



ePermit Center:

How to apply for a

Residential Building Addition

Permit



This application is only for a residential building addition for an extension or increase in floor area, number of stories or height of a building such as an attached garage.

Documents and Forms required to complete the Residential Building Addition Online Application

Please read the form requirements in the parenthesis. The forms are not applicable for every application.

Documents can be found by selecting **DOCUMENTS** on the black menu bar.

Required plans for *almost* every application:

1. Detailed Structural Plan

(Plan showing the structural design for construction)

2. Scaled Site Plan

(Scaled drawing that illustrates the relation between the lot lines and the uses, buildings or structures existing or proposed on a lot. For an ADU, please provide a plan showing the location of two additional parking spaces)

[See example of Scaled Site Plan](#)

Documents *not applicable* for every application:

1. Signed Contractor Contract

(If the applicant is a property owner and a contractor is listed during application, a copy of a signed contract between the property owner and contractor is required. If no signed contract is available, please list the property owner as the contractor.)

2. Signed Deed

(A copy of the signed deed is required if the property was purchased within the past three months)

3. Energy Code Compliance Documents

(Required documentation if the following energy compliance path is being used, Total UA Alternative, Simulated Performance Alternative, or ERI Compliance Alternative)

What is a Scaled Site Plan?

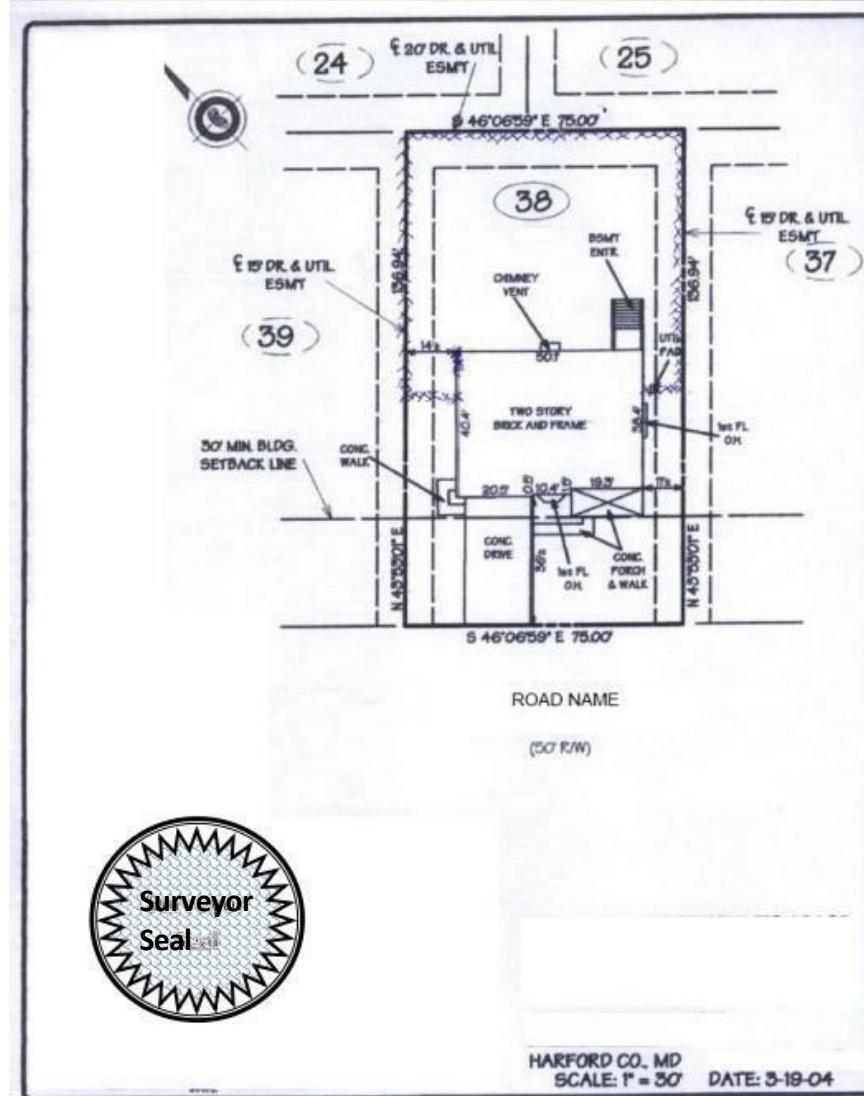
A scaled site plan (also known as a Location Survey or Plot Plan) is a drawing of your property that is to scale. It shows your property line dimensions and all structures that are located on your property.

Where can I find the scaled site plan to my property?

Your plan should be in your settlement documents from when you purchased your house. If you cannot find it, you can check with your mortgage, title or settlement company to see if they can give you a copy.

Does the County have a copy of my scaled site plan?

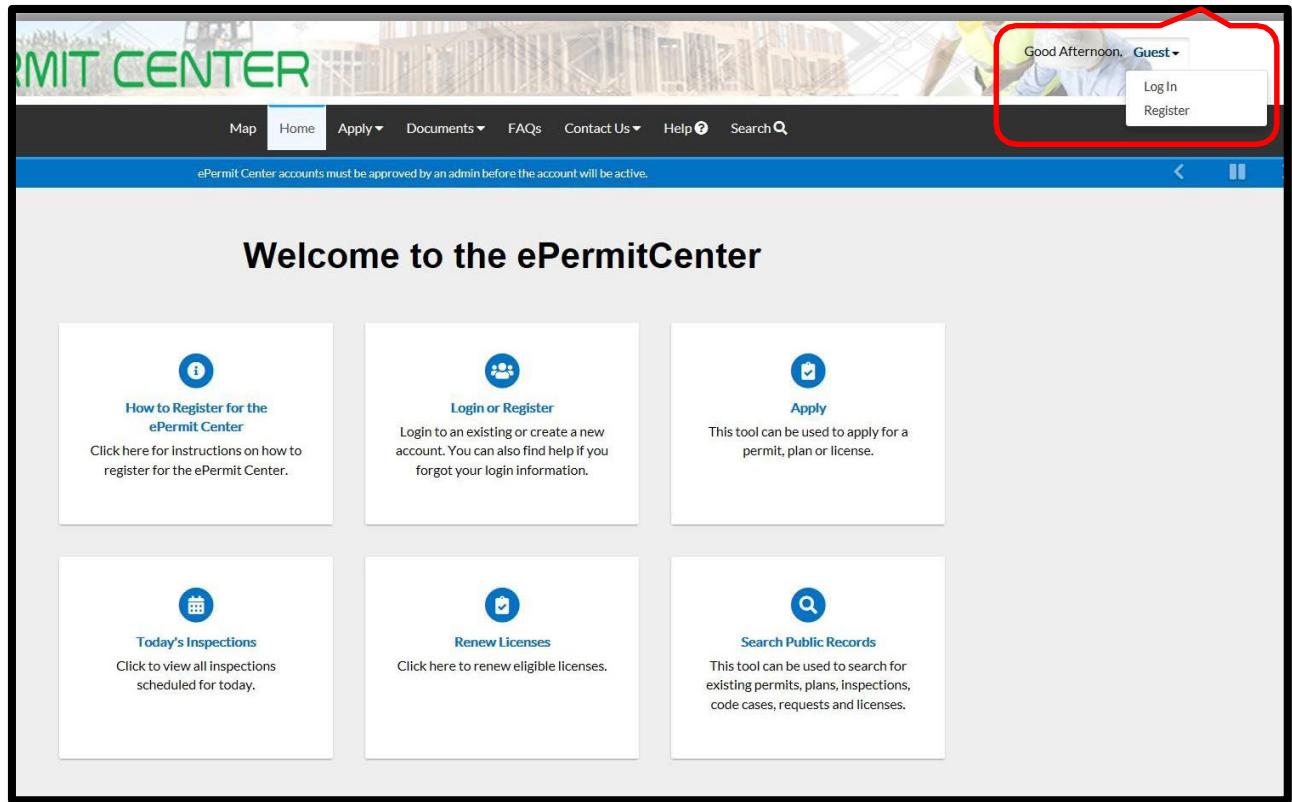
Scaled site plans are not required to be kept on file with Harford County. If a scaled site plan was submitted with a previous permit, we may have a copy on file



Select the **Login** or **Register** button on the ePermit Center homepage

Applicants who don't have a user account will need to register for one

User Guides are on the black menu bar under **FAQs**



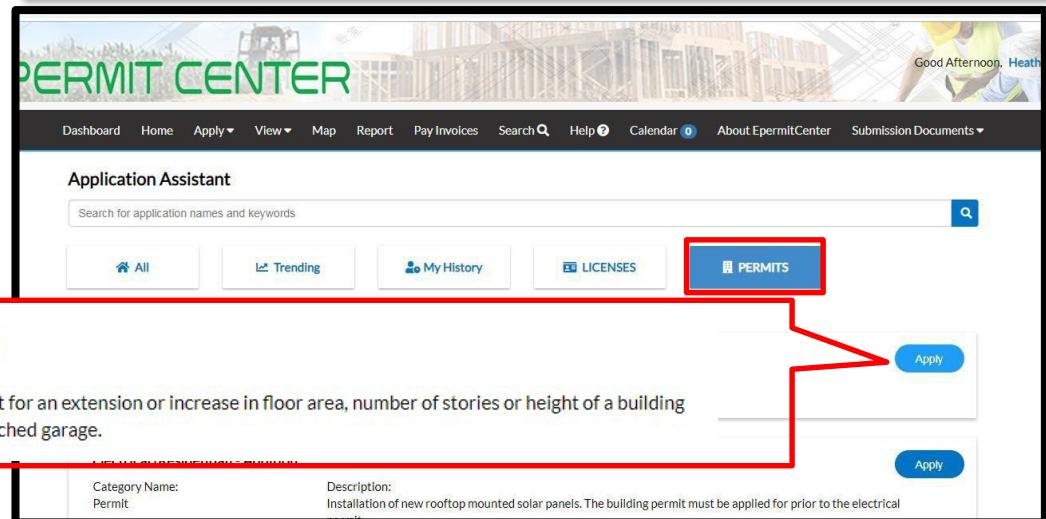
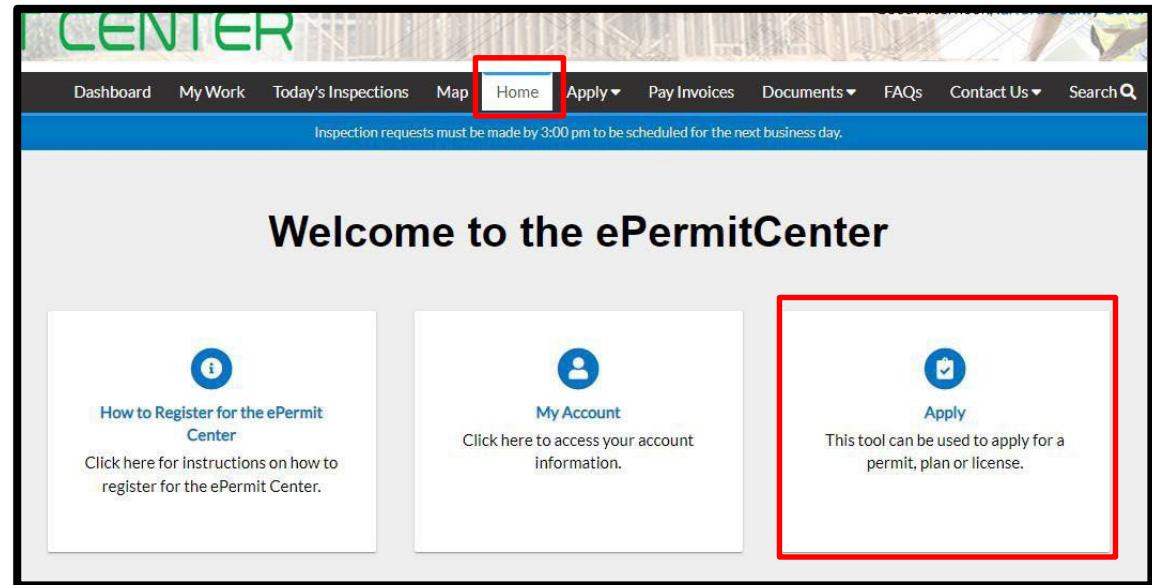
The screenshot shows the ePermit Center homepage. At the top right, there is a user interface with a "Good Afternoon, Guest" message, a "Log In" button, and a "Register" button. A red box highlights this area. Below this, the main content area features a banner with the text "ePermit Center accounts must be approved by an admin before the account will be active." followed by the heading "Welcome to the ePermitCenter". Six cards are displayed in a 2x3 grid, each with an icon and a title: "How to Register for the ePermit Center" (info icon), "Login or Register" (user icon), "Apply" (document icon), "Today's Inspections" (calendar icon), "Renew Licenses" (document icon), and "Search Public Records" (magnifying glass icon). Each card also contains a brief description.

1. Select **Home**

2. Select **Apply**

3. Select **Permits**

4. Select **Apply** for Building Application (Residential) – Addition



5. Complete the following steps:

A. LOCATION:

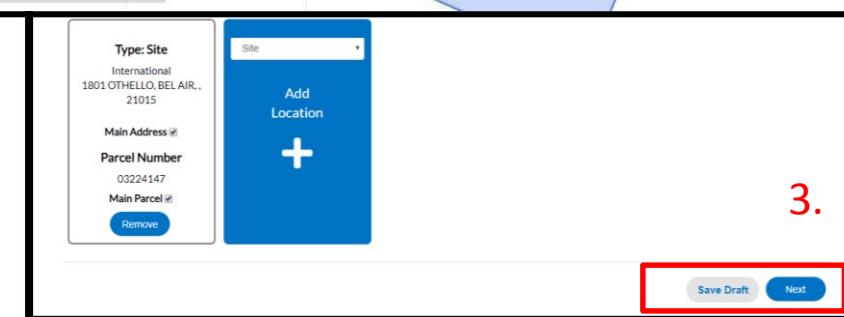
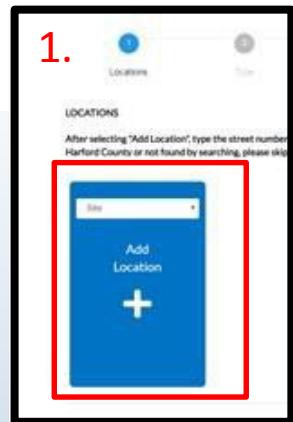
Select Add Location

Search the street number and name

Select Add

Confirm location and then select
Next

* Select **Save Draft** to prevent your work
from being deleted. The saved draft can be
found on your Dashboard. Do not use the
web browser buttons (back or forward), use
the buttons within the program to navigate.



B. PERMIT DETAILS:

The **Permit Type** will default to the proper type

Type a **Description** of the work to be done

Select **Next**

Apply for Permit - Building Application (Residential) - Addition *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

This application is for residential additions only.

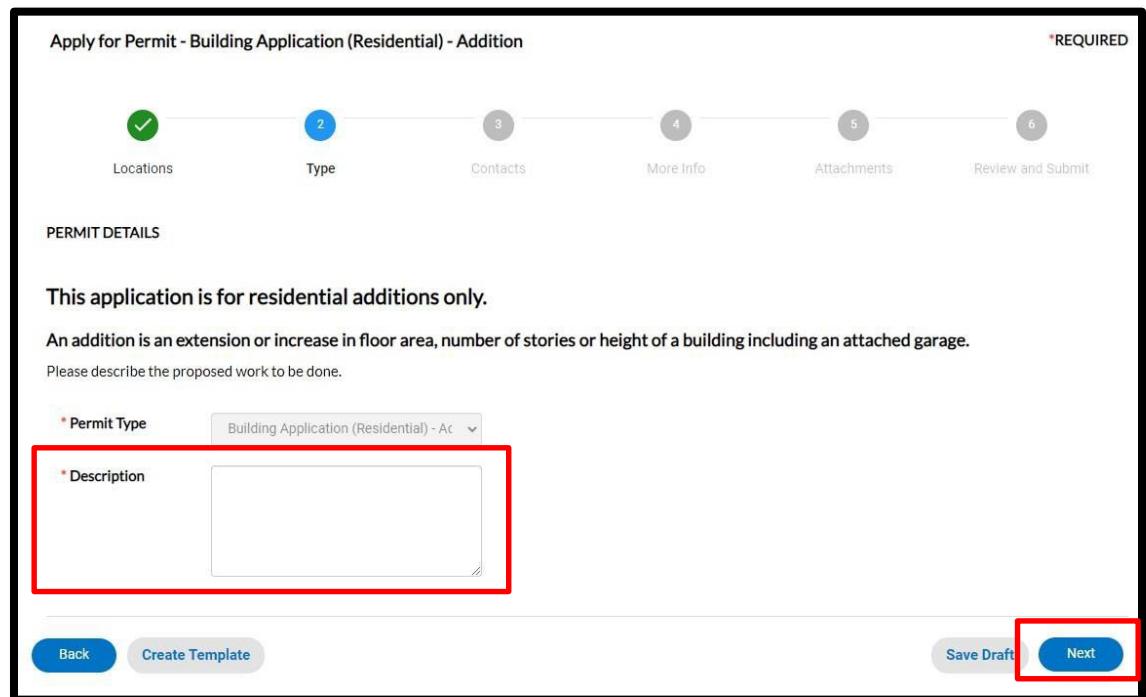
An addition is an extension or increase in floor area, number of stories or height of a building including an attached garage.

Please describe the proposed work to be done.

* Permit Type: Building Application (Residential) - Ac

* Description:
 (This field is highlighted with a red box)

Back Create Template Save Draft Next (The 'Next' button is highlighted with a red box)



C. CONTACTS:

Select **Add Contact** to add a contractor

Type the contractor's name in the search box and hit enter

Select the proper contact from the list and select **Add**

**Select the star to the left of the contact's name to add the contact to your favorites.*

Select **Next**

CONTACTS

1.) Select Add Contact
2.) Search Contact (Fill in the star to add a favorite contact.)

The contractor must be a licensed home builder or property owner. The property owner's information will be added during the next step. Note: If you are unable to find the property owner's name when searching in our database, please search "Property Owner" and add the contact with first name "Property", last name "Owner" as the Contractor.

Please use the additional blue default box to include anyone who needs to access permit information or attachments. For example: You may add the Project Manager or Architect to this permit. Select the contact type from the dropdown menu.

If no additional contacts are needed, please select the NEXT button.

1. **Contractor**

2. **Add Contact**

3. **Add Contact**

4. **Next**

Add Contact As : Contractor

2. **Search** **My Favorites**

2. **Search** **Heather Smith**

3. **Favorite** **First Name** **Last Name** **Address** **Company** **Email** **Action**

Favorite	First Name	Last Name	Address	Company	Email	Action
	Heather	Smith	3634 Emory Church RD Street MD 21154			Add

D. MORE INFO :

Fill out the **Property Owner Information** fields

** If the property owner does not have an email address, type N/A (not applicable) in the email field.*

MORE INFO

Property Owner Information

Please enter the property owner information below. If the property is owned by a business entity, list entity name in both required NAME fields.

Company (of property owner if applicable)

*First Name First Name is required.

*Last Name Last Name is required.

*Phone Number Phone Number is required.

*Email Email is required.

*Address (House/Bldg #, Street Name, Suite/Apt #) Address (House/Bldg #, Street Name, Suite/Apt #) is required.

*Street Type Street Type is required.

*City City is required.

*State State is required.

*Zip Zip is required.

[Next Section](#) | [Top](#) | [Main Menu](#)

D. MORE INFO :

Fill out the General Information for the Project

General Information for Project

Please complete applicable fields. Addition structures require the height of structure and number of stories (fields in red are required.)

MHIC #

*Project Cost
Project Cost is required.

Height of Addition Structure (if applicable)

Number of Stories (if applicable)

Number of Bedrooms (if applicable)

Number of Full Baths (if applicable)

Number of Half Baths (if applicable)

Please indicate the type of utility system the property is serviced by.

*Private Utility Systems
Private Utility Systems is required.

*Public Utility Systems
Public Utility Systems is required.

Please check the appropriate boxes for the trade work being performed on the project. A licensed master is required to pull separate trade permits. For more information on Harford County Permits, please cut and paste the following link into a web browser, <https://www.harfordcountymd.gov/985/Permits>

Trade Permits Required

<input type="checkbox"/>	Electric
<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Fuel Gas
<input type="checkbox"/>	Mechanical
<input type="checkbox"/>	On Site Utility

D. MORE INFO :

Fill out the Measurement of Work

Accessory Dwelling Unit Information

Residential Energy Efficiency Code

Additional Comments

Measurement of Work

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please enter the square footage of the addition and when applicable please include all floors and the basement.

*Addition Square Footage

Addition Square Footage is required.

Accessory Dwelling Unit (ADU) Information

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please answer the question below. If the permit application is for an ADU/in-law quarters, please reference the ADU informational handout packet located under DOCUMENTS on the black menu bar. Please attach the ADU calculation sheet and agreement of understanding form with this application. If you have any questions regarding these instructions, please call Permit Services Support at 410-638-3122.

Is this an ADU/in-law quarters?

Residential Energy Efficiency Code

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please choose the energy compliance path from the drop down menu below. All new residential one and two family dwellings, must comply with the residential provisions of the 2018 IECC unless the building is considered a "Low Energy Building" as defined in Section R402.1. If one of the following energy compliance paths are selected, Total UA Alternative, Simulated Performance Alternative, or ERI Compliance Alternative, compliance documentation must be attached during application. For more information click here (<https://www.harfordcountymd.gov/DocumentCenter/View/3096/2018-IECC-Residential-Energy-Efficiency-Code-Requirements-Flow-Chart-and-Documentation-for-Permit>).

*Residential Energy Efficiency Code

Residential Energy Efficiency Code is required.

Additional Comments

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please include additional comments for your permit application in the box below.

Additional Comments

D. MORE INFO :

Fill out the **Online Building Acknowledgement**.

**A copy of the online building acknowledgement will be attached to the permit record.*

Online Building Acknowledgment

[Previous Section](#) | [Top](#) | [Main Menu](#)

By submitting this application, the applicant certifies and agrees: (1) That the applicant is authorized to make the application because the applicant is the property owner or an authorized agent of the property owner; (2) That all the information provided is correct; (3) To comply with all the laws and regulations of Harford County that are applicable to the request; (4) To perform only the work as specifically described in this application; (5) To grant County officials/employees the right to enter onto the property for purposes of inspecting the work permitted and posting notices; and (6) acknowledges that in accordance with Harford County Code §157-16 C, should this permit application be disapproved or withdrawn prior to issuance, upon request the applicant shall only be refunded 50% of the fee paid. In accordance with Harford County Code §1-22 F, a person who knowingly makes a misrepresentation or false statement on an application for a County permit or license is guilty of a misdemeanor and, upon conviction, is subject to a fine not exceeding one thousand dollars (\$1,000) or imprisonment not exceeding ninety (90) calendar days or both. Summary PDF documents of the online acknowledgments and, if applicable, acknowledgments for the terms and conditions agreed to during this application process will be accessible within the attachment section of the record file for your reference. Please contact the Department of Inspections, Licenses, and Permits, within 14 days of application, should you feel that a discrepancy exists between the online wording and the wording contained within the created document(s).

*Online Building Acknowledgement

Online Building Acknowledgement is required.

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

E. ATTACHMENTS:

Attach any required documents

Use the drop-down menu to select the attachment type and to the + icon to add additional attachments required to process your application

Select **Next**

Attachments

Please upload required documents before continuing. To add attachments, click on the + icon to navigate to your computer.

ATTENTION: All plans/documents need to be rotated upright and MUST be different filenames before uploading or they will not be accepted.

Please read the form requirements in the parenthesis. The forms are not applicable for every application. Documents can be found by selecting DOCUMENTS on the black menu bar.

Required plans for every application:

- Detailed Structural Plan (*Plan showing the structural design for construction*)
- Scaled Site Plan (*Scaled drawing that illustrates the relation between the lot lines and the uses, buildings or structures existing or proposed on a lot. For an ADU, please provide a plan showing the location of two additional parking spaces*) [See example of Scaled Site Plan](#)

Documents not applicable for every application:

- Signed Contractor Contract (*If the applicant is a property owner and a contractor is listed during application, a copy of a signed contract between the property owner and contractor is required. If no signed contract is available, please list the property owner as the contractor.*)
- Signed Deed (*A copy of the signed deed is required if the property was purchased within the past three months*)
- Energy Code Compliance Documents (*Required documentation if the following energy compliance path is being used, Total UA Alternative, Simulated Performance Alternative, or ERI Compliance Alternative*)

If you have questions regarding these instructions, please call Permit Services Support at 410-638-3122

1. Permit applications will not be processed without a proper scaled site plan. See example of a Scaled Site Plan here.

2.

3.

Detailed Structural Plan
Add Attachment **+**
Supported: pdf, jpg, png, jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...
REQUIRED

Scaled Site Plan
Add Attachment **+**
Supported: pdf, jpg, png, jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...
REQUIRED

Select Type **+**
Add Attachment **+**
Supported: pdf, jpg, png, jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Back Create Template Save Draft **Next**

F. REVIEW and SUMMARY:

Review information

Select Submit

***To edit information, use the back button at the bottom of the screen. Do not use the web browser back or forward buttons or the applicants work will be deleted.**

Apply for Permit - Building Application (Residential) - Addition *REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

[Submit](#)

Locations

Basic Info

Type	Building Application (Residential) - Accessory
Description	test
Applied Date	04/11/2022

Contacts

Applicant	Harford County Government - Harford County, MD 220 S Main ST, Bel Air, MD, United States, 21014
Contractor	123 Main ST, Bel Air, MD, 21014

More Info

Property Owner Information

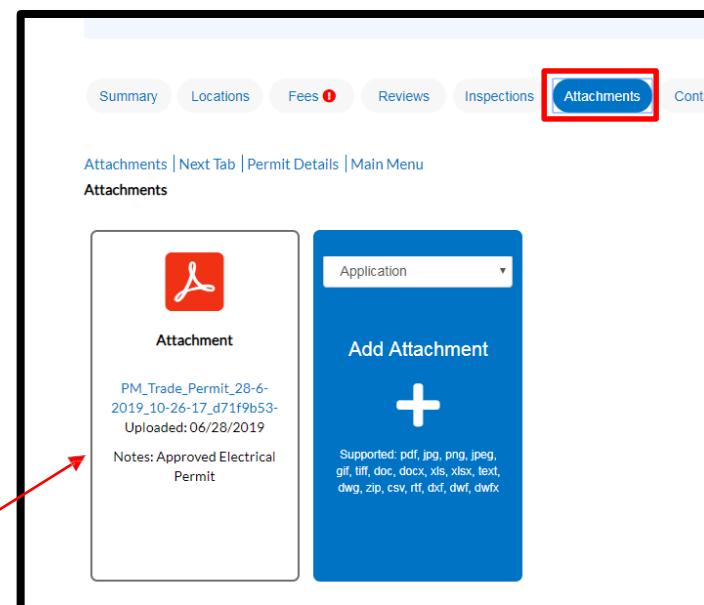
[Next Section](#) | [Top](#) | [Main Menu](#)

6. Once submitted, a **permit application number** will be assigned, and the applicant will receive a **confirmation email**.

7. After the Harford County Permit Center staff has reviewed and processed the permit, the applicant will receive a **permit number** and an email notifying them to pay their invoice online.

8. Once the invoice has been paid and all applicable agencies have approved their respective applications, the applicant will receive an **email notifying them their permit has been issued**.

9. The applicant can print the permit under the **ePermit Center Attachments Tab**. Click on the blue file name to open a pdf copy.





**Please call the City of Columbia Clerks Office at
618-281-7144 if more assistance is needed.**