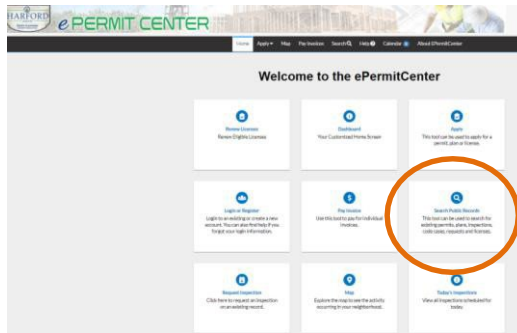


ePermit Center Quick Reference Guide

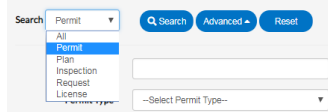
Building and trade permit information and a list of scheduled daily inspections are available to the public by using the permit number, a property address, a parcel number, the project name, the permit type, etc. The site also allows user accounts to apply for or renew various licenses and pay invoices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

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

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

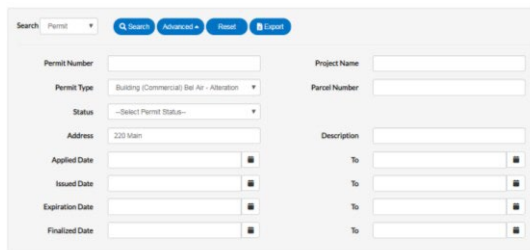


- Select the desired type of information from the Search drop down menu



- 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.

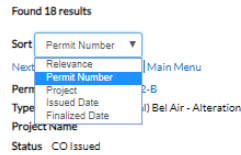
Public Information



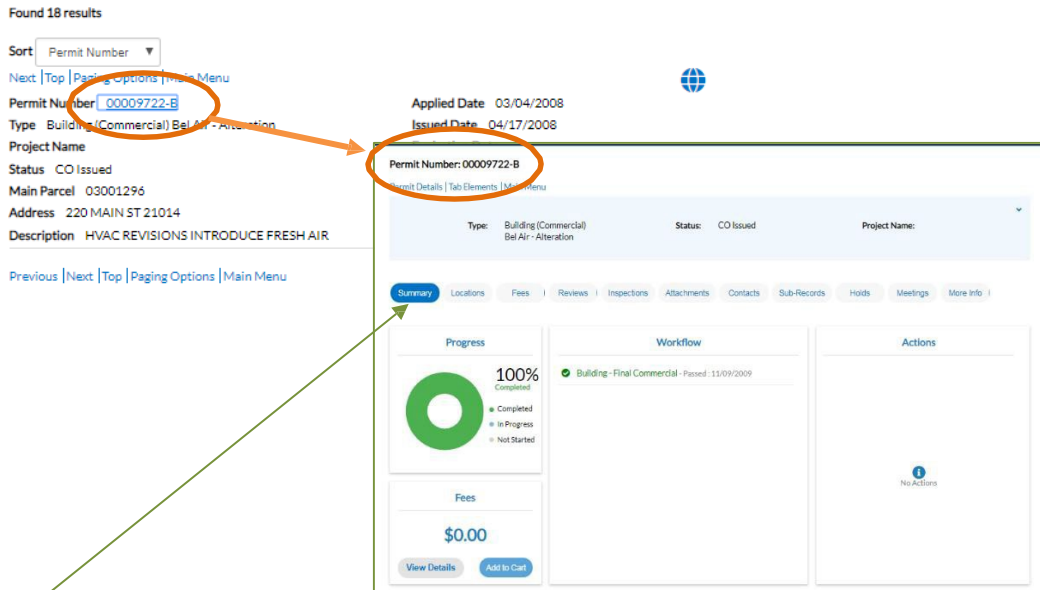
Found 4 results

Permit Number	Type	Status	Main Parcel	Address	Description	Applied Date	Issued Date	Expiration Date	Finalized Date
0000950-B	Building (Commercial) Bel Air - Alteration	CD/Issued	03001296	220 MAIN	CREATE 2 DOORWAYS-INT RENO	11/07/2008	11/14/2008		
00010176-B	Building (Commercial) Bel Air - Alteration	Expired	03001296	220 MAIN ST Bel Air MD 21014		07/13/2010	07/14/2010		
BC-B-024956-2016						12/20/2016			

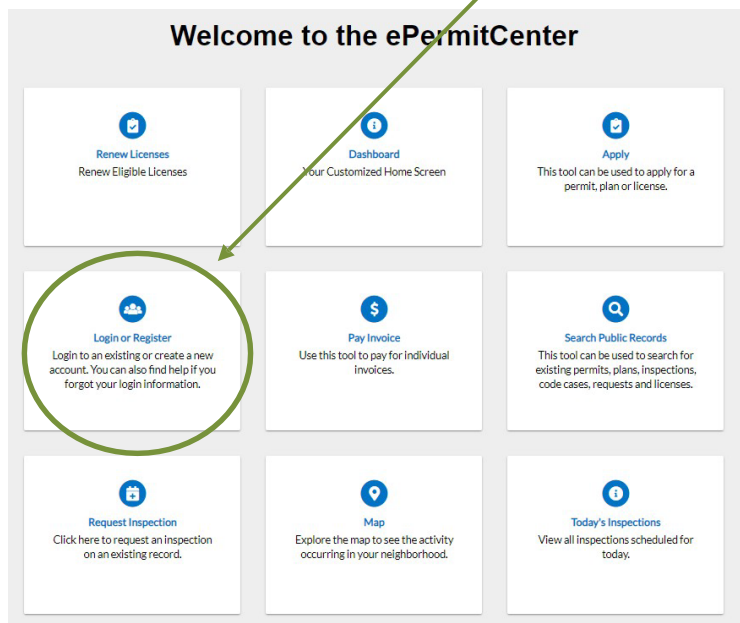
- You can modify the order of the results using the Sort drop down menu.



- When you find the desired permit or inspection record, click the [blue hyperlink](#) to open a dashboard to the Permit information.



Tags 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.



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:**

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

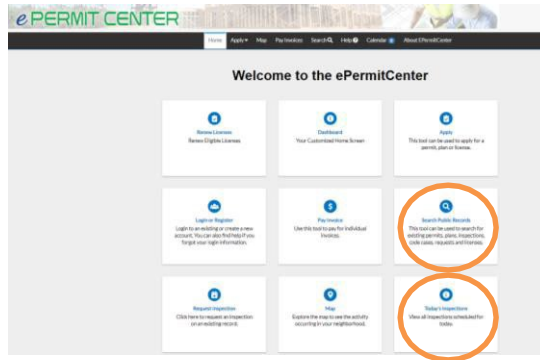
- Inspection Type
- Inspection Status
- Request Date
- Scheduled Date
- Inspector's Name

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

Inspection Number Parcel Number

Status --Select Inspection Status--

Address

Requested Date To

Scheduled Date To

Found 218 results

Sort Relevance

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

Inspection Number	009236-2018	Status	Requested	
Requested Date	01/30/2019	Main Parcel	01106244	
Address	0 WOODSDALE RD ABINGDON MD 21009			
Scheduled Date	01/30/2019			
Previous Next Top Paging Options Main Menu				
Inspection Number	M-004838-2019	Status	Scheduled	
Requested Date	01/30/2019	Main Parcel	06396954	
Address	512 DUSK VIEW DR HAVRE DE GRACE MD 21078			
Scheduled Date	01/30/2019			
Previous Next Top Paging Options Main Menu				
Inspection Number	F-004836-2019	Status	Scheduled	
Requested Date	01/30/2019	Main Parcel	06396954	
Address	512 DUSK VIEW DR HAVRE DE GRACE MD 21078			
Scheduled Date	01/30/2019			
Previous Next Top Paging Options Main Menu				
Inspection Number	F-004902-2019	Status	Scheduled	
Requested Date	01/28/2019	Main Parcel	06397599	
Address	608 PEACE CHANCE DR HAVRE DE GRACE MD 21078			
Scheduled Date	01/30/2019			

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.