



# HARFORD COUNTY

Robert G. Cassilly, County Executive

## ePermit Center: How to Apply for a Driveway Access Permits

**ePERMIT CENTER.**harfordcountymd.gov

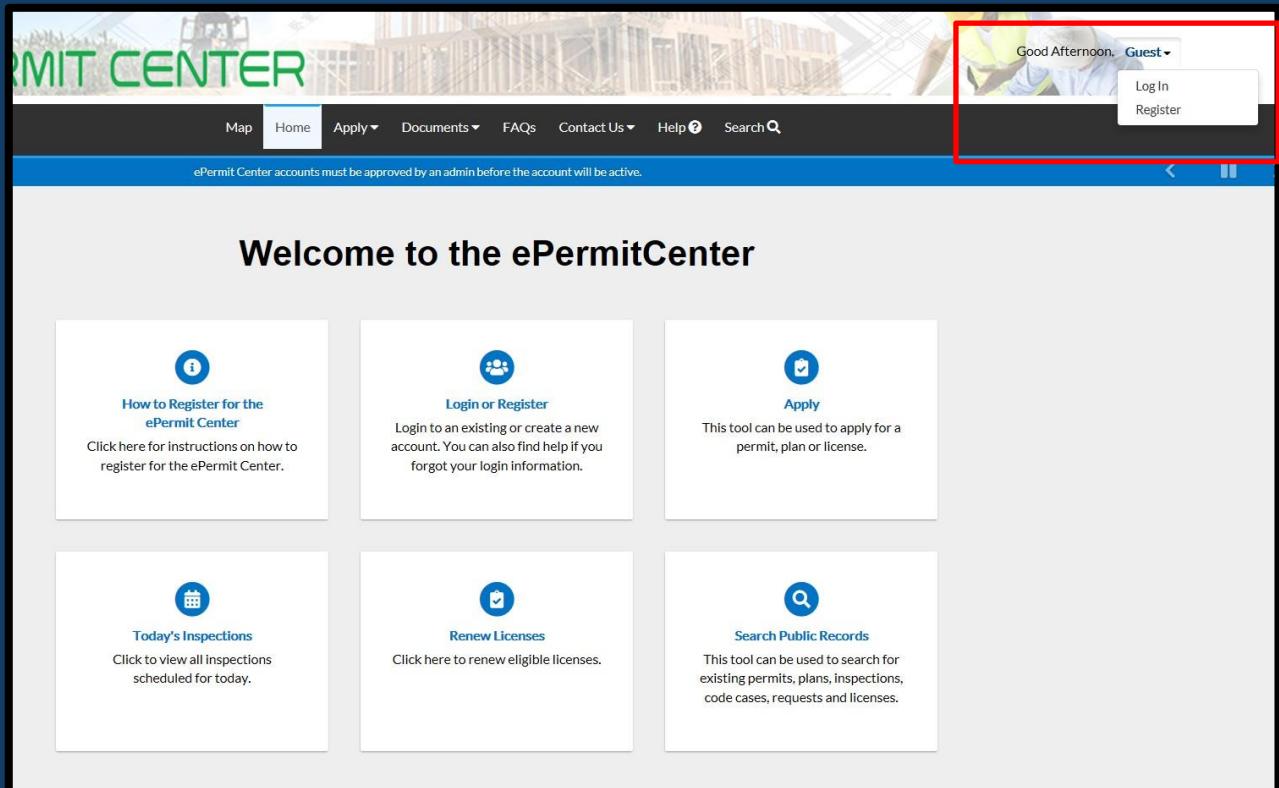
# Instructions

**This online application is to construct a new residential or commercial driveway apron; to install a temporary construction entrance; temporary sales entrance or to restore and repair, widen or change an existing driveway apron.**

Navigate to the ePermit Center website:

[ePermitcenter.HarfordCountymd.gov](http://ePermitcenter.HarfordCountymd.gov)

- 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**



# Instructions

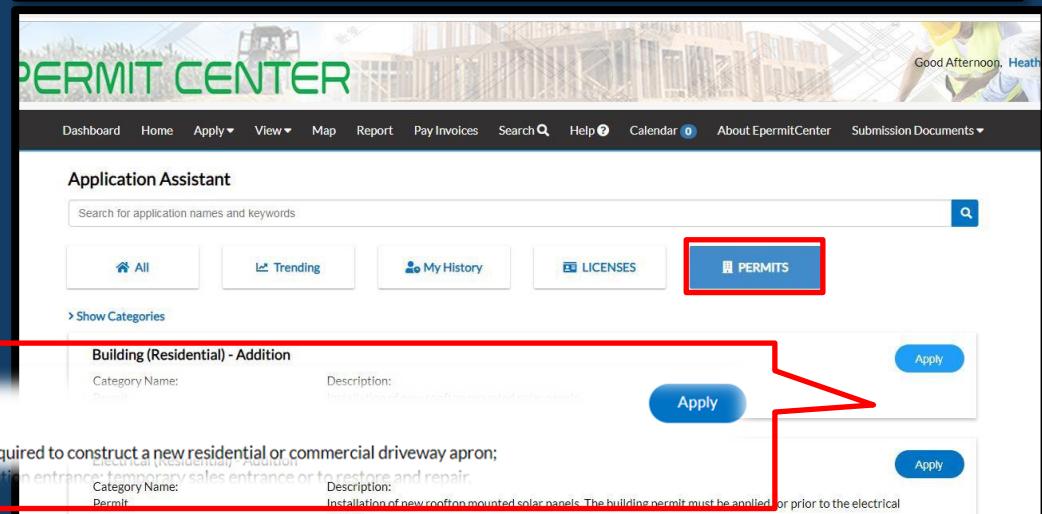
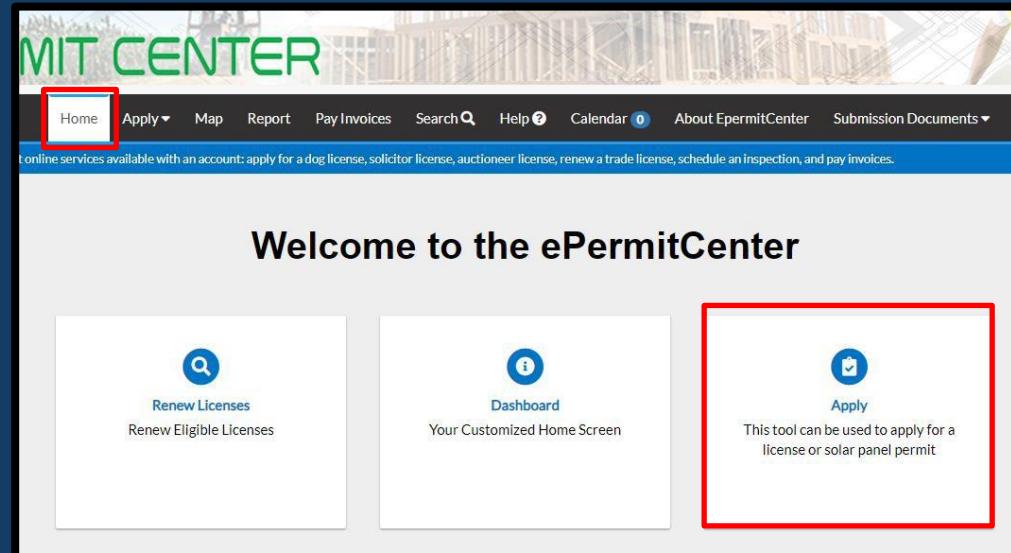
## Driveway Access Permit Application

1. Select **Home**

2. Select **Apply**

3. Select **Permits**

4. Select **Apply** for Driveway Access



# Instructions

## Driveway Access Permit Application

5. Complete the following steps:

### A. LOCATION:

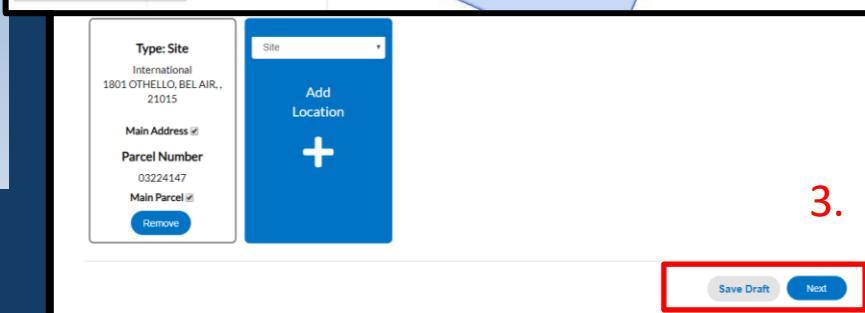
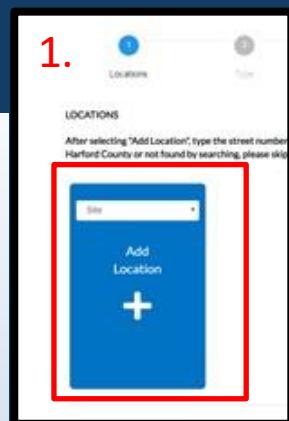
Select Add Location

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.*



# Instructions

## Driveway Access Permit Application

### 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 - Driveway Access \*REQUIRED

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

**PERMIT DETAILS**

Please describe the work being done.

\* Permit Type: Driveway Access

\* Description:

Save Draft Next

Back Create Template

# Instructions

## Driveway Access Permit Application

### 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.*

*\*Regarding contractor contact: Please indicate the contracting company, not the name of the individual contractor.*

Select **Next**

CONTACTS

1.) Select Add Contact

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

If the contractor is To Be Determined, search TBD and select TBD. The property owner's information will be added during the next step.

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. Applicant

Contractor

Add Contact

Applicant

REQUIRED

Back Create Template Save Draft **Next**

Add Contact As : Contractor

Search My Favorites

2. Search Heather Smith

3. Heather Smith

Favorite	First Name	Last Name	Address	Company	Email	Action
	Heather	Smith				<b>Add</b>

# Instructions

## Driveway Access Permit Application

### 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).*
- Select the Access Type
- Select the Site Use
- Add the Entrance Location (if different from address)
- Read the Online Acknowledgements

**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.

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# Instructions

## Driveway Access Permit Application

### E. ATTACHMENTS:

- Attach any required documents
- A Site Plan is required
- Select Next

Attachments

Please upload a site plan before continuing. To add attachments, click on the + icon to navigate to your computer. The site plan must include the proposed driveway and existing access point dimensions, indicating the work to be completed.

**ATTENTION:** All plans/documents need to be rotated upright

If you have questions regarding this application, please call Permit Services Support at 410-638-3509

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

# Instructions

## Driveway Access Permit Application

### F. REVIEW and SUMMARY:

Review information

*\*The summary page includes estimated fees*

Select Submit

Apply for Permit - Building (Residential) - New \*REQUIRED

Locations ✓

Type ✓

Contacts ✓

More Info ✓

Attachments ✓

Review and Submit 8

Submit

**Locations**

Site	1801 OTHELLO, BEL AIR,
Parcel Number	03224147

**Basic Info**

Type	Mechanical (Residential) - Miscellaneous
Description	
Applied Date	08/08/2019

**Contacts**

Applicant	Harford County Government (Harford County Maryland) 220 S MAIN ST, BEL AIR, MD, United States, 21014
Contractor	Heath McHugh

**Estimated Fees**

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Builder's Guarantee Fund	\$50.00
Certificate of Occupancy	\$10.00
Impact Fee - Single Family detached	\$6,000.00

Total: \$6,060.00

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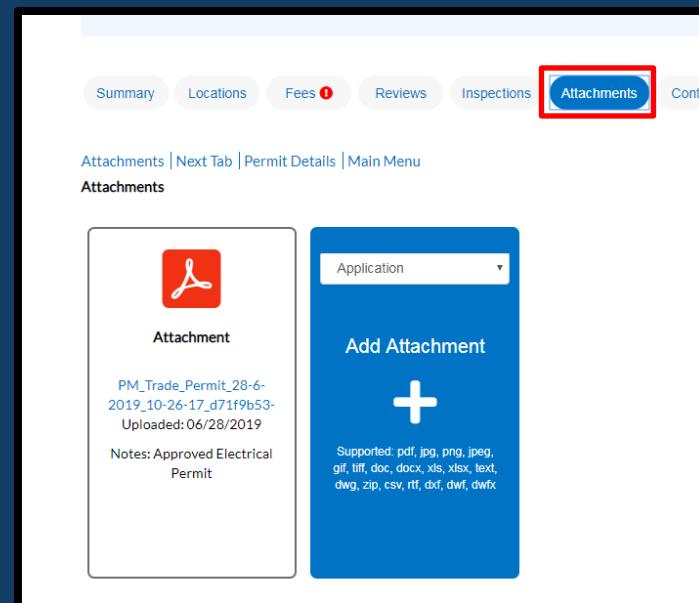
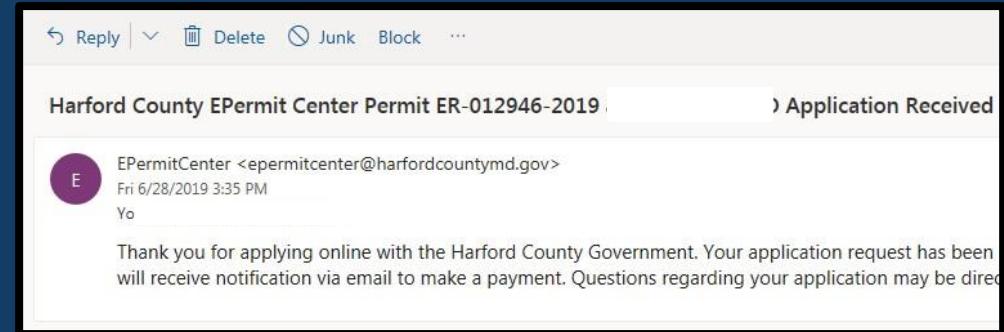
## Driveway Access Permit Application

-Once submitted, a permit 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 **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**.



Please contact the Harford County Utility & Access Department if more assistance is needed.



410-612-1704



[dpwutility@harfordcountymd.gov](mailto:dpwutility@harfordcountymd.gov)

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