



HARFORD COUNTY

Robert G. Cassilly, County Executive

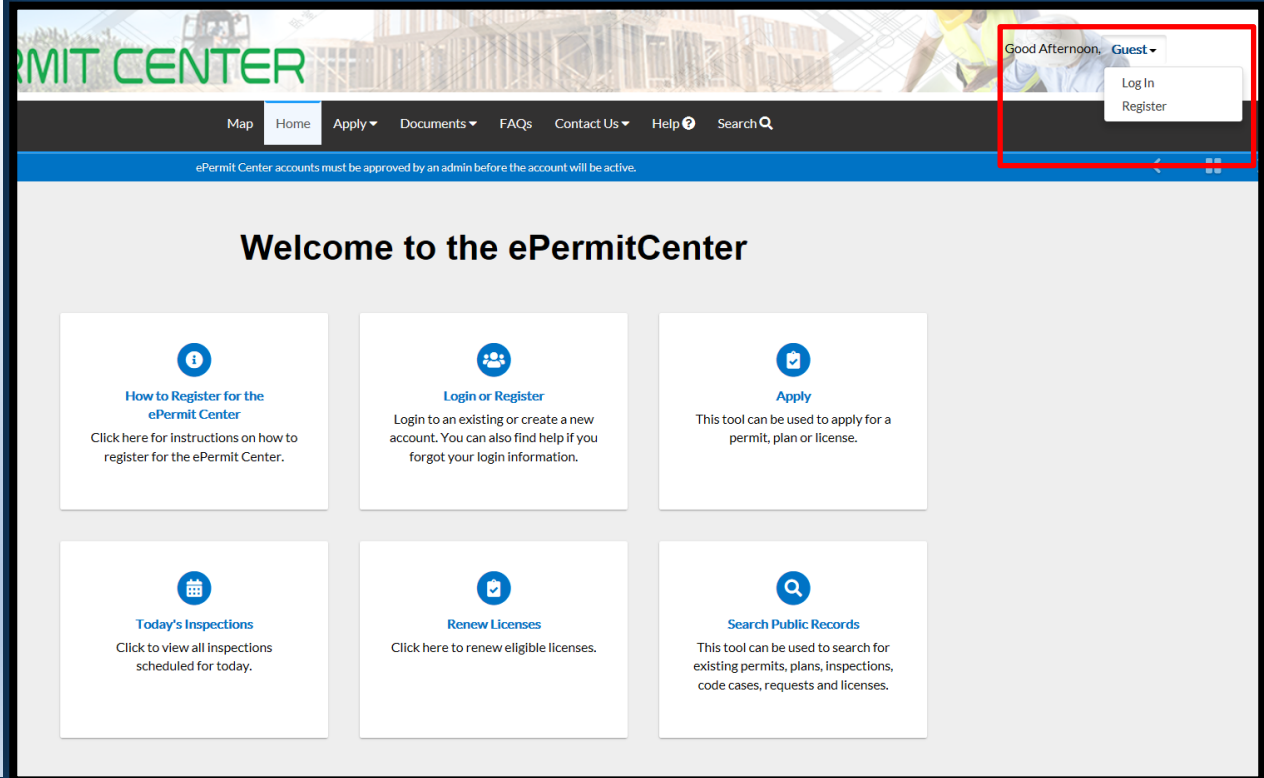
■ ePermit Center: How to Apply for a Commercial Plumbing Permit

ePERMIT CENTER.harfordcountymd.gov

Instructions

This online application is only for commercial plumbing projects

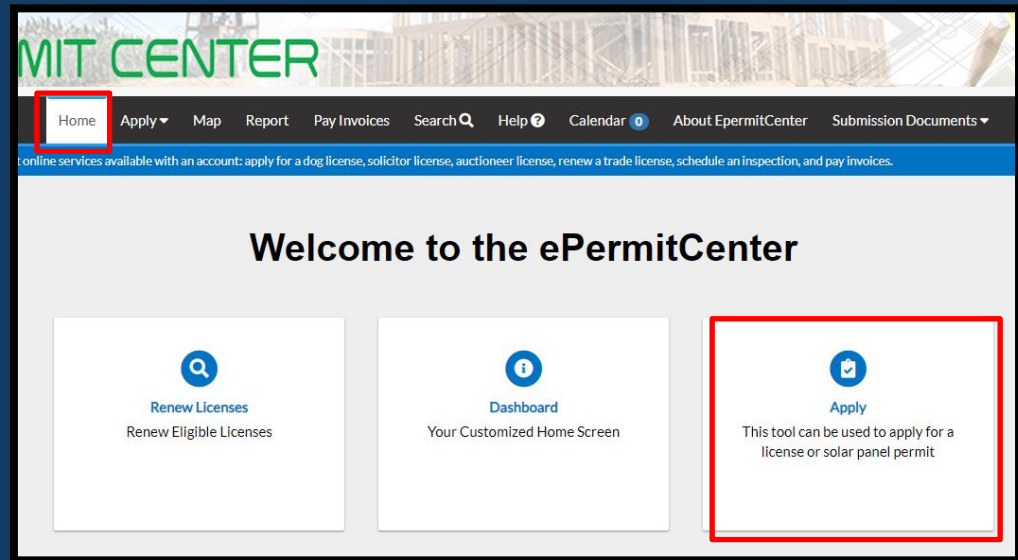
- Select the **Login or Register** button on the ePermit Center homepage
- Applicants who don't have a user account will need to register for one
- User guides are on the black menu bar under **FAQs**



Instructions

Commercial Plumbing Permit

1. Select **Home**
2. Select **Apply**
3. Select **Permits**
4. Scroll down and select **Apply** for Plumbing (Commercial)



Plumbing (Commercial)

Category Name:
Permit

Description:
Plumbing for a commercial building

Apply

Instructions

Commercial Plumbing Permit

Complete the following steps:

A. LOCATION:

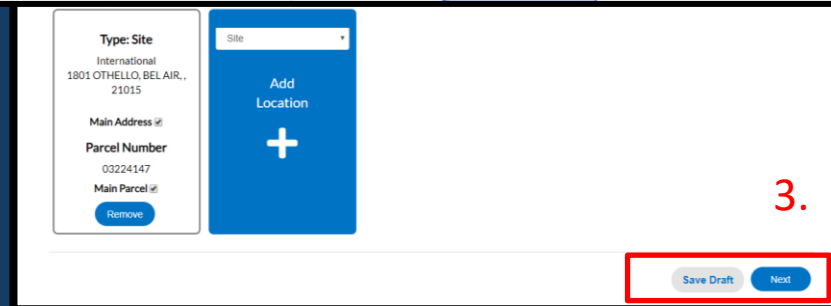
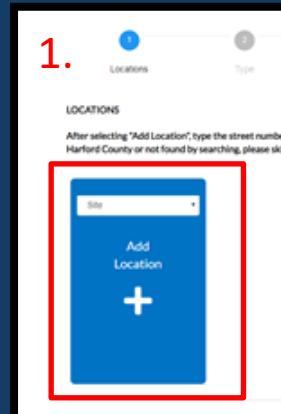
Select **Add Location**

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

Commercial Plumbing Permit

B. PERMIT DETAILS:

The **Permit Type** will default to the proper type, Plumbing (Commercial)

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

Select **Next**

Apply for Permit - Plumbing (Commercial) *REQUIRED

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

PERMIT DETAILS

This application is for commercial work only.
Please describe the plumbing work being completed.

* Permit Type

* Description

Back Create Template Save Draft **Next**

Instructions

Commercial Plumbing Permit

C. CONTACTS:

Select **Add Contact** to add a Contractor and a Licensed Applicant

Type the contractor's or licensed applicant'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**

Apply for Permit - Plumbing (Commercial) *REQUIRED

Locations ✓ Type ✓ **Contacts** 3 More Info 4 Attachments 5 Review and Submit 6


CONTACTS

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

The Contractor is the contracting company not an individual. The Licensed Applicant is the person who holds the master license. The property owner's information will be added during the next step. The final blue box is there by default.

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

Applicant



Heather McHugh (You)

220 Main, Bel Air, MD, 21014

Contractor

Add Contact

+

REQUIRED

Licensed Applicant

Add Contact

+

REQUIRED

Applicant

Add Contact

+


Back Create Template Save Draft **Next**

Add Contact As : Contractor

Search My Favorites

2. Search Heather

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
3. 	Heather					Add

Instructions

Commercial Plumbing Permit

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

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

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.

Instructions

Commercial Plumbing Permit

D. MORE INFO :

Fill out the

- Building Permit Number**; Type N/A if a building permit is not applicable
- Fixture Counts**

Building Permit Number

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

Enter the Building Permit number associated with the plumbing work. *Not all fields may be applicable.*

*Building Permit # (type N/A if not applicable)

Building Permit # (type N/A if not applicable) is required.

Fixture Counts

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

Enter the number of devices and/or appliances that are being permitted. *Not all fields may be applicable.*

Area Drain

Atmos. Backflow Preventor

Backflow Preventor

Bar Sink

Bath Tub

Boiler

Clinic Sink

Coffee Urn

Instructions

Commercial Plumbing Permit

D. MORE INFO :

Fill out the

-Other Fixtures

-Water and Sewer Line
Repair/Replacement

-Online
Acknowledgement

Click the **Next** button

Other Fixtures

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

Describe other fixture types below. *Not all fields may be applicable.*

Other Fixtures Description

Water and Sewer Line Repair/Replacement

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

Enter the number of water and sewer lines being repaired or replaced. *Not all fields may be applicable.*

Number of Outside Sewer Lines

Number of Outside Water Lines

Repair/Replace Inside Pipe

Online 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) currently holds an active license or registration with Harford County Government. 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 Plumbing Acknowledgement

Online Plumbing Acknowledgement is required.

Back

Create Template

Save Draft

Next

Instructions

Commercial Plumbing Permit

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**

Apply for Permit - Plumbing (Commercial)

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

Please upload Plumbing Drawings and Specifications. In order to perform a thorough plumbing plan review, specifications, drawings and details are required to be submitted.

The blue add attachment box can be used to submit additional documents if the applicants documents are not saved as one pdf file.

To add attachments, select the type of document being attached from the drop down menu list. 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.)

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

Plumbing Drawings and Specifications

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

Commercial Plumbing Permit

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 applicant's work will be deleted.**

Apply for Permit - Plumbing (Commercial) *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (✓) 6. Review and Submit (6)

Submit

Locations

Basic Info

Type	Plumbing (Commercial)
Description	h
Applied Date	08/18/2022

Contacts

Applicant	Heather McHugh 220 S Main ST, Bel Air, MD., 21014
Licensed Applicant	Import Master 220 S MAIN ST, BEL AIR, MD., 21014
Contractor	Heather McHugh 123 Main ST, Bel Air, MD., 21014

More Info

Instructions

Commercial Plumbing Permit

6. 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**. Click on the blue file name to open a pdf copy.

Harford County ePermit Center Permit MC-019117-2022

Application Received - 1



ePermit Center <epermitcenter@harfordcountymd.gov>
To: [green checkmark]

Thank you for applying online with the Harford County Government. Your application request has been received and will be processed by department. You will receive an email notification to make a payment online.

Questions regarding your application may be directed to the Department of Inspections, Licenses & Permits at (410)-638-3215 Monday – Friday from 9:00 AM to 5:00 PM.

[Visit the ePermit Center](#)

Summary

Locations

Fees 1

Reviews

Inspections

Attachments

Contact

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments



Attachment

PM_Trade_Permit_28-6-
2019_10-26-17_d71f9b53-
Uploaded: 06/28/2019

Notes: Approved Electrical
Permit

Application

Add Attachment



Supported: pdf, jpg, png, jpeg,
gif, tiff, doc, docx, xls,xlsx, text,
dwg, zip, csv, rtf, dxf, dwfx



**Please call the Harford County Permit Center at
410-638-3122 if more assistance is needed.**

ePERMIT CENTER.harfordcountymd.gov