

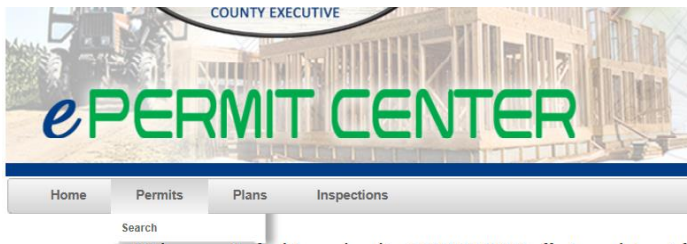


ePermit Center Quick Reference Guide

Information Available to the Public on Permits and Daily Scheduled Inspections by using the property address, project name, permit type, etc.

❖ To Begin Search:

On the ePermit Center homepage, select **SEARCH** from the Permits drop down menu.



- Choose to search by Address, Permit Number, Project Name, Permit Type, Work Class, etc.
- It is not required to complete all fields to conduct a search

Permit Search

Address Fields

Street Number	<input type="text"/>	Suite/Unit	<input type="text"/>
Pre Direction	<input type="text" value="-Prefix-"/>	City	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Street Type	<input type="text" value="-Type-"/>	Zip Code	<input type="text"/>
Post Direction	<input type="text" value="-Postfix-"/>	County	<input type="text"/>

Permit Fields

Permit Number	<input type="text"/>	Project Name	<input type="text"/>
Type	<input type="text" value="- Permit Type -"/>	Issued Date	<input type="text"/>
Work Class	<input type="text" value="- Work Class -"/>	Expiration Date	<input type="text"/>
Status	<input type="text" value="- Status -"/>	Finalized Date	<input type="text"/>

Hint
Please type street name and street type separately in their labeled fields. (i.e. 123 Main St would be "123" in "Street Number", "Main" in "Street Name", and "St" in "Street Type"). "Street Type" is not required. Use less information for a better search result.

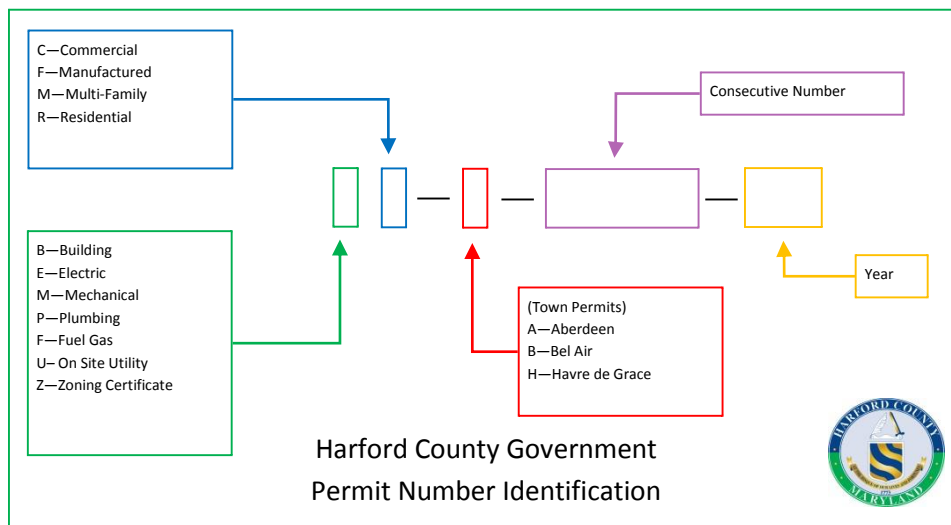
Note
Provide as much detail as you can in order to narrow down the search results.

❖ **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.
- The results will be listed in numerical order for legacy permits and by permit type abbreviation reference for permits issued in the current system. (Legacy Permits refer to permits that were created in prior permitting systems used by Harford County)
- To view the most recent permits, double click the **Issued Date** column header to sort data in descending order.
- Click the blue hyperlink to open the Permit.

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

- BR-A-000203-2016
- BC-H-001203-2015
- ER-000879-2015
- 2015177B0160 – Legacy Permit Number



❖ **Filtering Options:**

- Each column in the **Search Results** can be sorted in ascending or descending order by clicking the column header.
- Click the **Filter Icon**  at the top of each column to open the filter box that offers additional options to perform more advanced searches.

Status Explanations

❖ Permits:

- "Under Review"* - The permit is being reviewed and has not been issued
- "Issued"* - The permit is an issued and active permit.
- "Completed"* - Building Permits Only – Inspections have been completed and the permit is awaiting issuance of a Certificate of Occupancy.
- "Notice of Completion Issued"* - Trade Permits Only – Permit is completed 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 Division has issued a temporary approval
- "Under Review"* - Agency has not reviewed.

❖ DILP Inspection Status

- "Passed"* - DILP has approved the inspection.
- "Final Approval"* - DILP Division has approved Final inspection to be transferred to Certificate of Occupancy.
- Temporary Co Approval"* - DILP Division has a temporary approval of the Final inspection to be transferred to the Certificate of Occupancy.
- "Scheduled"* - Inspection has been scheduled.
- "Requested"* - Inspection has been received and is awaiting scheduling by Agency
- "Partial Pass"* - DILP Division 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: Detail list of review items and Agency approval status for permit issuance and Certificate of Occupancies can be viewed by clicking on the blue hyperlinks. Specific Agency comments can be viewed by clicking 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

Existing Sub Plans

Attachment Details: Copies of the actual issued permit, Temporary Certificate of Occupancy and Certificate of Occupancy will be available as applicable. If not visible, copies may be obtained by contacting the applicable Harford County agency.

Inspections Search

On the ePermit Center homepage, select **TODAY'S INSPECTIONS** from the Inspections drop down menu. Search inspections by date. Inspection Information examples:

- Permit (Case) Number
- Case Type
- Inspection Type
- Address
- Primary Inspector's Name
- Status

Inspections

Date:

Case Number	Case Type	Insp. Type	Address	Primary Inspector	Status
EC-015512-2016	Permit	Electric - Ceiling Commercial	220 MAIN ST BEL AIR, MD 21014	Badders, Milford	Passed
ER-014871-2016	Permit	Electric - Final Residential	2811 GRIER NURSERY RD FOREST HILL, MD 21050	Badders, Milford	Final Approval
ER-016667-2016	Permit	Electric - Final Residential	414 PYLESVILLE RD Pylesville, MD 21132	Badders, Milford	Failed
ER-014871-2016	Permit	Electric - Rough In Residential	2811 GRIER NURSERY RD FOREST HILL, MD 21050	Badders, Milford	Passed
ER-016637-2016	Permit	Electric - Rough In Residential	1621 SADDLE RIDGE CT FOREST HILL, MD 21050	Badders, Milford	Passed
ER-016667-2016	Permit	Electric - Rough In Residential	414 PYLESVILLE RD Pylesville, MD 21132	Badders, Milford	Failed
ER-016667-2016	Permit	Electric - Sub Feed Residential	414 PYLESVILLE RD Pylesville, MD 21132	Badders, Milford	Failed

Change Filter

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