



City of Baltimore E-Permits: Amendment – Add or Change Licensed Professional

Updating Project Team: Adding or Changing Licensed Professionals



Overview

In Baltimore City, specific construction activities must be performed by professionals licensed by the State and registered with the City. As your project evolves, you may need to add new trade specialists (e.g., electricians or plumbers) or replace an existing contractor on your permit record.

When is this Amendment Required?

- **New Trade Work:** You are adding a scope of work (e.g., electrical or gas) that requires a specific trade license not included in the original application.
- **Commercial Continuity:** For larger development projects, where subcontractors often aren't selected until closer to ground breaking, use this process to add them before work begins.
- **Contractor Replacement:** You are terminating a relationship with a previous professional and naming a successor to complete the work.
- **City Mandate:** A City Plans Reviewer or Inspector has identified that your proposed work requires a licensed professional to be “on record.”

What You Need Before You Begin



- 1. Access to the Permit Record.** Under the Accela system, you no longer file a new permit to change a contractor. Instead, you must file an **Amendment** to the existing permit.
 - **User Account:** You must be the original applicant or a designated contact on the permit to initiate an amendment.
 - **Log-in:** You will need your E-Permits/Accela portal credentials
- 2. The Professional's Identity.**
 - License Number (the fastest way to search)
 - Name / Business Name
 - Contact information
- 3. Registration Status.** A professional must be registered with Baltimore City, even if they hold a valid license
 - **Expired Registrations:** If a contractor does not appear in your search, their City registration or Certificate of Insurance (COI) may be expired. They must renew their registration before you can add them to your permit.
 - **New Registrations:** Professionals never before registered in the City must complete the initial registration process first.

Amendment Framework & Compliance



- **The “One Record” Rule.**

- The City of Baltimore utilizes a “Master Permit” approach. All trades, e.g., electrical, mechanical, plumbing, should be housed under the underlying Building Permit to ensure coordinated inspections and a clear chain of accountability.

- **Processing Fees**

- **Post-Issuance Changes:** Adding or changing a licensed professional *after* a permit has been issued will incur a processing fee.

- **Compliance Note.**

- Per the **Building, Fire, and Related Codes of Baltimore City**, construction work requiring a license must be performed by a professional who is both validly licensed and registered with the City. Failure to list the correct professional on your permit record may result in a **Stop Work Order**.

Sign in to E-Permits Account



Create An Account Sign In

Search...

Home Permits and Inspections Licensed Contractors

Advanced Search

Welcome to the new E-Permits Portal!
Baltimore City is pleased to offer our residents, businesses, and visitors access to permitting services and code enforcement information online 24 hours a day, 7 days a week.

You can view information without creating an account. However, you need to create a user account to use all our services.

Review the Baltimore City Department of Housing and Community Development's permitting information.

What would you like to do today?
To begin, pick one of the services from the list below:

General Information
[Lookup Property Information](#)

Permits and Inspections
[Search Applications](#)
[Schedule an Inspection](#)

Licensed Contractors
[Search Applications](#)

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

1. Log into your account using your username or email address.
2. Enter your password if not auto filled.
3. Click "Sign In".



Logged in as: Mason Dobbs [Collections \(1\)](#) [Cart \(1\)](#) [Account Management](#) [Logout](#)

Home [Permits and Inspections](#) [Licensed Contractors](#)

[Dashboard](#) [My Records](#) [My Account](#) [Add](#)

Welcome Mason Dobbs
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information
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Permits and Inspections
[Create an Application](#)
[Search Applications](#)
[Schedule an Inspection](#)

Licensed Contractors
[Create an Application](#)
[Search Applications](#)

Cart (1)
BRCM-24-000213 \$50.00

1. Enter permit number and click on the search icon

NOTE: If you do not know the permit number, click on “My Records”. All of your permits will show up towards the bottom of the screen. You can look for the one you want and click the blue record number.

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Action	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	12/18/2024	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	12/18/2024	Additional Info

Create an Amendment



Record BRCM-26-000011:
One and Two Family Combo Permit
Record Status: Pending

[Add to cart](#)
[Add to collection](#)

Record Info ▾

Payments ▾

Work Location

417 E FAYETTE ST, 21202- 3416 *

Record Details

Applicant:

Justin Alexander Williams
City of Baltimore
Primary Phone:4435625164
justin.williams@baltimorecity.gov
Mailing
100 N. Holliday Street, Room 233
Baltimore, MD, 21202
United States

Licensed Professional:

EDY NAJERAS EDYNAJERAS@_HOTMAIL.COM
NAJERAS
4901 MADISON STREET
RIVERDALE, MD, 20737
Primary Phone2405332455
Master Gas Fitter M12392

[View Additional Licensed Professionals>>](#)

Owner:

MAYOR AND CITY COUNCIL OF *

Project Description:

Installation of Appliances
Renovating kitchen to remove wall and replace existing gas oven/stove with new gas oven/stove

More Details

[Create Amendment](#)

Licensed Professional:

EDY NAJERAS EDYNAJERAS@_HOTMAIL.COM
NAJERAS
4901 MADISON STREET
RIVERDALE, MD, 20737
Primary Phone2405332455
Master Gas Fitter M12392

[<<Hide Additional Licensed Professionals](#)

- 1) JOSEPH R. HOGAN JU
JOSEPH R. HOGAN JU
Primary Phone4105365700
Plumbing Contractor 003026

1. Verify existing contractors on permit (if any) to see if they will remain or be replaced. If more than one, click the blue “View Additional Licensed Professionals”.

If selecting from a list, you can click the blue permit number which will take you to the screen on the left or click the blue “Amendment”. Using “Amendment” does not provide a view of existing contractors.

Records

Showing 1-13 of 13 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Expiration Date	Status
<input type="checkbox"/>	01/14/2026	BRCM-26-000010	One and Two Family Combo Permit	Testing Installation of Natural Gas Appliances	01/14/2026	Pending

2. Click “Create Amendment”.

Select Add or Change Licensed Professional



Home **Permits and Inspections** Licensed Contractors

Create an Application Search Applications Schedule an Inspection

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us at DHCD.Permits@baltimorecity.gov.

Notice: The Permit Extension option below can be selected for extensions or reinstatements, however, please note the below requirements:

Extension: If the work on a permit has not been completed by the expiration date on the permit an application for an extension must be made within 90 days of the expiration date.

Reinstatement For Final Inspection: A permit can be reinstated for final inspection only if the permit expired within 3 years, all rough-in inspections have been completed and approved, and all work is complete. You can only apply for a reinstatement for final inspection once. A new permit is required if you do not meet the requirements for a reinstatement for final inspection.

- Add or Change Licensed Professional
- Change of Contact Information - Permit
- Change of Scope

[Continue Application »](#)

1. Select "Add or Change Licensed Professional"

2. Click "Continue Application".

Contractor Amendment



Add or Change Licensed Professional

1 Amendment Information | 2 Review | 3 Pay Fees | 4 Record Issuance

Step 1: Amendment Information > Amendment Information

* indicates a required field

Custom Fields

AMENDMENT INFORMATION

* Do you plan on replacing any contractors?: Yes No

* Please describe your requested changes actions to the licensed professional(s) :

spell check

1. Select whether contractors are being replaced

Contractors can only be replaced if they are of same license type (e.g., replacing electrical contractor with another electrical contractor)

2. Enter description of requested changes to licensed professionals

Choose a Licensed Professional



Licensed Contractors

Select look up to browse through the list of active licensed contractors. Select the contractor that you intend on adding, or swapping of contractors will be used to determine the final addition or replacement of contractors on the permit. Contractors that are already on the list automatically-- if you do not intend on having them removed, you may keep them in the list.

Look Up

1. Click "Look up".

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Home Phone	Action
02140679	General Contractor	CENTIMARK CORP..	CENTIMARK CORP..	4109052902	Edit Delete

Save and resume later

Continue Application »

2. A License number is the quickest way to locate your contractor. Otherwise, enter other known information such as License Type.

Look Up License

License Number: License Type:

First: Last: Suffix:

Name of Business:

Address Line 1:

City: State: Zip:

E-mail: Primary Phone: Secondary Phone:

Look Up Clear Discard Changes

3. Click "Look up".

Your existing contractors will be listed in this section (if any).

- To remove a contractor, select "Delete" under Actions.
- To replace/add a new contractor, use the "look up" steps to add the new contractor and the "Delete" steps to remove the contractor that will no longer be on the permit.

Licensed Professional Information



1. A list of contractors will display. Select the one to be added.

Look Up License

Revise Search
Search results:
Showing 1-10 of 100+

License Number	License Type	Professional Name	Business Name	License E
<input type="checkbox"/> 02176473	Electrical Contractor	SYSTCOM INC.	SYSTCOM INC.	Valid
<input type="checkbox"/> 02228608	Electrical Contractor	PETITBON ALARM CO INC	PETITBON ALARM CO INC	Valid
<input checked="" type="checkbox"/> 02313857	Electrical Contractor	SECURITY & SAFETY TECHNOLOGIES INC	SECURITY & SAFETY TECHNOLOGIES INC	Valid
<input type="checkbox"/> 02624779	Electrical Contractor	VISION TECHNOLOGIES, INC	VISION TECHNOLOGIES, INC	Valid
<input type="checkbox"/> 02811459	Electrical Contractor	UNG INC DELTA TELEPHONE & CABLING	DELTA TELEPHONE & CABLING	Valid
<input type="checkbox"/> 02826229	Electrical Contractor	CONCOR NETWORKS INC.	CONCOR NETWORKS INC.	Valid
<input type="checkbox"/> 03226282	Electrical Contractor	ACTION ALARM SYSTEMS INC.	ACTION ALARM SYSTEMS INC.	Valid
<input type="checkbox"/> 03232923	Electrical Contractor	CATON COMMUNICATIO GROUP INC	CATON COMMUNICATIO GROUP INC	Valid
<input type="checkbox"/> 03425152	Electrical Contractor	INFINITI TECHNOLOGIES	INFINITI TECHNOLOGIES	Valid
<input type="checkbox"/> 03623462	Electrical Contractor	CORBETT TECHNOLOGY SOLUTIONS INC.	CORBETT TECHNOLOGY SOLUTIONS INC.	Valid

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

[Continue](#) [Discard Changes](#)

2. Click "Continue".

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

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.

[Look Up](#)

✔ Licensed professional added successfully.

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Home	Location
02313857	Electrical Contractor	SECURITY & SAFETY TECHNOLOGIES INC	SECURITY & SAFETY TECHNOLOGIES INC		Edit Delete

[Save and resume later](#) [Continue Application >>](#)

3. Click "Continue Application".

If desired contractor is not listed, they will need to [Register with the City](#) or [Renew their Registration](#)

Permit Application Review



Step 2: 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. Note: If you've forgotten to add trade work or need to add additional scope of work for this permit, please use the top navigation bar and select page 2 instead of the sectional Edit buttons, as this will allow you to step back through the application and modify any information. Be sure to select "Yes" to any questions asking about additional types of work as applicable.

Record Type

Add or Change Licensed Professional

Custom Fields

AMENDMENT INFORMATION [Edit](#)

Do you plan on replacing any contractors?: Yes

Please describe your requested changes actions to the licensed professional(s): Replacing gas fitter due to scheduling conflict; Adding a general contractor who will demolishing existing wall and framing new wall

Licensed Contractors [Edit](#)

Showing 1-4 of 4

License Number	License Type	Contact Name	Business Name	Home Phone	Action
0001307744	General Contractor	ALTERINI CONSTRUCTORS LLC	ALTERINI CONSTRUCTORS LLC	7202990429	Edit
010351-C	Master Gas Fitter	GLEEN A HASLAM	HASLAM	4104167301	Edit
0008577	General Contractor	MARK COHILL	COHILL	4107710801	
03225606	Plumbing Contractor	AMERICAN AUTOMATIC SPRINKLER	AMERICAN AUTOMATIC SPRINKLER		

I certify that I have read and understand the instructions that apply to this application and that the statements made as part of this application are true, complete, and correct and that no information has been omitted. By checking the box below, I understand and agree that I am electronically certifying this application.

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

[Save and resume later](#) [Continue Application »](#)

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

2. Click the box to agree with certifications.

3. Click "Continue Application".

Application Submittal



Logged in as: Justin Williams Collections (1) Cart (0) Account Management Logout

NOTICE - E-Permits Customer Portal Accessibility - For the best experience, use microsoft edge or google chrome when you use the portal. Public users are encountering difficulties submitting permitting applications when using Firefox.

Search...

Home **Permits and Inspections** Licensed Contractors

Create an Application Search Applications Schedule an Inspection

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Submission Successful

Successfully submitted.
Please print your record(s) and retain a copy for your records.

No Address

BA-LPC-26-0118

Once you have reviewed all amendment information and submitted it, you will receive a receipt indicating that the submission was successful.

Note the amendment record number for tracking

If amendment is made **after** the permit was issued; after the request is processed, you will be prompted to pay a processing fee.



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

