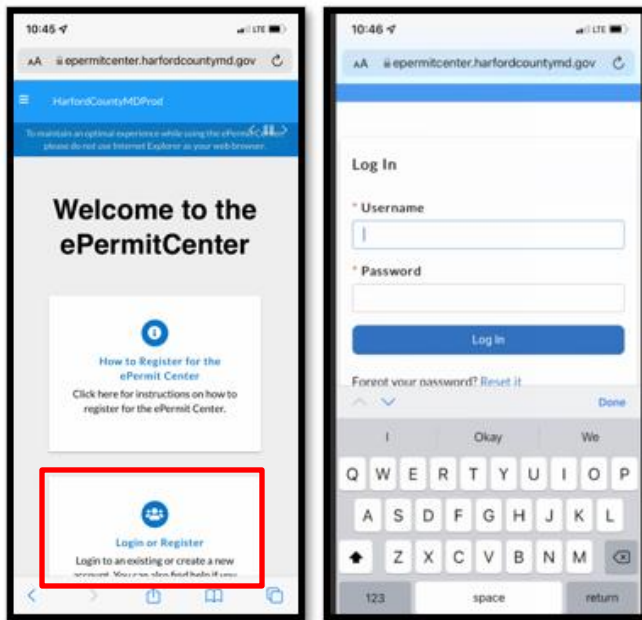




How to Attach Inspection Pictures and Schedule Inspections on a Mobile Phone

1. Log into your account

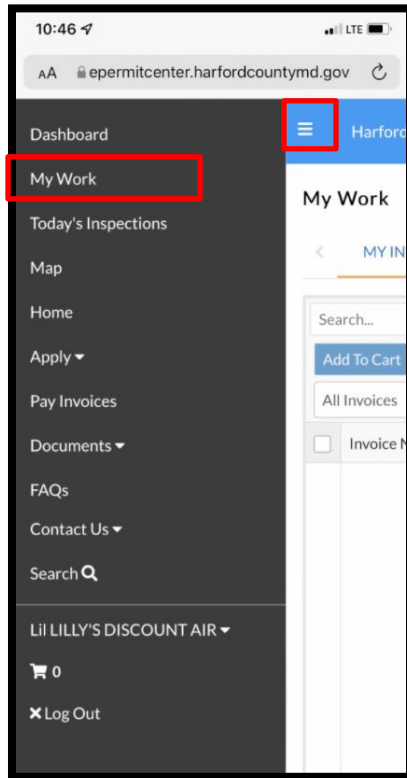
- a. ePermit Center website: <http://epermitcenter.harfordcountymd.gov>



2. Select My Work

- a. Move the screen to the right and click on the hamburger button in the upper left-hand corner.

a. Select **My Work**



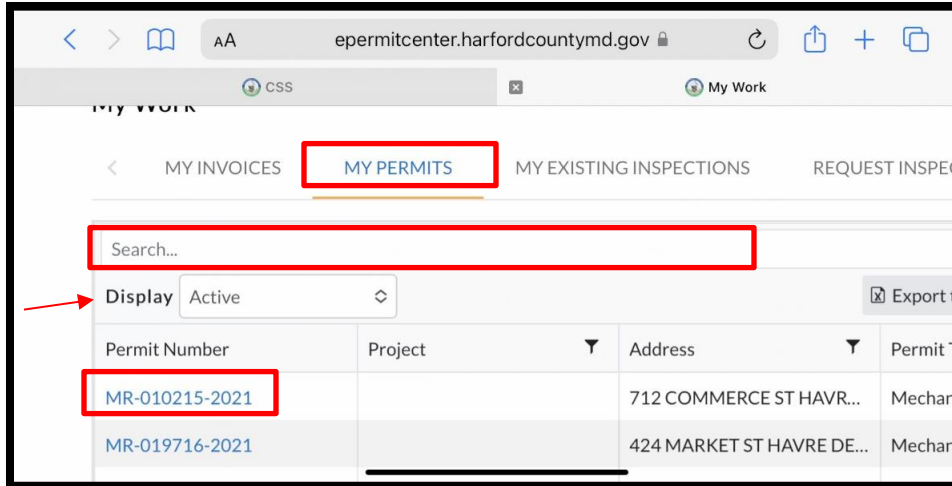
+

3. Select My Permits

a. Turn your phone horizontal

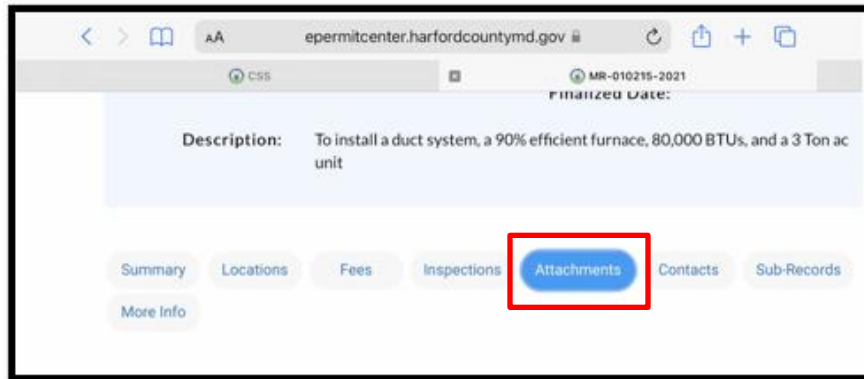
b. Select **My Permits**

c. Click on the blue permit number to open the permit record or search for your permit in the search field. If your permit number does not show up, switch the Display dropdown menu option to all.

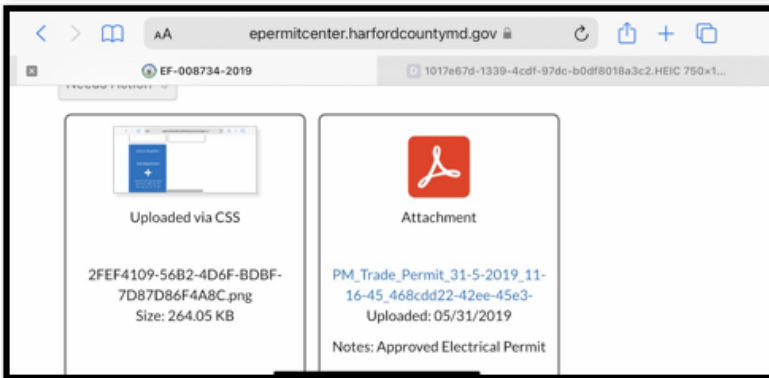
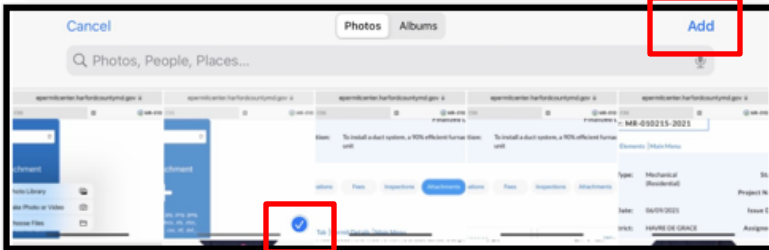
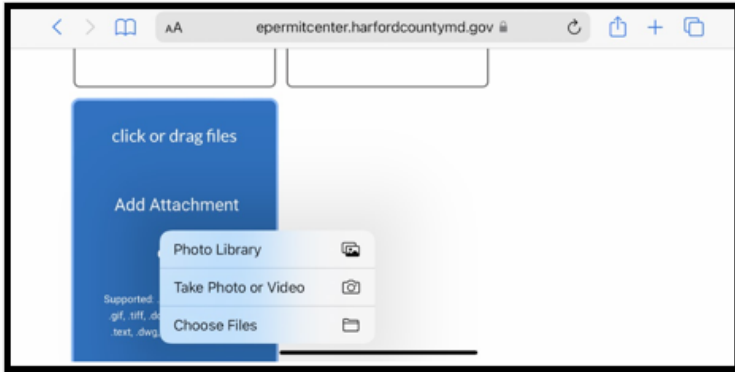


4. Attach Pictures

- a. The permit record will open.
- b. Select **Tab Elements**
- c. Select the grey **Attachments** button
- d. Scroll down and select the **white plus sign icon** to add a picture(s)

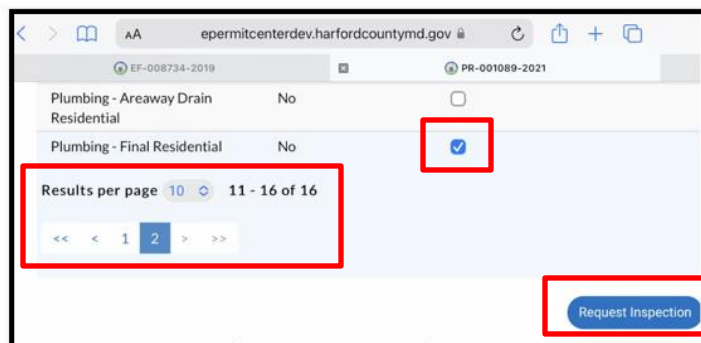
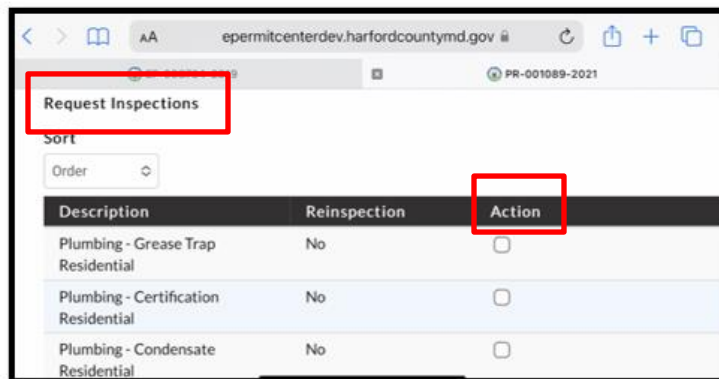
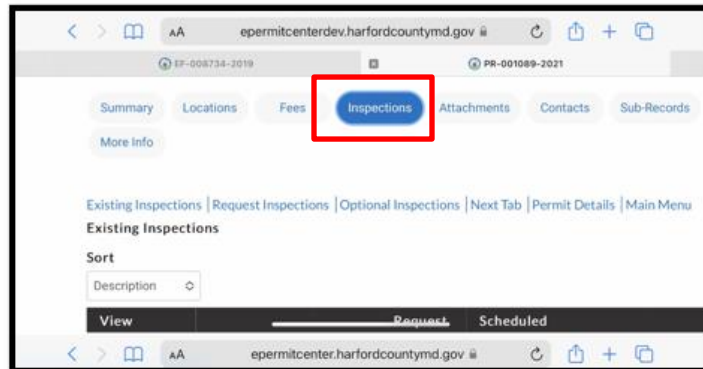


- e. Add a picture(s) from your photo library
- f. Check the picture(s) and select Add
- g. The picture(s) will attach and select Submit.



5. Schedule a Picture Inspection

- a. Select the grey **Inspections** button
- b. Scroll down to **Request Inspections**
- c. Check the checkbox under the **Action** column for the type of inspection you are requesting. The inspection type may be on page two.
- d. Select **Request Inspection**



e. Request the inspection date and **type “Picture Inspection”** in the **comment box** so the inspector does not go to the property.

Address: 2827 E MEDICAL HALL RD CHURCHVILLE, MD 21028

* Requested Date: 03/17/2022

Comments/Gate Code: Picture Inspection

Submit

*REQU

1 Case #PR-001089-2021

Inspection Type:
Plumbing - Final Residential

Case Type:
Plumbing (Residential) - Accessory

Address:
2827 E MEDICAL HALL RD
CHURCHVILLE, MD 21028

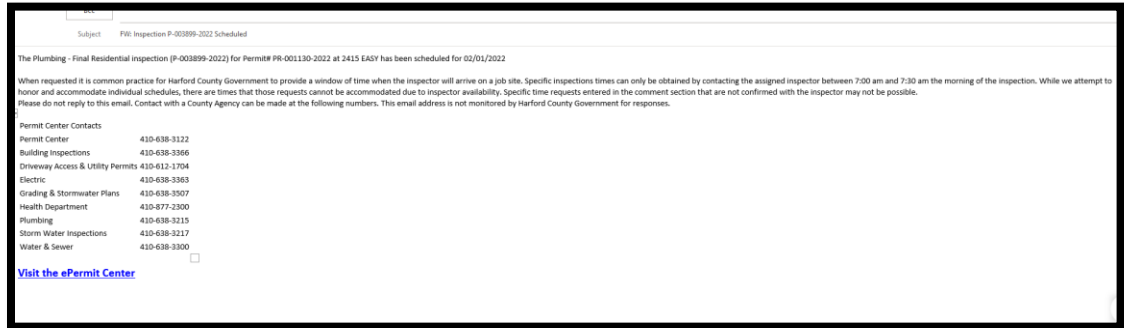
Requested Date
03/17/2022

Comments/Gate Code
Picture Inspection

✓

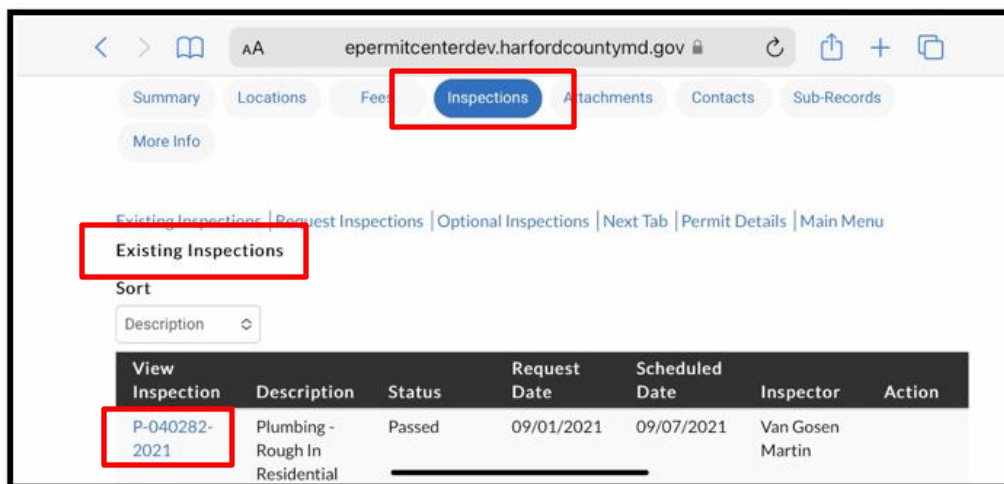
- f. You will receive a confirmation email once the inspection has been scheduled by office staff.

With the Subject Line: *Inspection (Inspection Number) Scheduled*



6. Inspection Results

- a. After the inspector reviews the pictures, he will email an inspection worksheet to all the contacts with an email address on the permit record.
- b. If you don't receive an inspection worksheet through email, you can check the inspection results on the ePermit Center.
- c. Open the permit record, select **Tab Elements**, select the gray **Inspections** button, scroll to **Existing Inspections** and select the blue inspection number.



d. Once the inspection record opens, select **Tab Elements**, select the gray **Checklist** button, scroll down and the inspector's comments will be listed under the **Comments** column.

