1

	Type	Count	Story	Length	Width	Height	Area	Volume	Water or Sewer Connection	Notes	
☐	Building or Structure(Masonry)	1	2	30	40	25	1200	30000	Yes		Actions

Add Building/Structure Info | Edit Selected | Delete Selected

3. Complete pop up

Buildings to be Razed

The buildings/structures to be razed can be added here. You may add multiple accessory structures. Only ADD ONE BUILDING OR MAIN per permit.

*Type: --Select--

*Count:

*Story:

*Length:

*Width:

*Height:

Area:

*Water or Sewer Connection: ○ Yes ○ No

Notes:

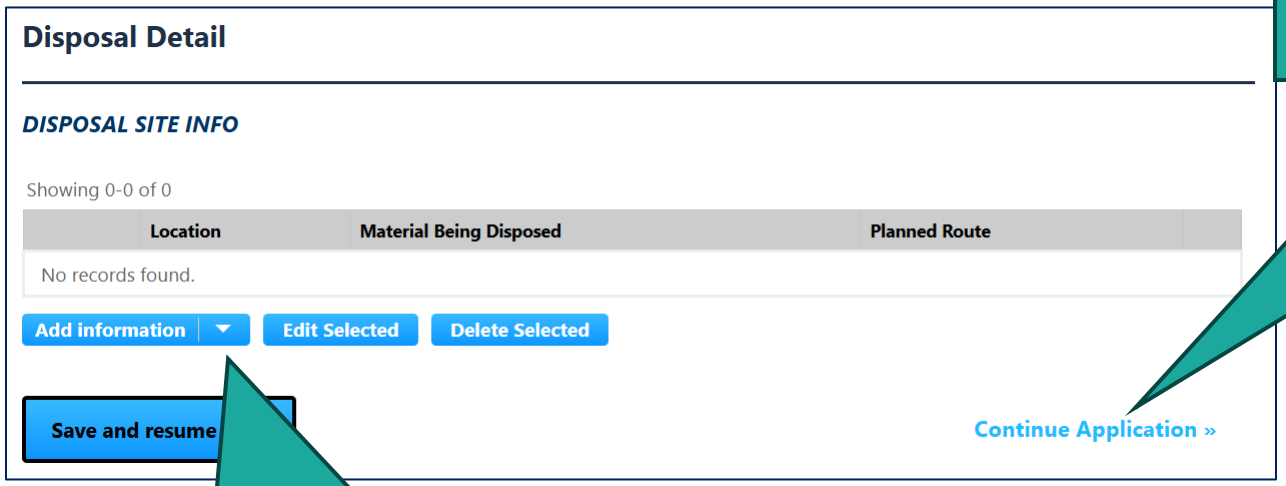
spell check

Submit | Cancel

4. Click "Submit"

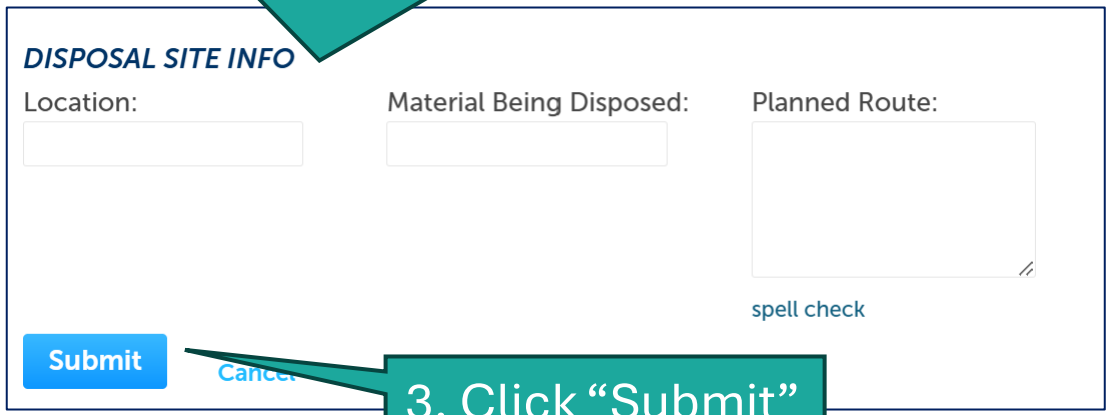
Demolition Disposal

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



4. Click "Continue Application"

2. Complete the pop-up form.
NOTE: Semi colons are not accepted.

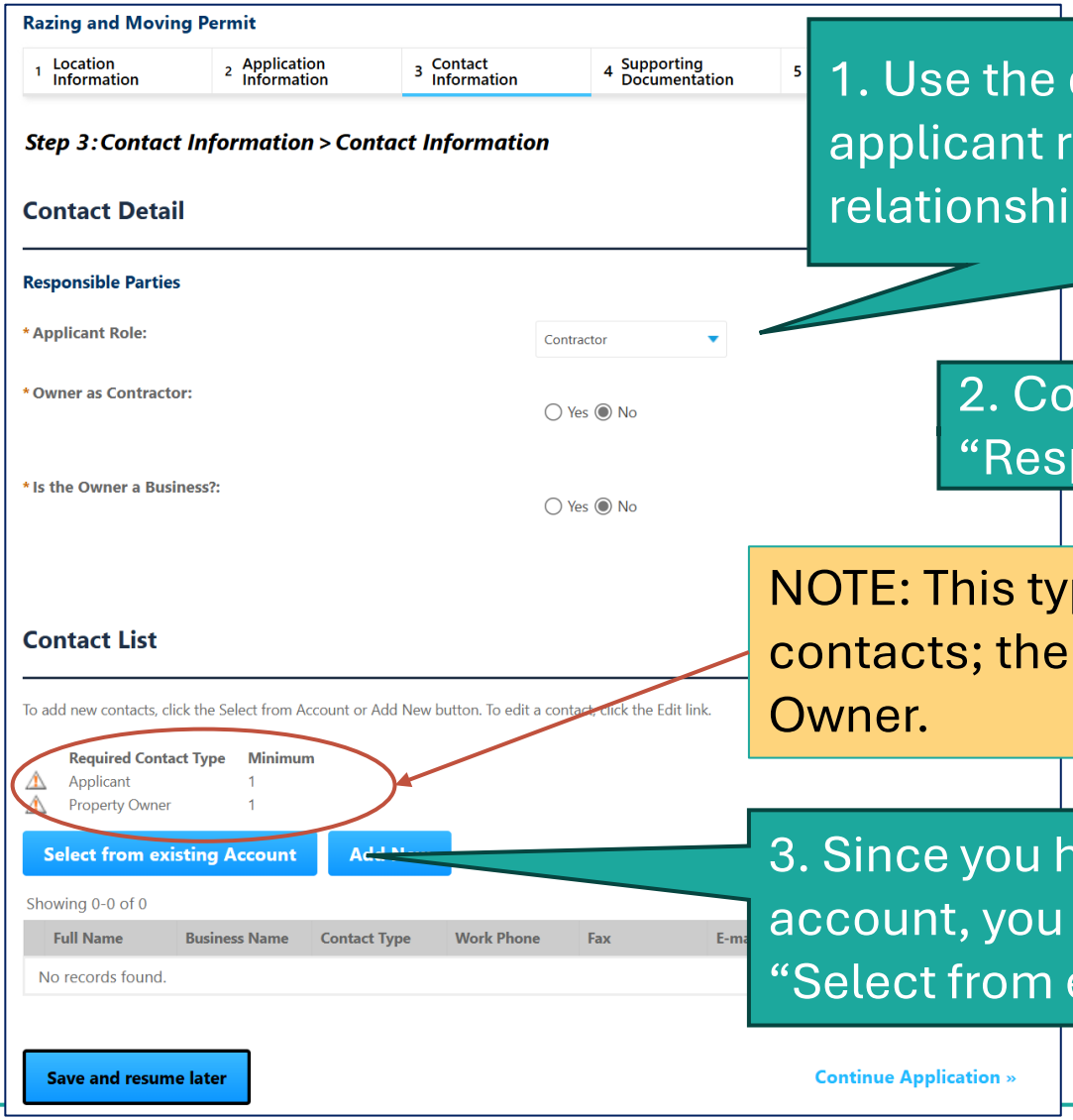


3. Click "Submit"

1. Click blue "Add Information" button. The drop-down arrow allows you to add multiple rows. We are only using one row for this application.

Contact Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



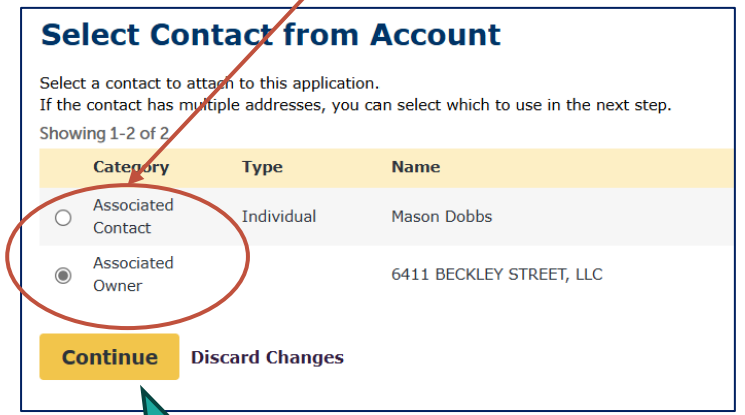
1. Use the drop down to select the applicant role. (Your role – What is your relationship to the project.)

2. Complete the rest of the "Responsible Parties" section.

NOTE: This type of permit requires two contacts; the Applicant and the Property Owner.

3. Since you have registered for an account, you are in the system so use "Select from existing Account"

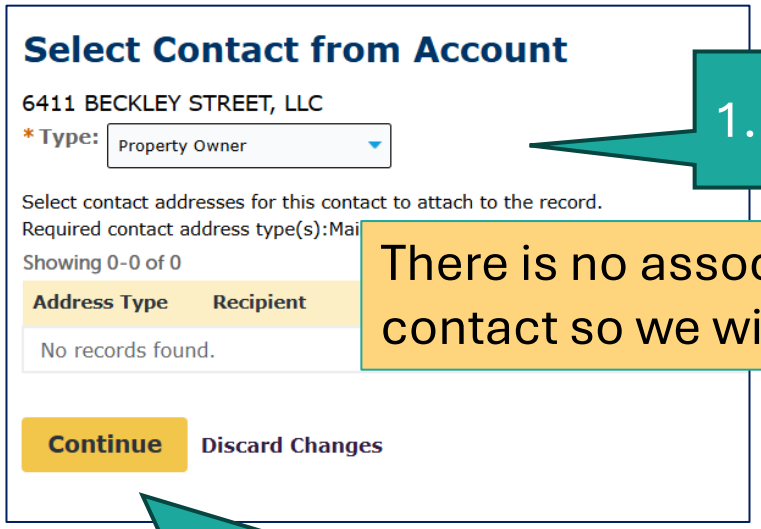
The popup shows the names associated with the property



4. Click "Continue"

Contact Information (continued)

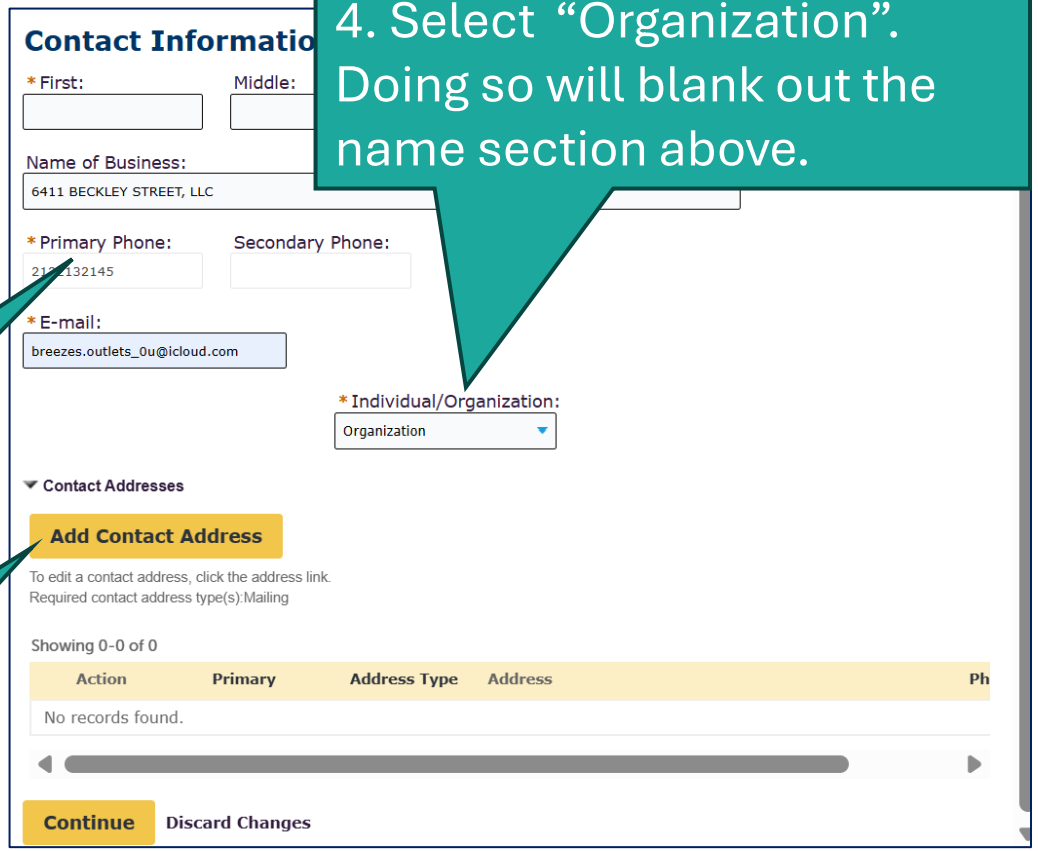
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Select the Property Owner

There is no associated address for this contact so we will need to add one.

2. Click "Continue"



4. Select "Organization". Doing so will blank out the name section above.

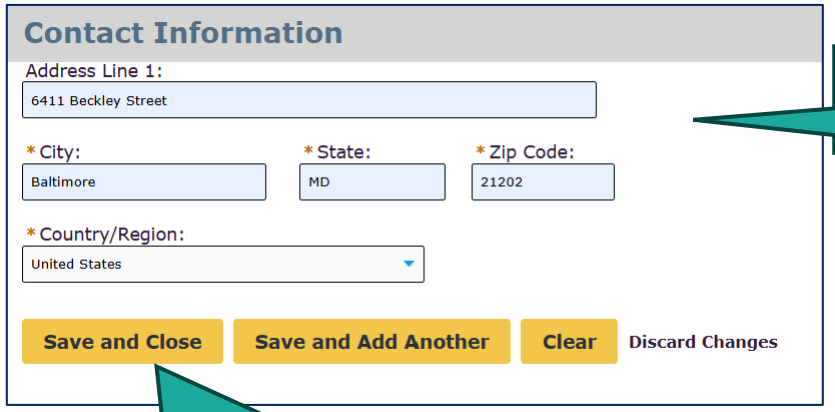
3. Add "Primary Phone"

5. Since no address is shown, click "Add Contact Address"

6. Click "Continue"

Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



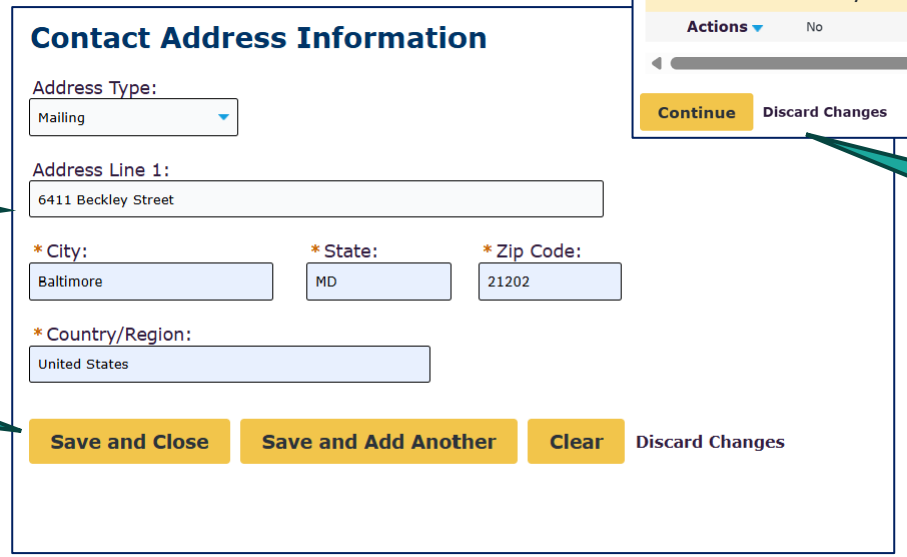
1. Complete the address

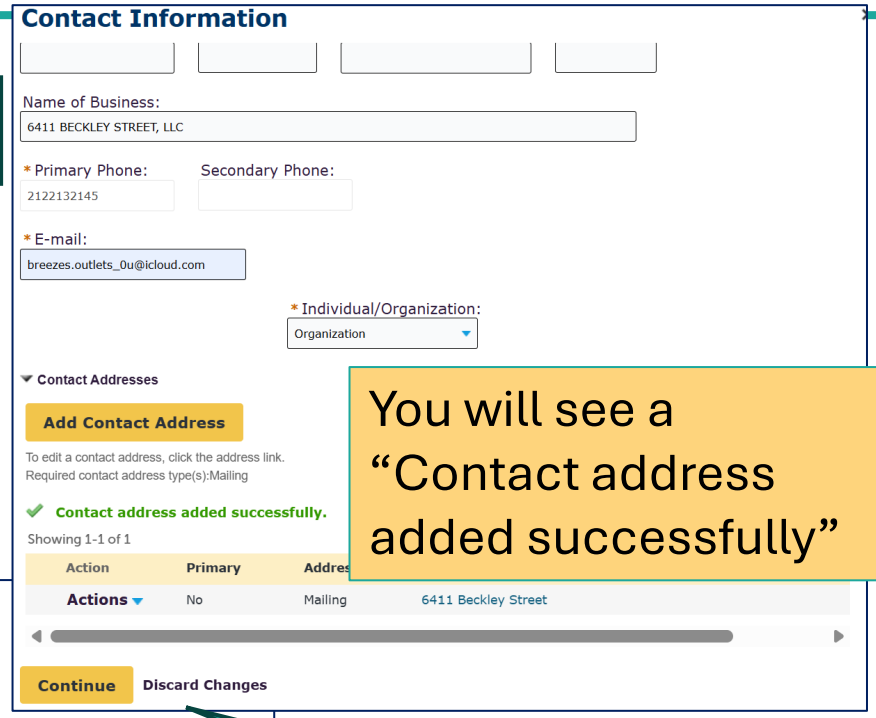
2. Click “Save and Close”.

3. Use drop down and select “Mailing”

4. Enter or confirm address

5. Click “Save and Close”



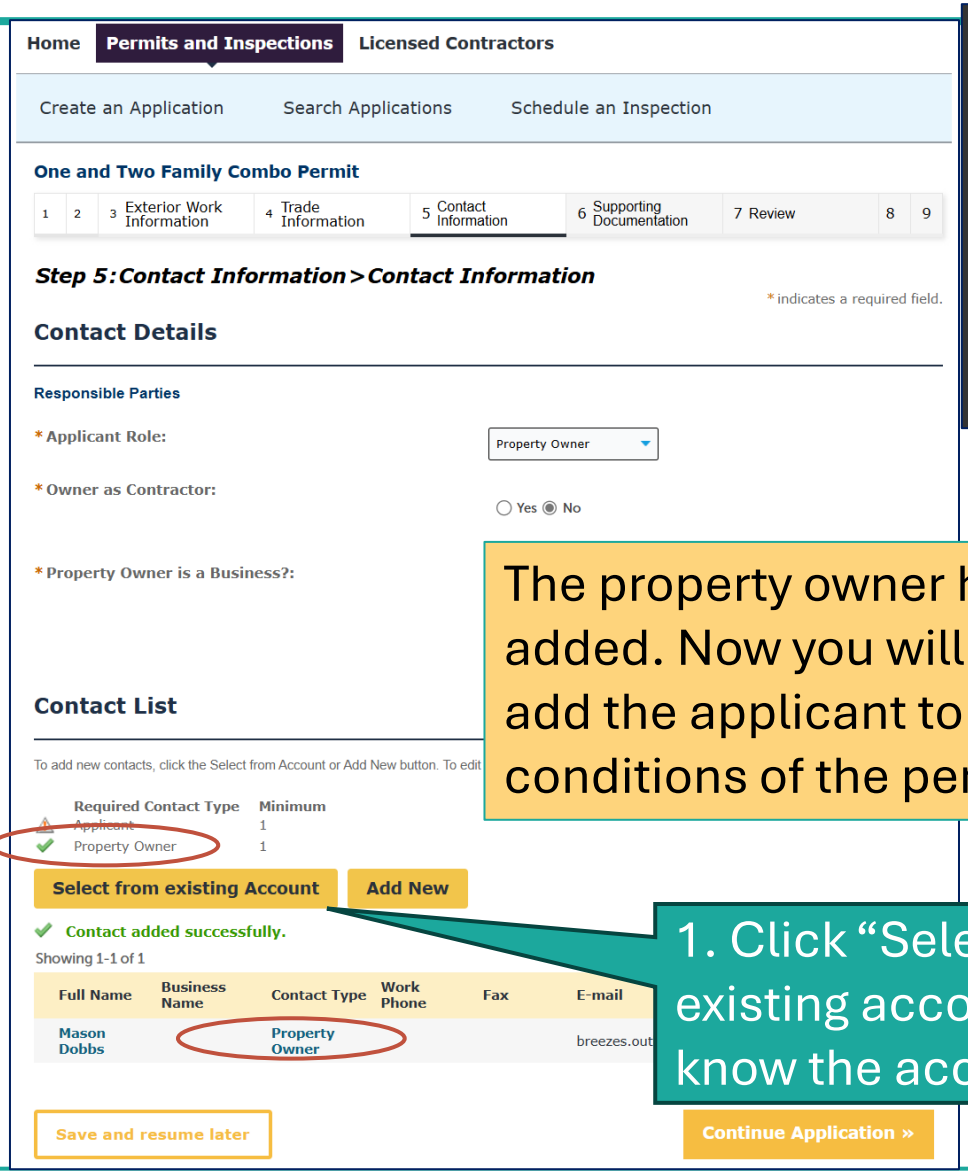


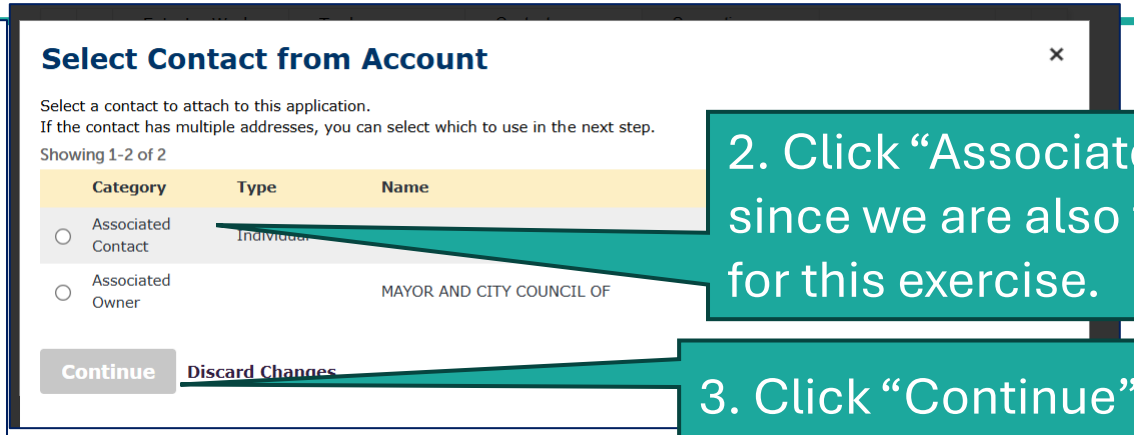
You will see a “Contact address added successfully”

6. Click “Continue”

Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits





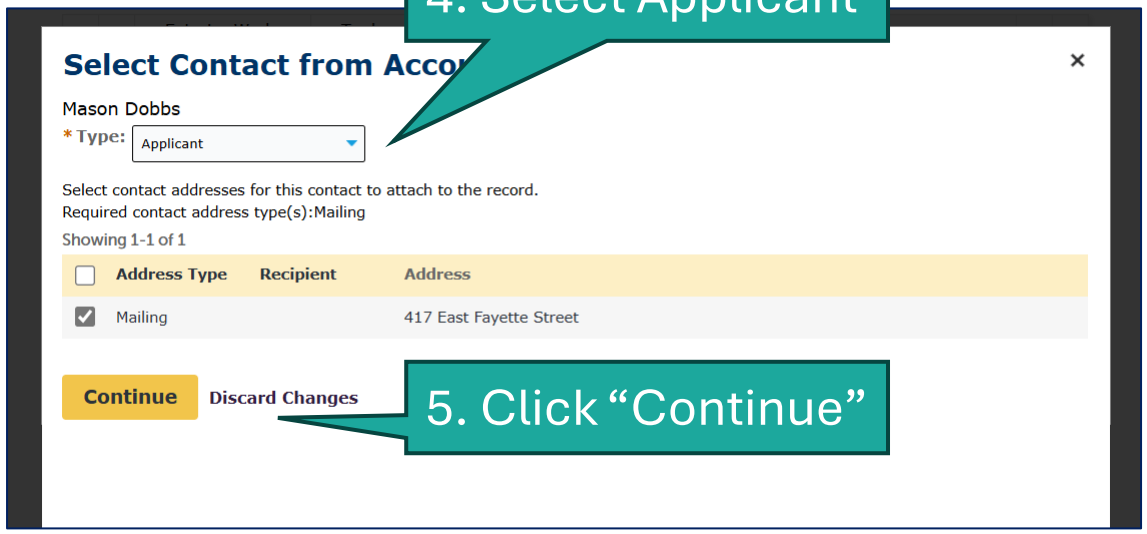
2. Click “Associated Contact” since we are also the applicant for this exercise.

3. Click “Continue”.

The property owner has been added. Now you will need to add the applicant to meet the conditions of the permit.

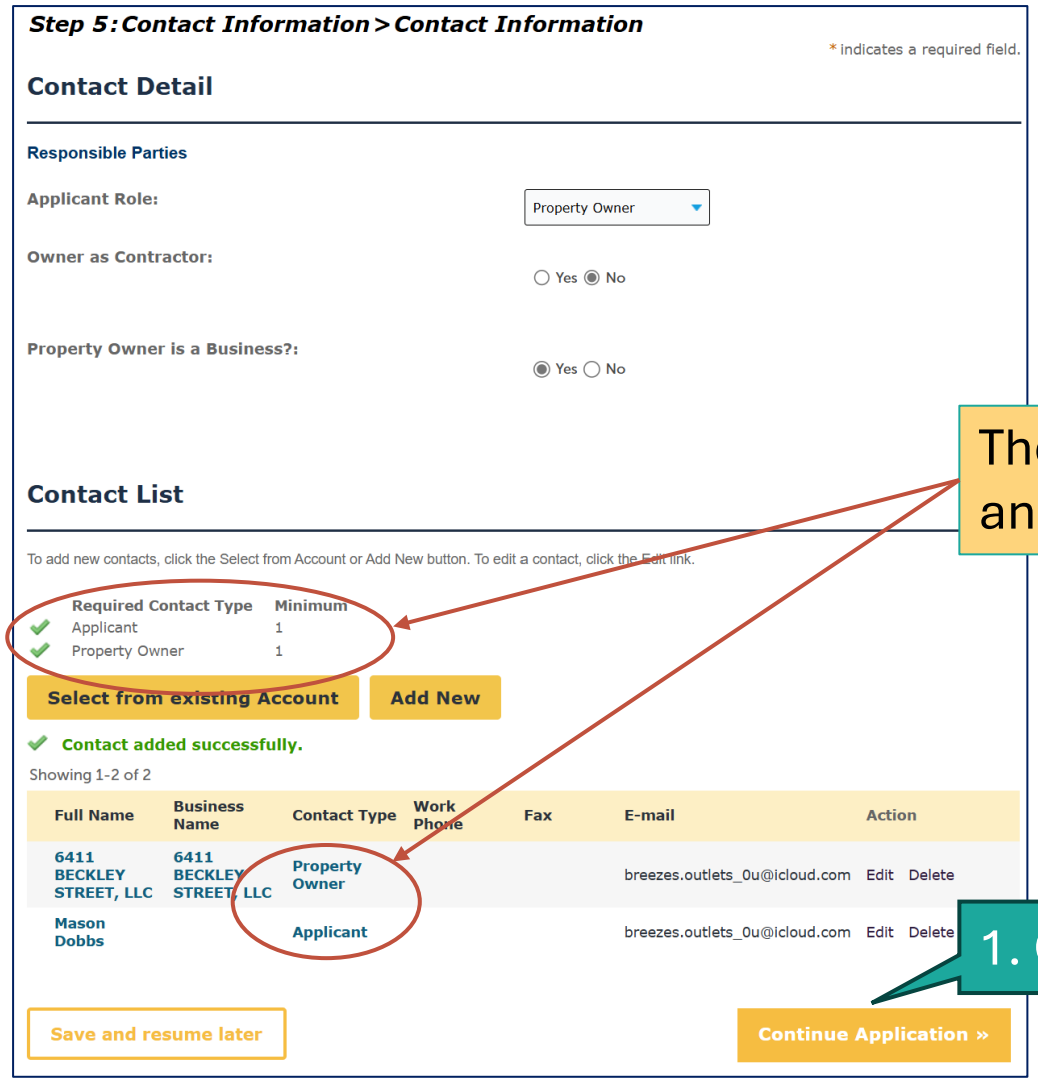
1. Click “Select from existing account” since we know the account exists

4. Select Applicant



5. Click “Continue”

Contact Information (continued)



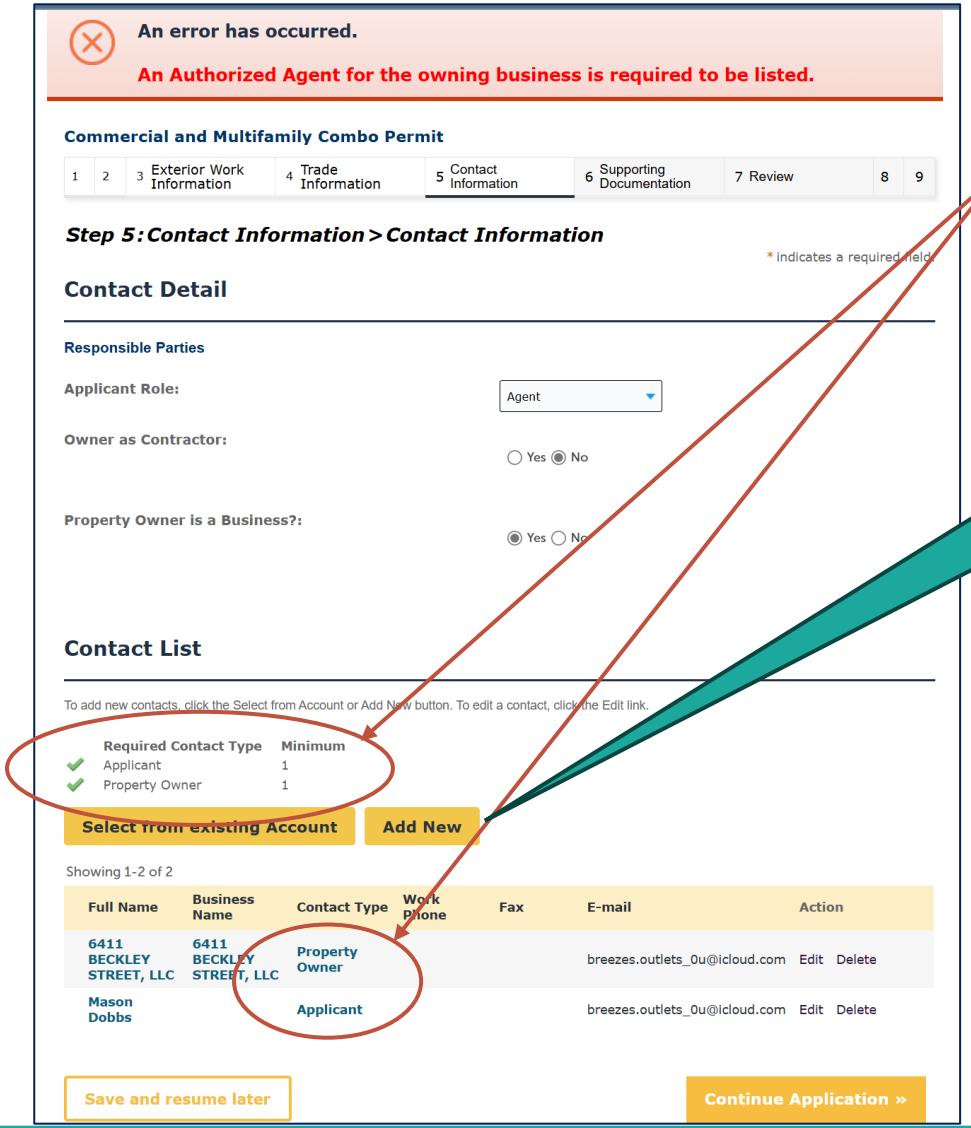
The contact conditions have been met. There is an applicant and a property owner.

NOTE: If this is an attached building you will need to add a Registered Design Professional as a contact.

1. Click “Continue Application”

Contact Information

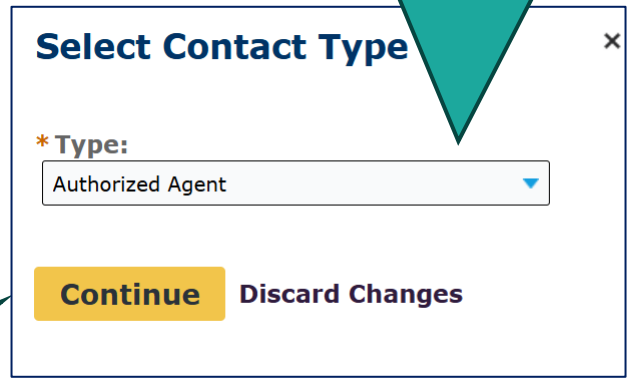
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



Even though the contact information conditions seems to have been met, when a property owner is a business, an agent must be assigned.

1. Click “Add New”

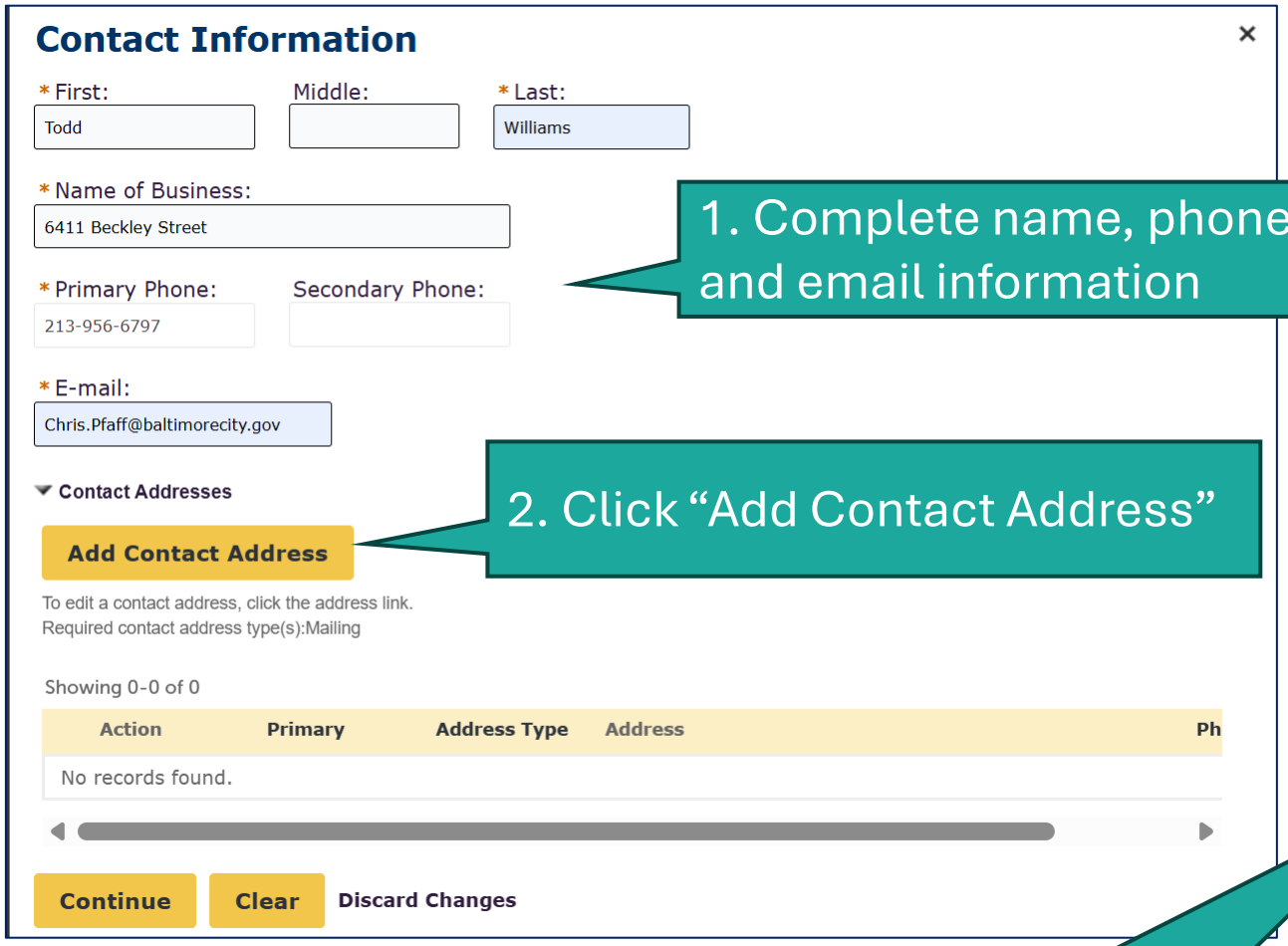
2. Select Authorized Agent from the drop down.



3. Click “Continue”

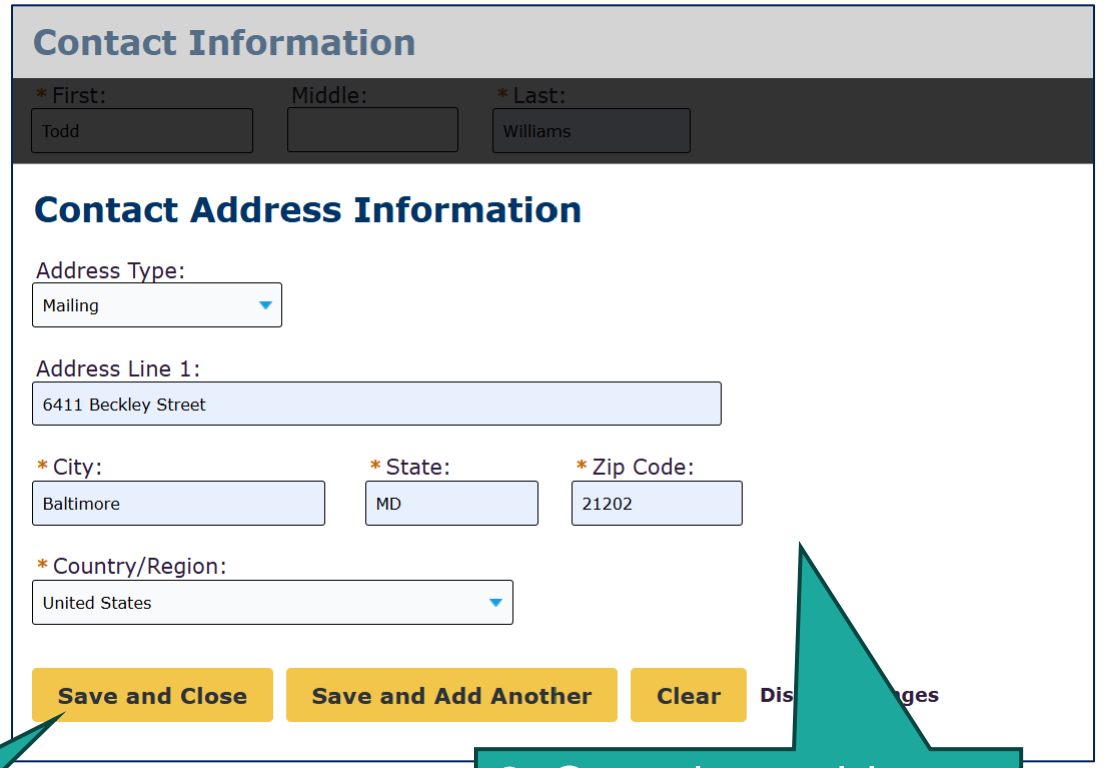
Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Complete name, phone, and email information

2. Click “Add Contact Address”

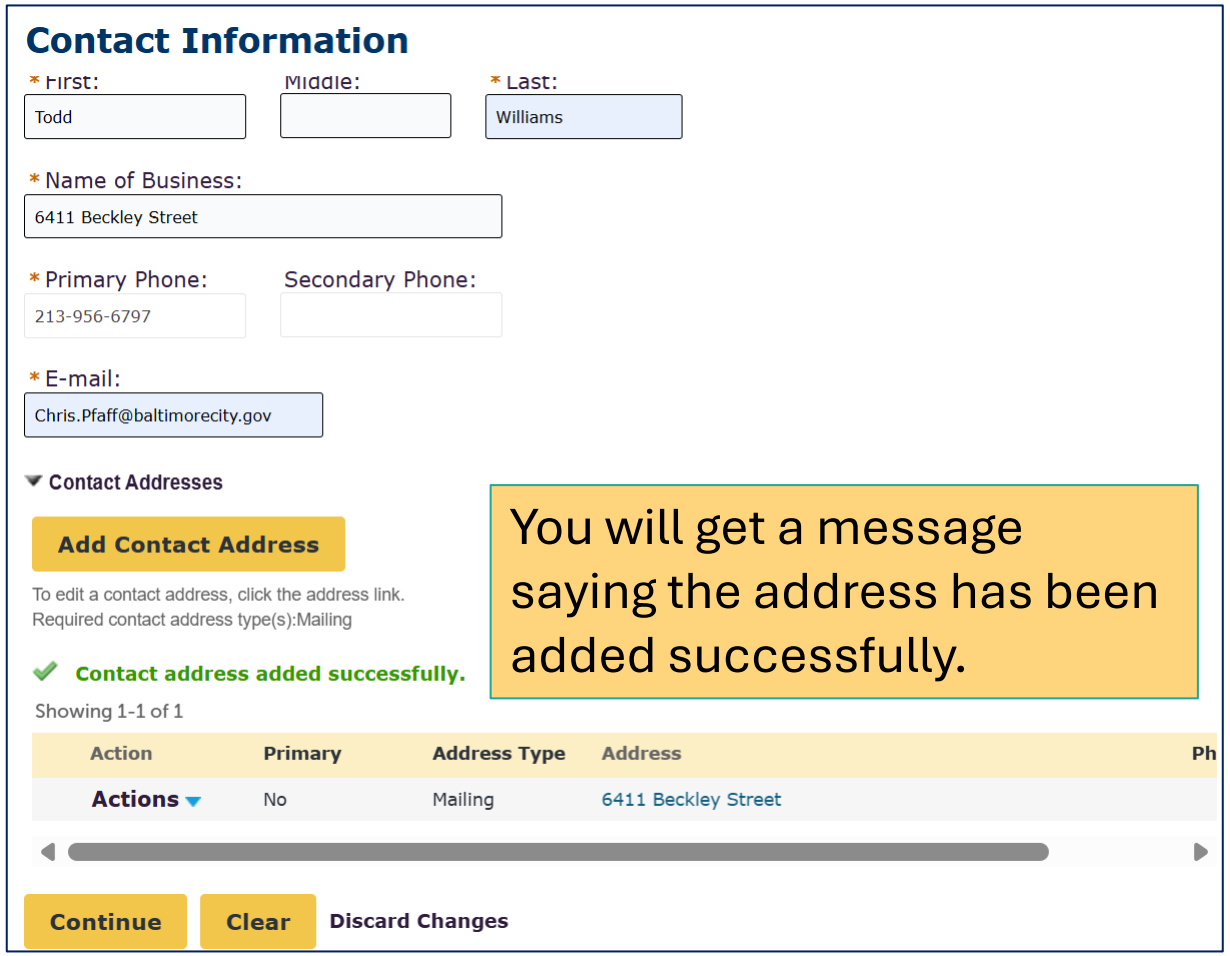


3. Complete address information

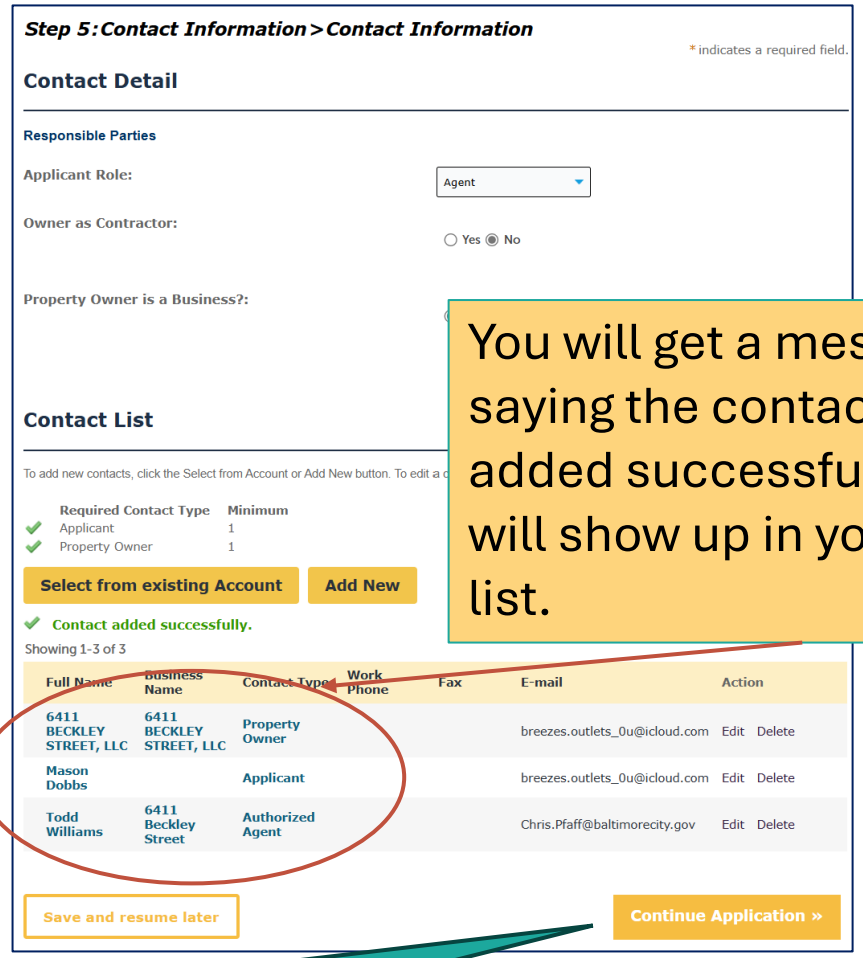
4. Click “Save and Close”

Contact Information (continued)

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



You will get a message saying the address has been added successfully.



You will get a message saying the contact has been added successfully and it will show up in your contact list.

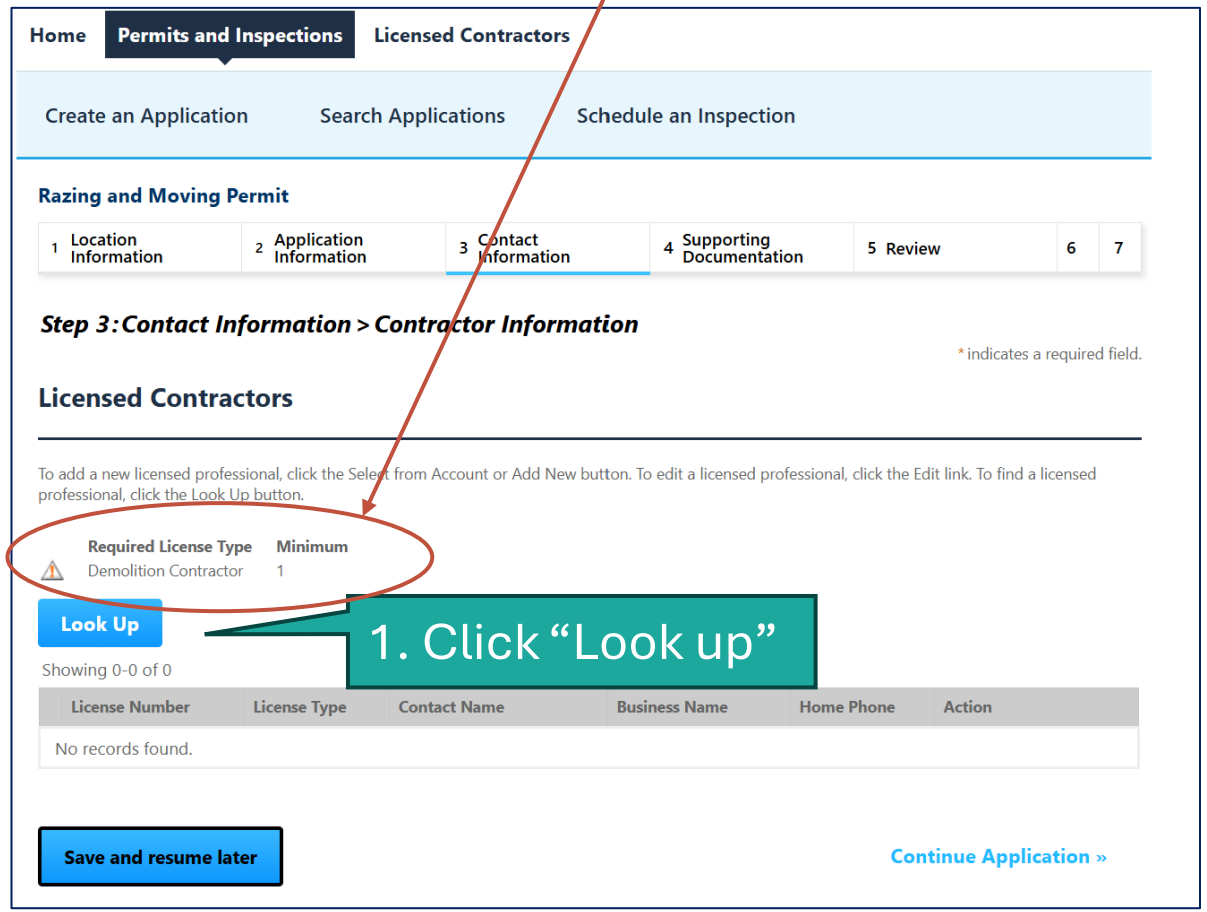
1. Click “Continue”

2. Click “Continue Application”

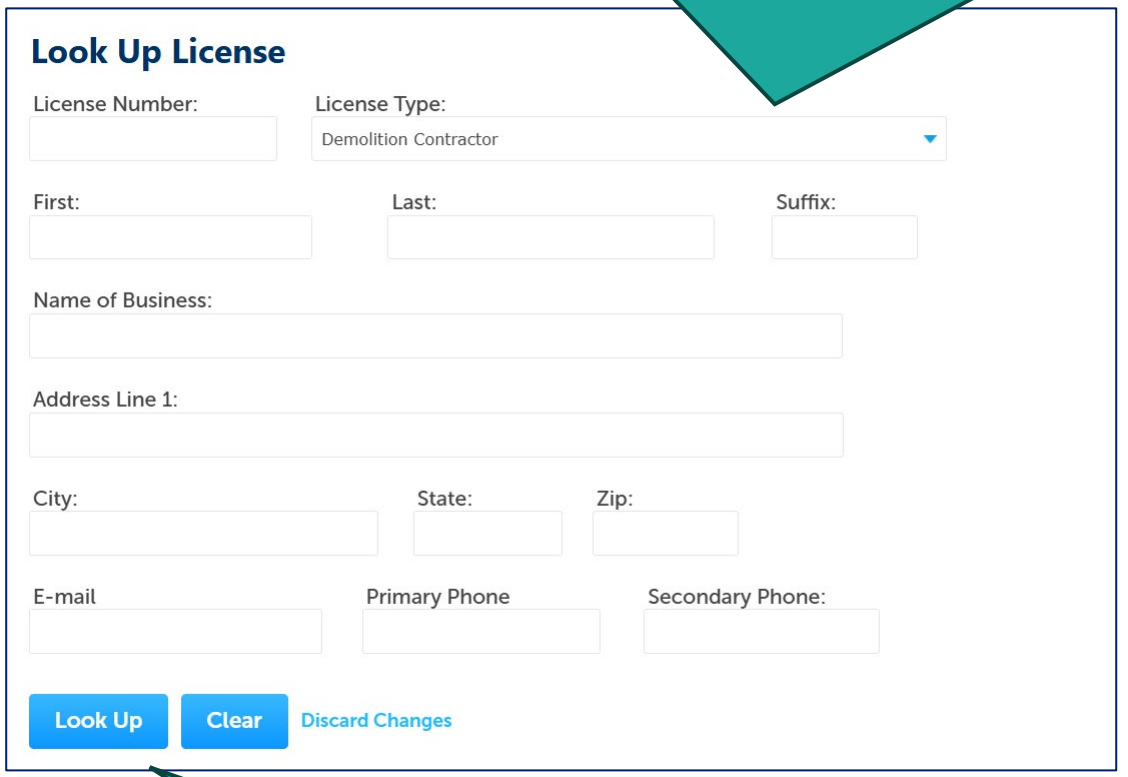
Licensed Professional Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

A licensed demolition contractor must be added to the project for the permit to be processed.



2. Enter any known information in the "Look up License Section". A License number is the quickest way to locate your contractor if you know it. I used Demolition in License Type since that is the contractor I need.



Licensed Professional Information

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Look Up License

Search results:
Showing 1-10 of 48

	License Number	License Type	Licensed Professional Name	Business Name	
☐	105	Demolition Contractor	DONALD EXCAVATING INC	DONALD EX	
☐	110	Demolition Contractor	DAVID BERG THE BERG CORPORATION		Valid
☐	117	Demolition Contractor	GENERAL PAVING & CONTRACTING INC	AL PAVING & CONTRACTING INC	Valid
☐	120	Demolition Contractor	K&K ADA	K&K ADAMS INC	Valid
☐	186	Demolition Contractor	SITE SPECIALISTS INC	IACOBONI SITE SPECIALISTS INC	Valid
☐	197	Demolition Contractor	BOWEN & KRON ENTERPRISES INC	BOWEN & KRON ENTERPRISES INC	Valid
☐	216	Demolition Contractor	DSM PROPERTIES LLC	DSM PROPERTIES LLC	Valid
☐	242	Demolition Contractor	A #1 ABATEMENT INC	A #1 ABATEMENT INC	Valid
☑	256	Demolition Contractor	DEMOLITION MAN CONTRACTING LLC	DEMOLITION MAN CONTRACTING LLC	Valid
☐	257	Demolition Contractor	HOUSING AUTHORITY OF BALTIMORE CITY	HOUSING AUTHORITY OF BALTIMORE CITY	Valid

< Prev 1 2 3 4 5 Next >

Continue Discard Changes

1. A list of contractors will display. Select the one that will perform the work.

2. Click “Continue”

Razing and Moving Permit

1 Location Information 2 Application Information

Step 3: Contact Information > Contra

Licensed Contractors

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Required License Type	Minimum
Demolition Contractor	1

Look Up

Licensed professional added successfully.

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Home Phone	Action
256	Demolition Contractor	DEMOLITION MAN CONTRACTING LLC	DEMOLITION MAN CONTRACTING LLC	4436801770	Edit Delete

Save and resume later

Continue Application »

You will get a message saying the licensed professional has been added successfully.

3. Click “Continue Application”

NOTE: If this is an attached building you will need to add an architect or engineer to the project.

Supporting Documentation - Raze

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Razing and Moving Permit

1 | 2 Application Information | 3 Contact Information | 4 Supporting Documentation | 5 Review

Step 4: Supporting Documentation > Supporting Documentation

Razing Packet 2024

1. Click "Add" to upload each of your documents.

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; **shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh** are disallowed file types to upload.

* **Required Documents**

1. Building - Affidavit - Owners Ackn of Demo or Moving	Add
2. Building - Affidavit - Recyclable Debris	Add
3. Building - Certificate - Treatment and Abatement	Add
4. Building - Form - Bureau of Water and Wastewater	Add
5. Building - Form - MD Dept of Environment	Add
6. Building - Plans - Site Plan	Add
7. Building - Proof of Neighbor Notification	Add

Save and resume later

Continue Application »

You will need to add drawings for this permit. The type and quantity of drawings will vary according to the work described in the permit.

You will receive a notice that the documents have been successfully loaded.

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;ws are disallowed file types to upload.

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

* **Required Documents**

1. Building - Affidavit - Owners Ackn of Demo or Moving	Plans1.jpg	Add
2. Building - Affidavit - Recyclable Debris	Plans2.jpg	Add
3. Building - Certificate - Treatment and Abatement	Plans3.jpg	Add
4. Building - Form - Bureau of Water and Wastewater	Plans4.jpg	Add
5. Building - Form - MD Dept of Environment	Other Plans.jpg	Add
6. Building - Plans - Site Plan	Certificate of Insurance.jpg	Add
7. Building - Proof of Neighbor Notification	Maryland State License.jpg	Add

Save and resume later

Continue Application »

2. Click "Continue Application"

Permit Application Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

1. Review the information provided. If you need to make any changes, use the “Edit” button in the section that needs to be changed.

Razing and Moving Permit

1 | 2 | 3 Contact Information | 4 Supporting Documentation | 5 Review | 6 Pay

Step 5: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Razing and Moving Permit

Address

Edit

613 DEEPDENE RD, 21210- 2127

Parcel

Edit

Parcel Number: 4921 013
Lot: 013
Block: 4921
Year Built: 1918

Owner

Edit

OSTER, NICHOLAS H

Project Information

Edit

Project Name:Demo house for later rebuild
Description of WorkDemolition of 613 Deepdene

Edit

	No
	Demolition
operty?:	No
	Single Family Dwelling
ng and demolition can	Yes

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 Enviornmental 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 prior statement.:

Planning and Zoning Detail

Planning and Zoning Detail — Edit

Zoning Classification:	R-5
Flood Zone:	X
Traffic Mitigation Zone:	No
Historic District:	No
Central Business District:	No
Urban Renewal:	No
Fire District:	No
Planned Unit Development:	No
Landmark:	No
Critical Area:	No
Subdivision:	No
Will demolition impact the right of way?:	No

Protection of Public Way

Protection to Public Way — Edit

What method will be used to protect the public from the construction site?:	Fence

Permit Application Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

1. Review the information provided. If you need to make any changes, use the "Edit" button in the section that needs to be changed.

Demolition Detail

Demolition Detail

Building Condition:	Substandard
Method of Razing:	By Machinery
Is there a basement that will be backfilled?:	No

Add Building/Structure Info

Buildings to be Razed — Edit

Type	Count	Story	Length	Width	Height	Area	Volume	Water or Sewer Connection	Notes
Building or Structure(Masonry)	1	2	30	40	25	1200	30000	Yes	

Disposal Detail

DISPOSAL SITE INFO — Edit

Location	Material Being Disposed	Planned Route
xx landfill	brick, wood, concrete, steel	695

Contact Detail

Responsible Parties — Edit

Applicant Role:	Contractor
Owner as Contractor:	No
Is the Owner a Business?:	No

Contact List

Edit

hone	Fax	E-mail	Action
		breezes.outlets_0u@icloud.com	Edit
		Chris.Pfaff@baltimorecity.gov	Edit

Licensed Contractors

Edit

Required License Type	Minimum
Demolition Contractor	1

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Home Phone	Action
256	Demolition Contractor	DEMOLITION MAN CONTRACTING LLC	DEMOLITION MAN CONTRACTING LLC	4436801770	Edit

Attachments

Edit

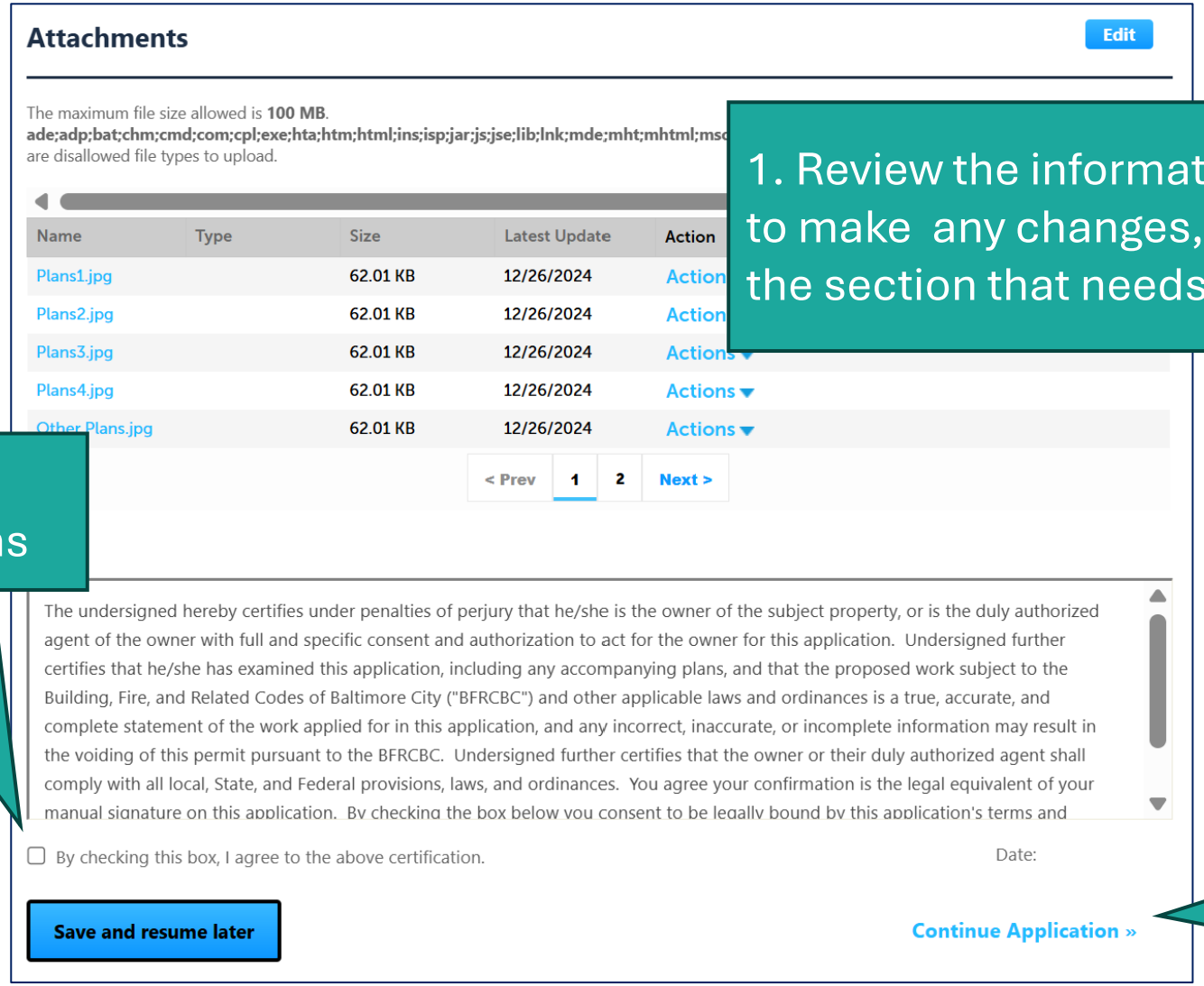
The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Plans1.jpg		62.01 KB	12/26/2024	Actions
Plans2.jpg		62.01 KB	12/26/2024	Actions
Plans3.jpg		62.01 KB	12/26/2024	Actions
Plans4.jpg		62.01 KB	12/26/2024	Actions
Other Plans.jpg		62.01 KB	12/26/2024	Actions

< Prev 1 2 Next >

Permit Application Review

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Review the information provided. If you need to make any changes, use the “Edit” button in the section that needs to be changed.

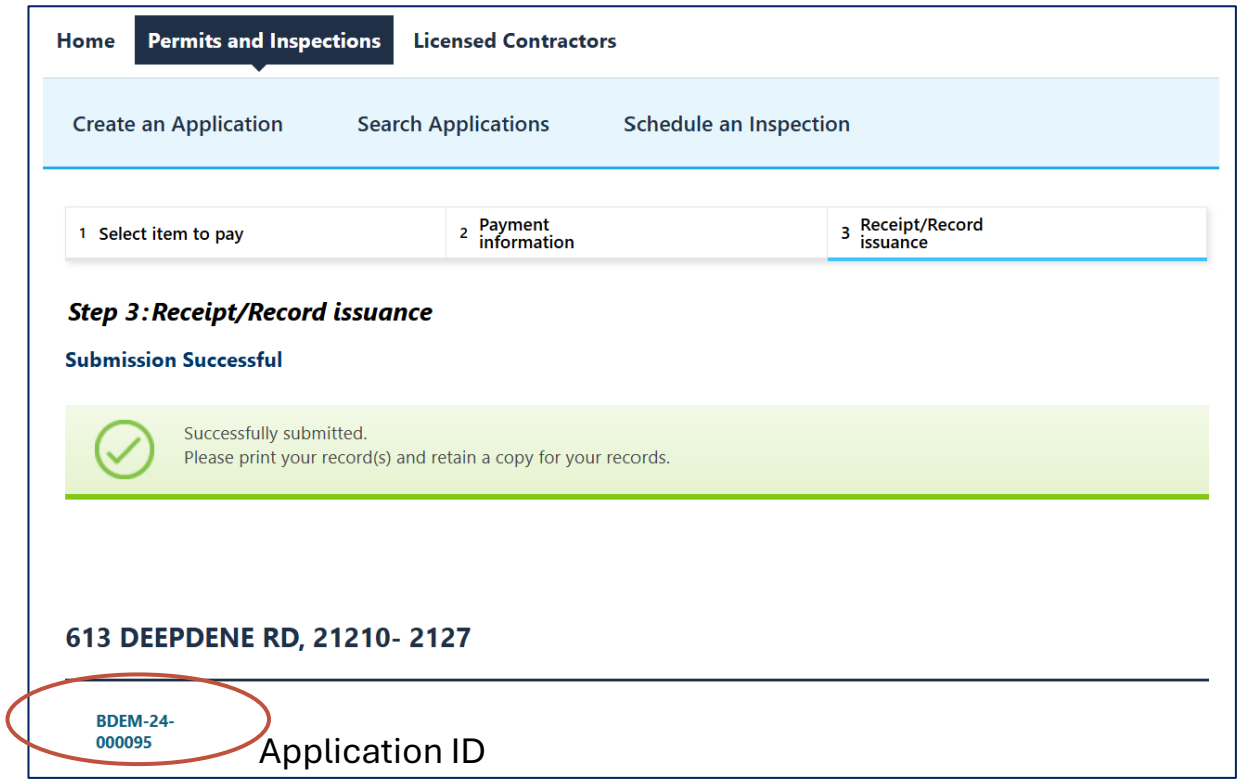
2. Click in the box to agree with certifications

3. Click “Continue Application”

Application Submittal

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

Once you have reviewed all of the project information and submitted it, you will receive a receipt letting you know that the submission was successful.



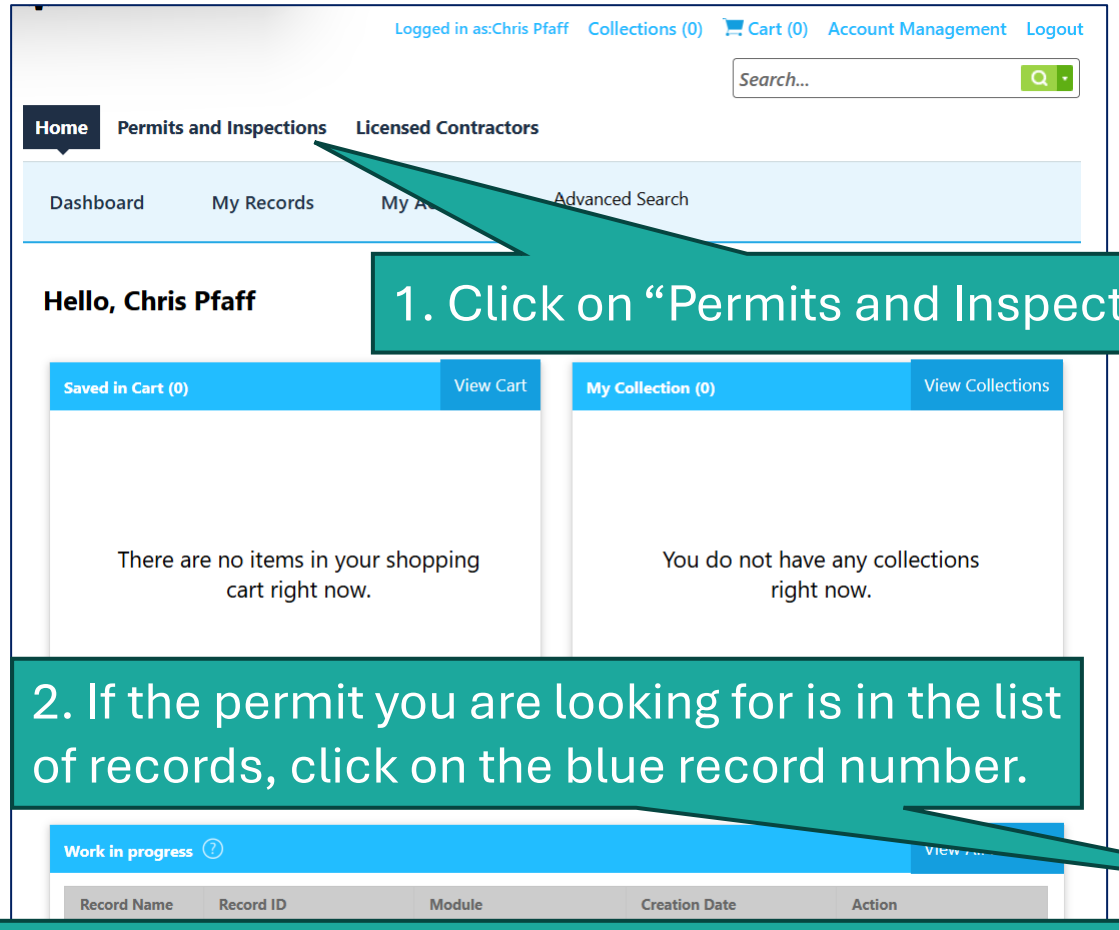
You will also receive an email letting you know that the permit was submitted. A Permit ID is provided for you to track your project.

E-Permits

Check Permit Status

Find Permit Record

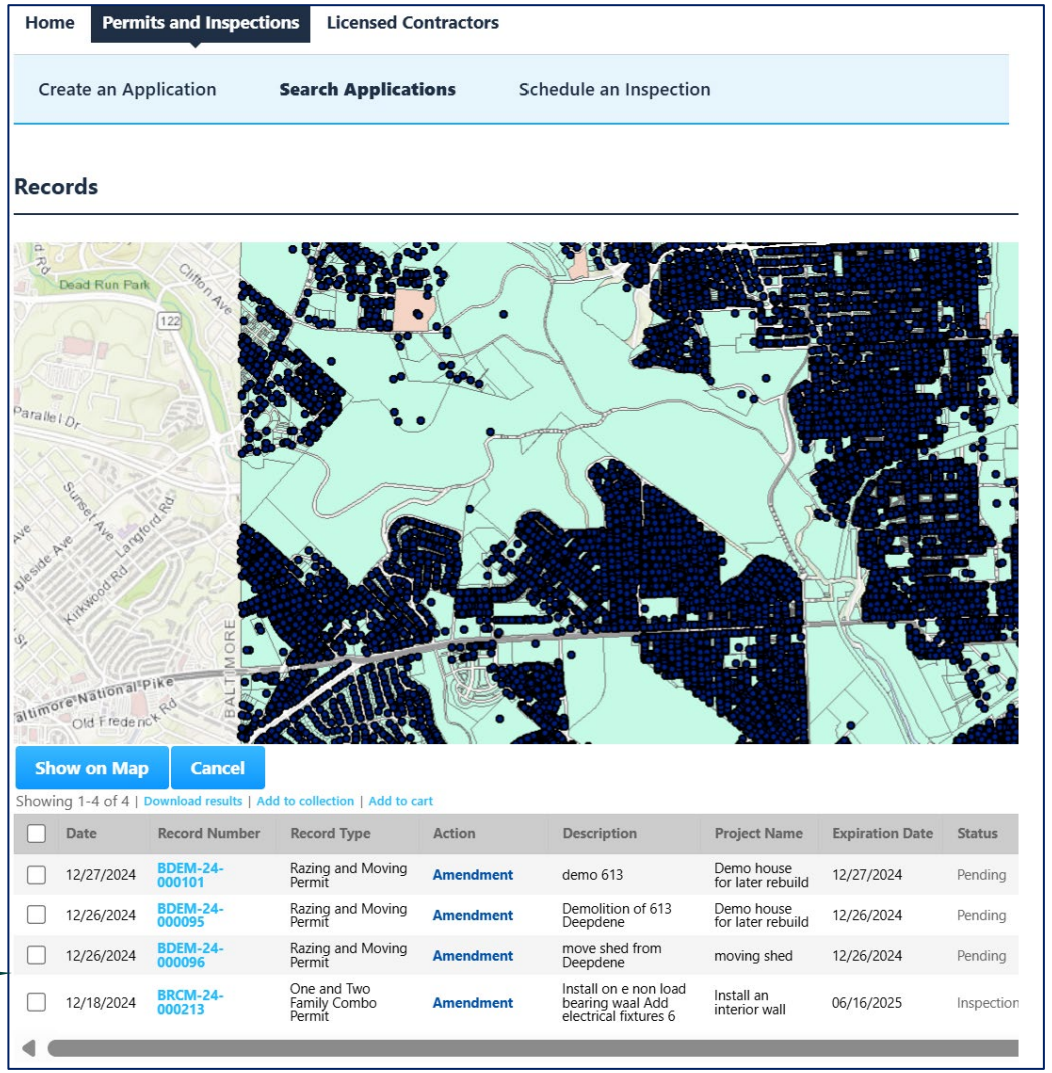
BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Click on “Permits and Inspections”

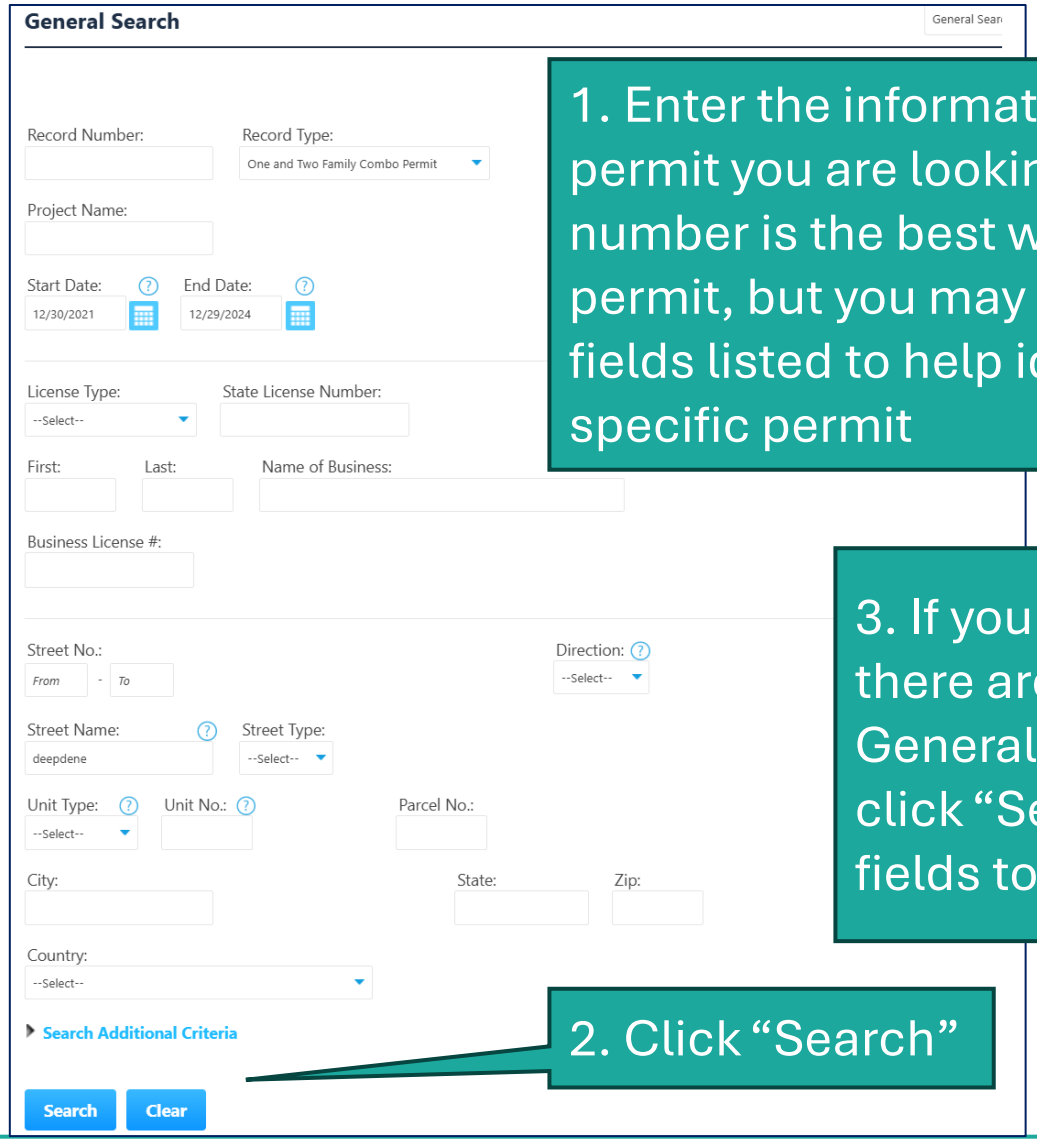
2. If the permit you are looking for is in the list of records, click on the blue record number.

3. If the permit you are looking for is not in the list of records, or you are not logged in, you can use the General Search Section.



Using General Search

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits



1. Enter the information for the permit you are looking for. The record number is the best way to find the permit, but you may use any of the fields listed to help identify the specific permit

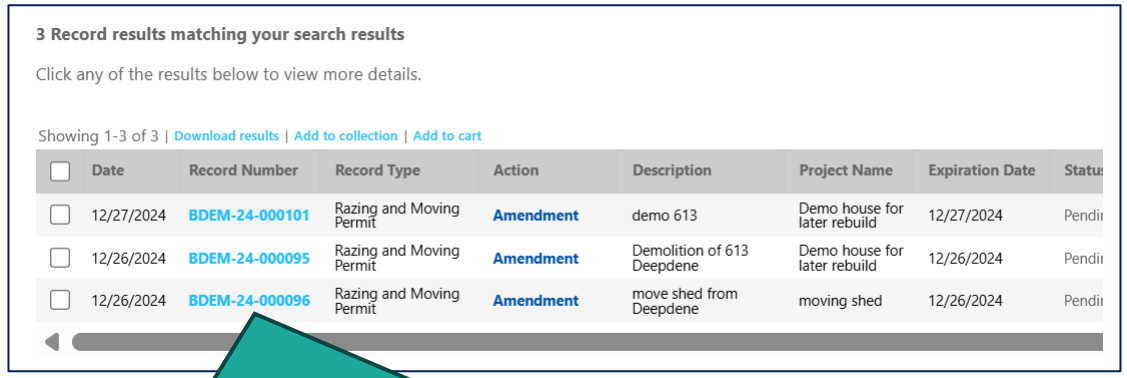
2. Click “Search”



3. If you are not getting the right records or there are too many records, you can redo the General Search and add more information or click “Search Additional Criteria” for more fields to narrow it down.

Record Details

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

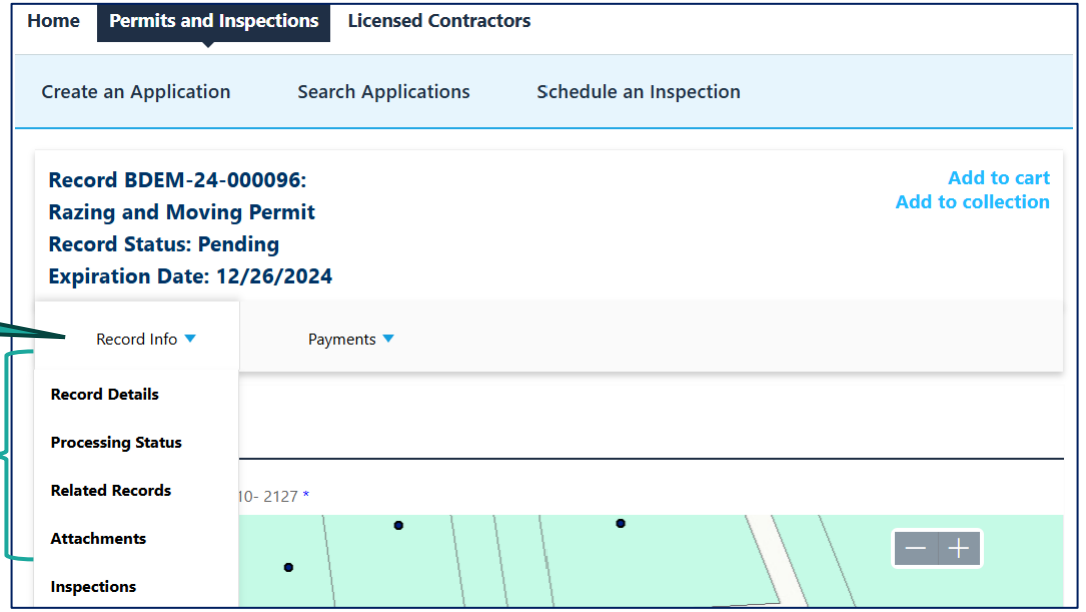


If you clicked on the blue record number from the permits and inspection screen or used the search function, you will see the screen below with the record number, type of permit, current status, and expiration date.

1. Once you get a list of records that includes the permit you are looking for, click on the blue record number.

2. For more details, click the dropdown arrow next to “Record Info”

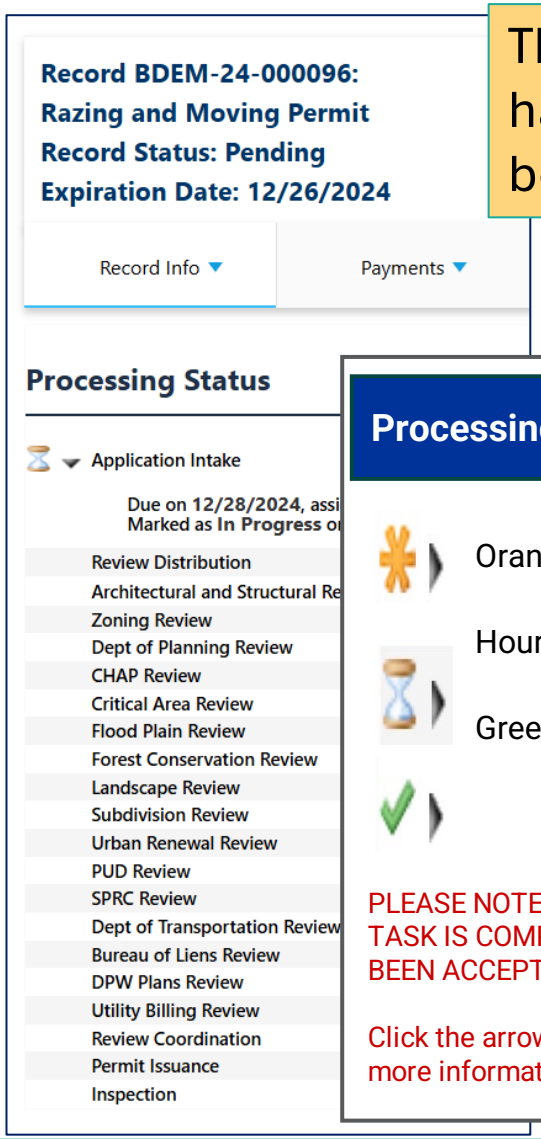
3. The dropdown menu provides additional record information such as the permit status or attachments.



Permit Processing Status

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

This is an example of a permit that has been received but it has not been reviewed.



Processing Status

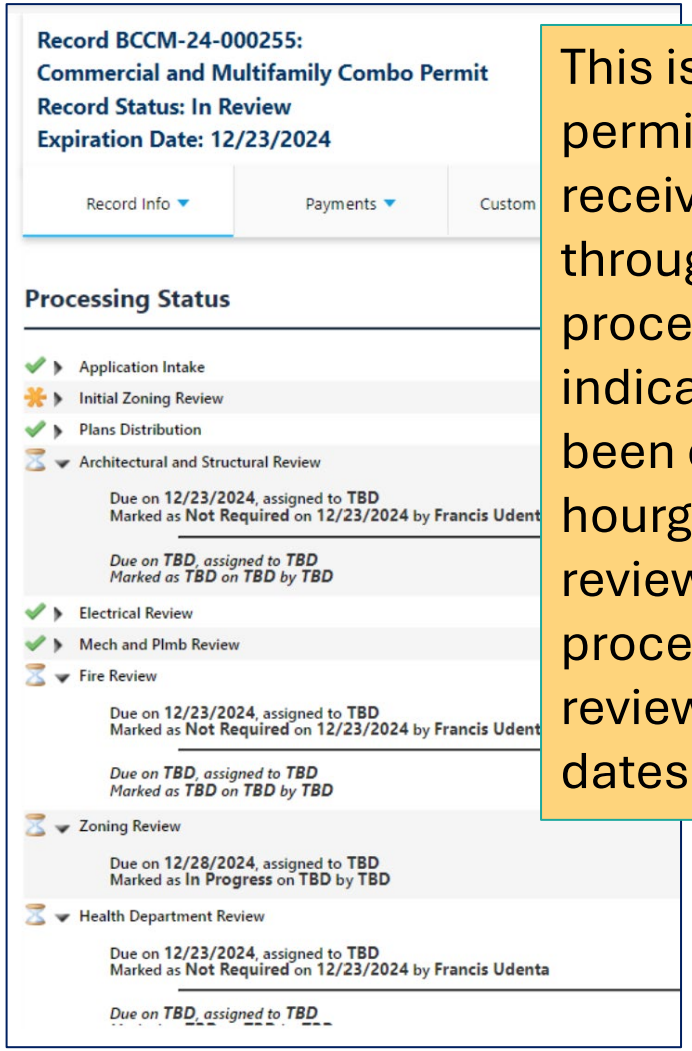
Orange Asterisk: Previously active task/step.

Hourglass: Task/step is currently active and pending.

Green Checkmark: Task/step is completed

PLEASE NOTE THAT THE GREEN CHECKMARK ONLY MEANS THAT THE TASK IS COMPLETED. IT DOES NOT DESIGNATE WHETHER THAT TASK HAS BEEN ACCEPTED, APPROVED, PASSED, ETC.

Click the arrow next to the task name to expand the details for comments or more information



This is an example of a permit that has been received and is going through the review process. Green checks indicate reviews have been complete. The hourglass is where the reviews are still in process. Expected review completion dates are provided.



End of Walk Through

Maintaining Communication

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
E-Permits

- Once you have applied for an application you will receive an email letting you know that it was received.
- An email will be issued each time there is a change in status of your permit.
- If at any point in time, additional information is needed you will receive an email detailing the information required.
- You can also check on the status of your permit by following the steps in the “How-To” guides.

Questions

