

Locate license renewal using the E-Permits Portal

1. Log into your E-Permits Portal

- Go to My Records
- Select the **License Contractor** tab (not Applications)

2. Look for your license

- You should see **all licenses tied to your account**, including legacy licenses if they have been correctly connected.
- Once **insurance expires**, the license may stop appearing for renewal
- If you do not see your license,
- it may not be “pinned” or linked to your account yet. See instructions for pinning your license ***Renew Professional License***
 - The license or insurance may be expired

Important: Adding a license to a permit or to your profile is not the same as pinning it for renewal.

3. Contact staff for assistance when:

- A legacy license has **already expired**
- An applicant has **two active licenses** (legacy + new)
- Insurance expired and the license no longer appears
- A license needs to be manually linked, corrected, or deactivated

4. Please have the following information ready if you need DHCD Support:

- License or record number (this helps the most)
- First and last name tied to the license
- Updated documents ready to send or bring:
 - Certificate of Insurance
 - State license (hard copy or scan)
 - Photo ID

Documents can usually be submitted to DHCD Office Services in person at
417 E. Fayette Street, Room 100,
Baltimore, MD 21202

Hours: Mondays, Tuesdays, Thursdays, and Fridays from 8:30 a.m. to 3:30 p.m.

Or by email: DHCD.Permits@baltimorecity.gov