

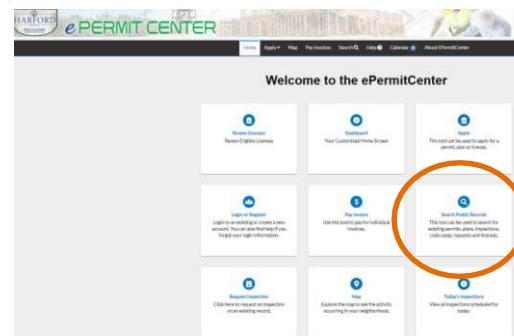


ePermit Center Quick Reference Guide

Building and trade permit information and a list of scheduled daily inspections are available to the public by using the permit number, a property address, a parcel number, the project name, the permit type, etc. The site also allows user accounts to apply for or renew various licenses and pay invoices on line.

To Begin Your Search for Information available to the general public:

On the **ePermit Center** homepage, select **Search Public Records**



- Select the desired type of information from the Search drop down menu

- Fill in the Permit Number, Project Name, Permit Type, Status and/or Address data fields and click SEARCH.
- It is not required to complete all fields to conduct a search but filling in more fields will give a narrower list of results. Adding Date parameters will also narrow the list of possible results.

- You can modify the order of the results using the Sort drop down menu.

Found 18 results

Sort **Permit Number** ▾

Next | Relevance | Main Menu

Permit Number: 00009722-B

Type: Building (Commercial) Bel Air - Alteration

Project Name: Bel Air - Alteration

Status: CO Issued

- When you find the desired permit or inspection record, click the **blue hyperlink** to open a dashboard to the Permit information.

Found 18 results

Sort **Permit Number** ▾

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Permit Number: **00009722-B**

Type: Building (Commercial) Bel Air - Alteration

Project Name:

Status: CO Issued

Main Parcel: 03001296

Address: 220 MAIN ST 21014

Description: HVAC REVISIONS INTRODUCE FRESH AIR

Applied Date: 03/04/2008

Issued Date: 04/17/2008

Permit Number: **00009722-B**

Permit Details | Tab Elements | Main Menu

Type: Building (Commercial) Bel Air - Alteration Status: CO Issued Project Name:

Summary Locations Fees I Reviews I Inspections Attachments Contacts Sub-Records Holds Meetings More Info I

Progress: 100% Completed

Fees: \$0.00

View Details Add to Cart

Workflow: Building - Final Commercial - Passed: 11/09/2009

Actions: No Actions

Tabs can be selected to obtain more details, but not all information is available to the general public. From the home page, you must register for an **ePermit Center User Account** to see more information about permits, inspections, and licensing linked to you or your property.

Welcome to the ePermitCenter

Renew Licenses: Renew Eligible Licenses

Dashboard: Your Customized Home Screen

Apply: This tool can be used to apply for a permit, plan or license.

Login or Register: Login to an existing or create a new account. You can also find help if you forgot your login information.

Pay Invoice: Use this tool to pay for individual invoices.

Search Public Records: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Request Inspection: Click here to request an inspection on an existing record.

Map: Explore the map to see the activity occurring in your neighborhood.

Today's Inspections: View all inspections scheduled for today.

HELPFUL HINTS

❖ **To Search by ADDRESS:** Note: Using the address to conduct a search will return all permit records connected to this address

It is only necessary to enter the **Street NUMBER** and **Street NAME** of the property. Remember LESS is MORE when conducting searches; providing too much information could possibly return a “no records to display” message.

❖ **To Search by PERMIT number:** Enter all digits of the permit number, including all letters and dashes.

Some examples:

- BPC-23-XXXX
- BPR-23-XXXX
- BL-XXXX
- SUB-23-XXXX

Status Explanations

❖ **Permits:**

“Under Review”	-	The permit is being reviewed and has not been issued
“Issued”	-	The permit is issued and active.
“Completed”	-	Building Permits Only – Inspections are completed and the permit is awaiting issuance of a Certificate of Occupancy.
“Notice of Completion Issued”	-	Trade Permits Only – Permit is complete; no further action is needed.
“CO Issued”	-	Certificate of Occupancy issued; no further action needed.
“Temporary CO Issued”	-	Temporary Certificate of Occupancy is issued. Conditions need to be completed to receive a Certificate of Occupancy
“Expired”	-	Permit has expired due to a lack of activity per code.

❖ **Permit Agency Approvals** **(Shows as Building (Jurisdiction) – (Permit Type) (Work Class))**

“Approved”	-	Agency has approved.
“Pending”	-	Agency has reviewed and is awaiting additional information (see Comments in agency review).
“Under Review”	-	Agency has not reviewed.

❖ **Certificate of Occupancy Approvals**

“Approved”	-	Agency has approved.
“Final Approval”	-	Agency has approved.
Temporary Co Approval”	-	DILP has issued a temporary approval Agency
“Under Review”	-	Agency has not reviewed.

❖ **DILP Inspection Status**

“Passed”	-	DILP has approved the inspection.
“Final Approval”	-	DILP has approved Final inspection which is required to issue a Certificate of Occupancy.
Temporary Co Approval”	-	DILP has a temporary approval of the Final inspection to be transferred to the Certificate of Occupancy.
“Scheduled”	-	Inspection is scheduled.
“Requested”	-	Inspection has been received and is awaiting scheduling by Agency
“Partial Pass”	-	DILP has approved part of the inspection and must be contacted to schedule a follow up inspection.

The Permit Record

❖ **The Permit Record:** The Record provides important information and the status of activity associated with the Permit.

Permit Details: Provides basic information associated with the Permit.

- Status, Project Name, Application Date, Issued, Expiration or Completed Date.
- Description: To view, place the mouse pointer over the Note Pad icon and click.

Primary Address Details: Provides the parcel and address attached to the permit.

Contact Details: Provides the names of contacts that are associated with the Permit. Some examples:

- Applicant
- Property Owner
- Contractors

Submittals: To view a detailed list of review items and Agency approval status for permit issuance and Certificate of Occupancies, click on the blue hyperlinks. To view Specific Agency comments, click the blue agency hyperlink within the submittal. Some examples:

- Building review items, DPW, P&Z, DILP
- Health Department
- Certificate of Occupancy Approvals

Existing Inspections: Provides the status of completed inspections including:

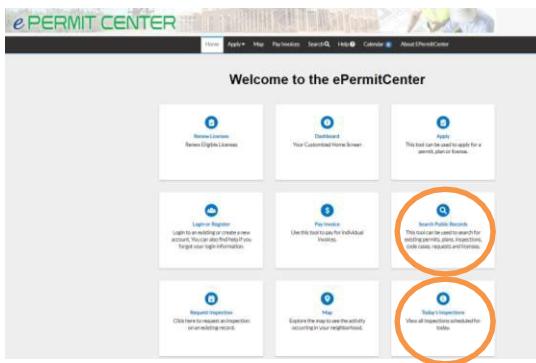
- Inspection Type
- Inspection Status
- Request Date
- Scheduled Date
- Inspector's Name

Existing Sub Permits: Provides a list of directly attached trade or associated permits to the main building permit at this address. Clicking the blue hyperlink will take you to the associated permit

Attachment Details: Copies of the actual issued permit, Temporary Certificate of Occupancy and Certificate of Occupancy will be available as applicable. If attachments are not visible, contact the applicable Harford County agency to obtain a copy.

Inspection Searches

There are two ways to search for inspections on the **ePermit Center** homepage - **Today's Inspections** or select **Search Public Records**



- Select the desired type of information from the Search drop down menu
- Search for inspections by the inspection number, dates, status, address or parcel number and click Search.
- It is not required to complete all fields to conduct an inspection search, but filling in more fields will give a narrower list of results. Adding Date parameters will also narrow the list of possible results.

Public Information

Search

Inspection Number	<input type="text" value="B"/>	Parcel Number	<input type="text"/>
Status	<input type="button" value="Select Inspection Status"/>		
Address	<input type="text" value="Search Addresses"/>		
Requested Date	<input type="text"/>	To	<input type="text"/>
Scheduled Date	<input type="text" value="01/30/2019"/>	To	<input type="text" value="01/30/2019"/>

Found 218 results

Sort

Inspection Number [009236-2018](#)

Requested Date 01/30/2019

Address 0 WOODSDALE RD ABINGDON MD 21009

Scheduled Date 01/30/2019

Status Requested

Main Parcel 01106244



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Inspection Number [M-004838-2019](#)

Requested Date 01/30/2019

Address 512 DUSK VIEW DR HAVRE DE GRACE MD 21078

Scheduled Date 01/30/2019

Status Scheduled

Main Parcel 06396954



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Inspection Number [F-004836-2019](#)

Requested Date 01/30/2019

Address 512 DUSK VIEW DR HAVRE DE GRACE MD 21078

Scheduled Date 01/30/2019

Status Scheduled

Main Parcel 06396954



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Inspection Number [F-004902-2019](#)

Requested Date 01/28/2019

Address 608 PEACE CHANCE DR HAVRE DE GRACE MD 21078

Scheduled Date 01/30/2019

Status Scheduled

Main Parcel 06397599



Helpful Search Hint

The letter or number
an Inspection Number
starts with designates
the type of permit.

B- Building
E- Electric
F- Fuel gas
M – Mechanical
P - Plumbing
Zero (0) – DPW

If the address is not
known, a quick way
to narrow the search
is to add the letter
prefix of the permit
type and add date
parameters.

Clicking on the blue
hyperlink Inspection
Number opens a table
that shows the
inspection type and
permit number.