HARFORD COUNTY

Robert G. Cassilly, County Executive

ePermit Center:

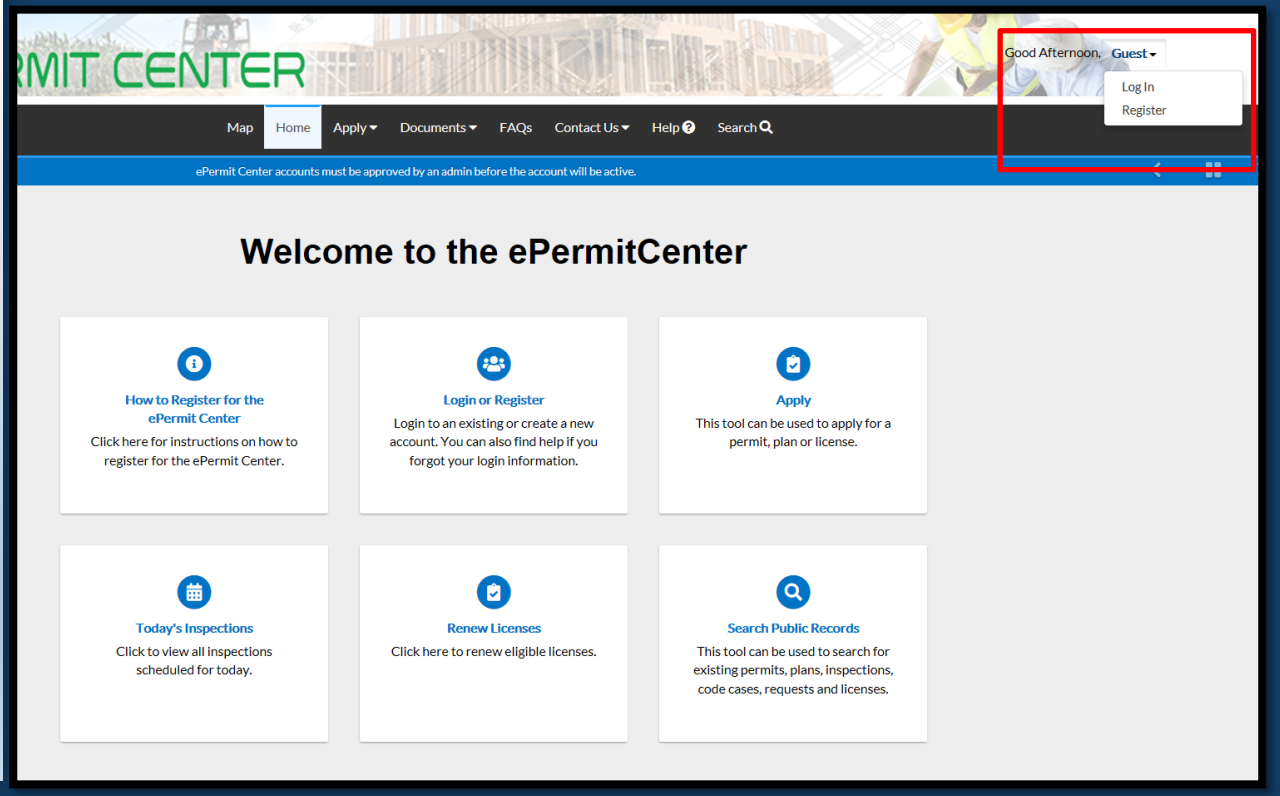
How to Apply for a Commercial Plumbing Permit

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

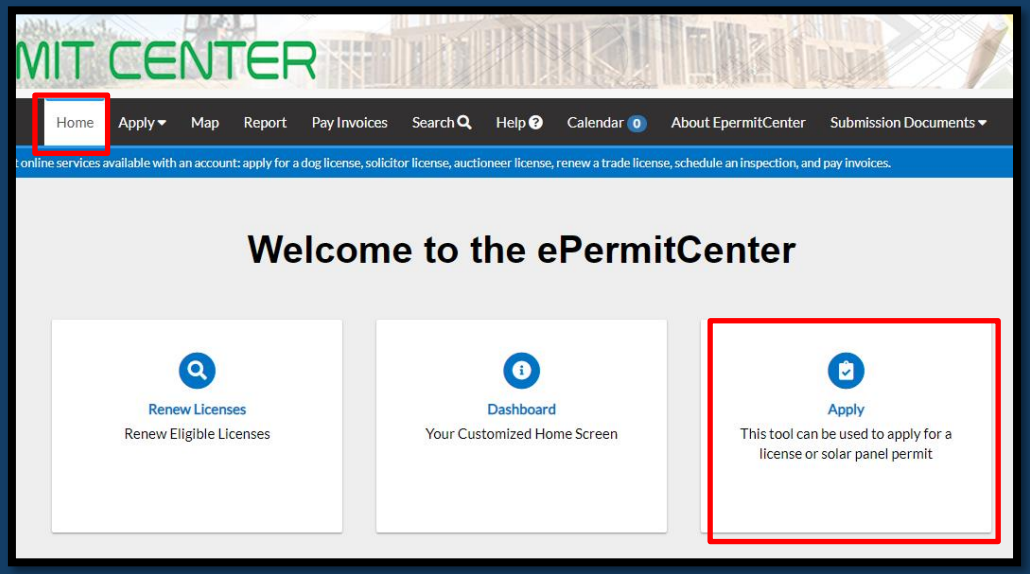
Commercial Plumbing Permit

1. Select **Home**

2. Select **Apply**

3. Select **Permits**

4. Scroll down and select **Apply** for Plumbing (Commercial)



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Complete the following steps:

A. **LOCATION**:

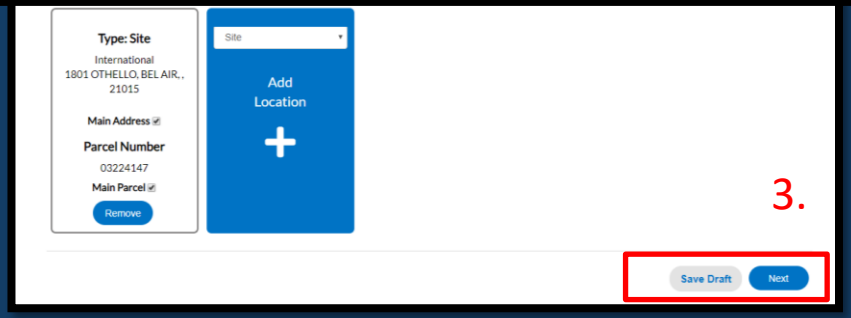
Select **Add Location**

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

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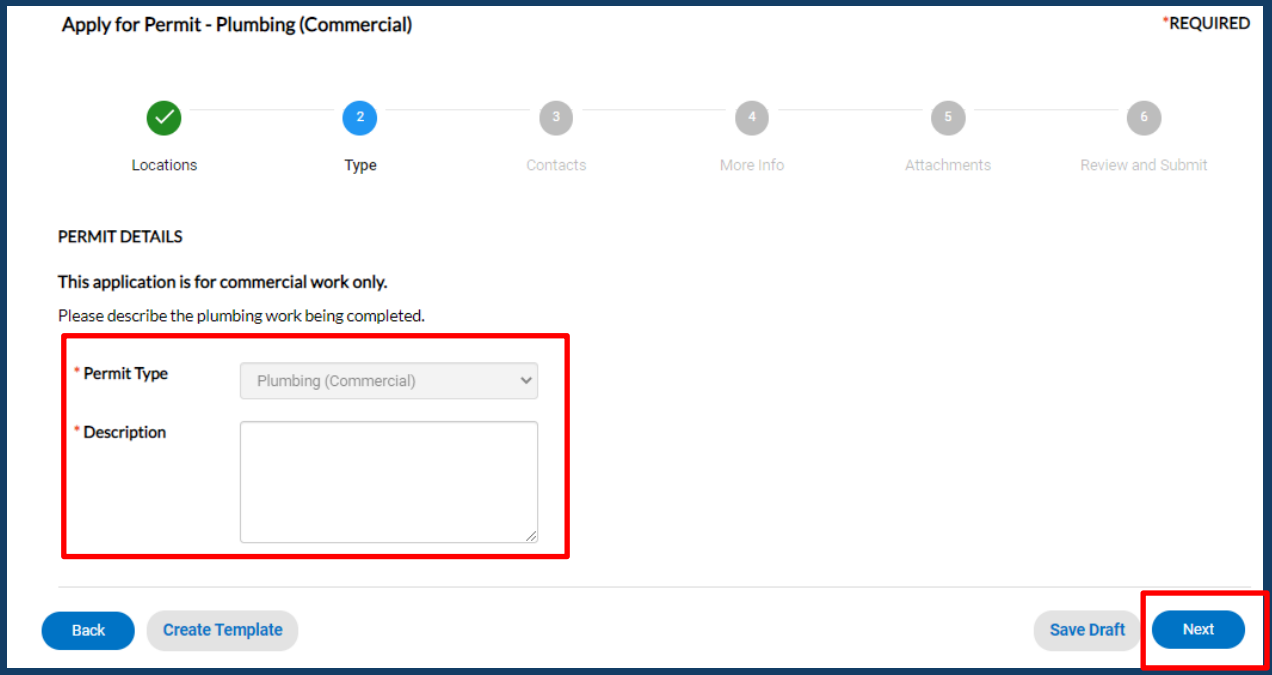
B. **PERMIT DETAILS**:

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

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

Select **Next**



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C. **CONTACTS**:

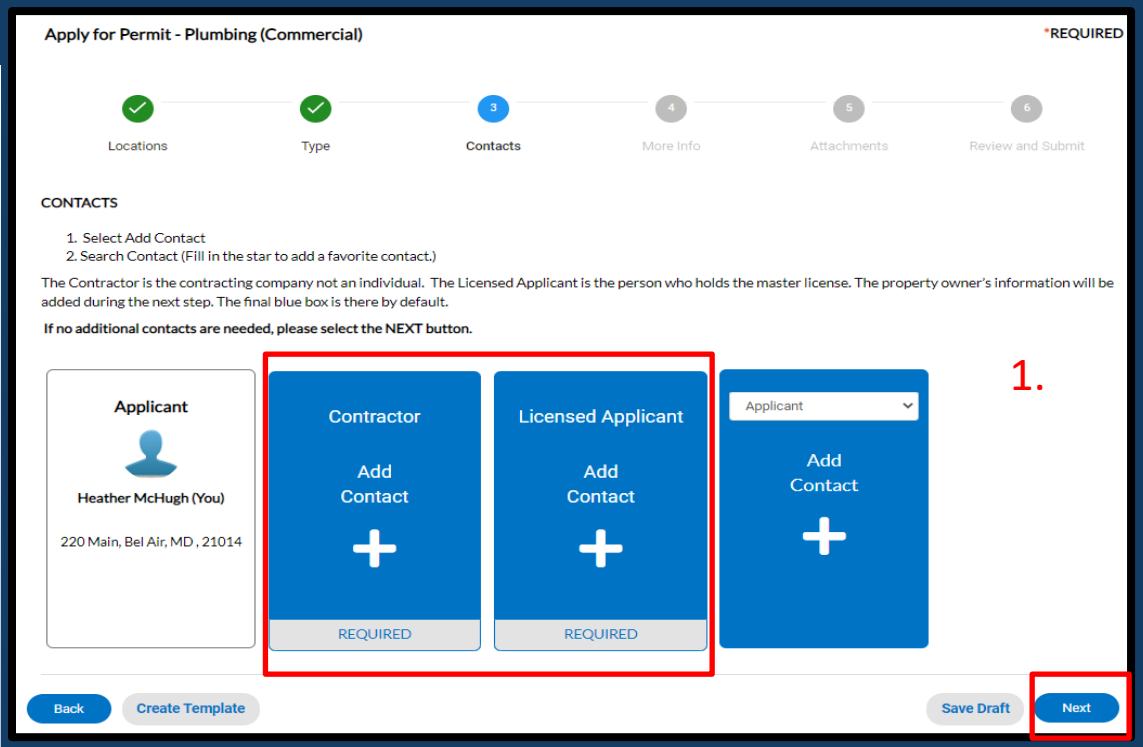
Select **Add Contact** to add a Contractor and a Licensed Applicant

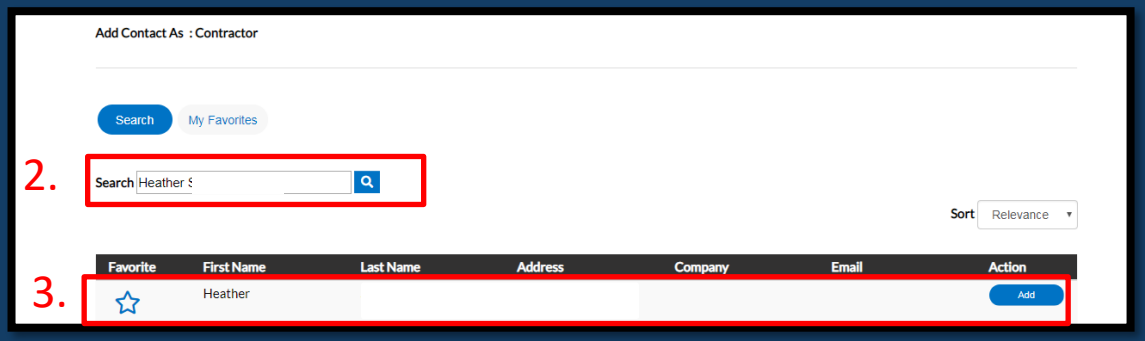
Type the contractor's or licensed applicant's name in the search box and hit enter

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**





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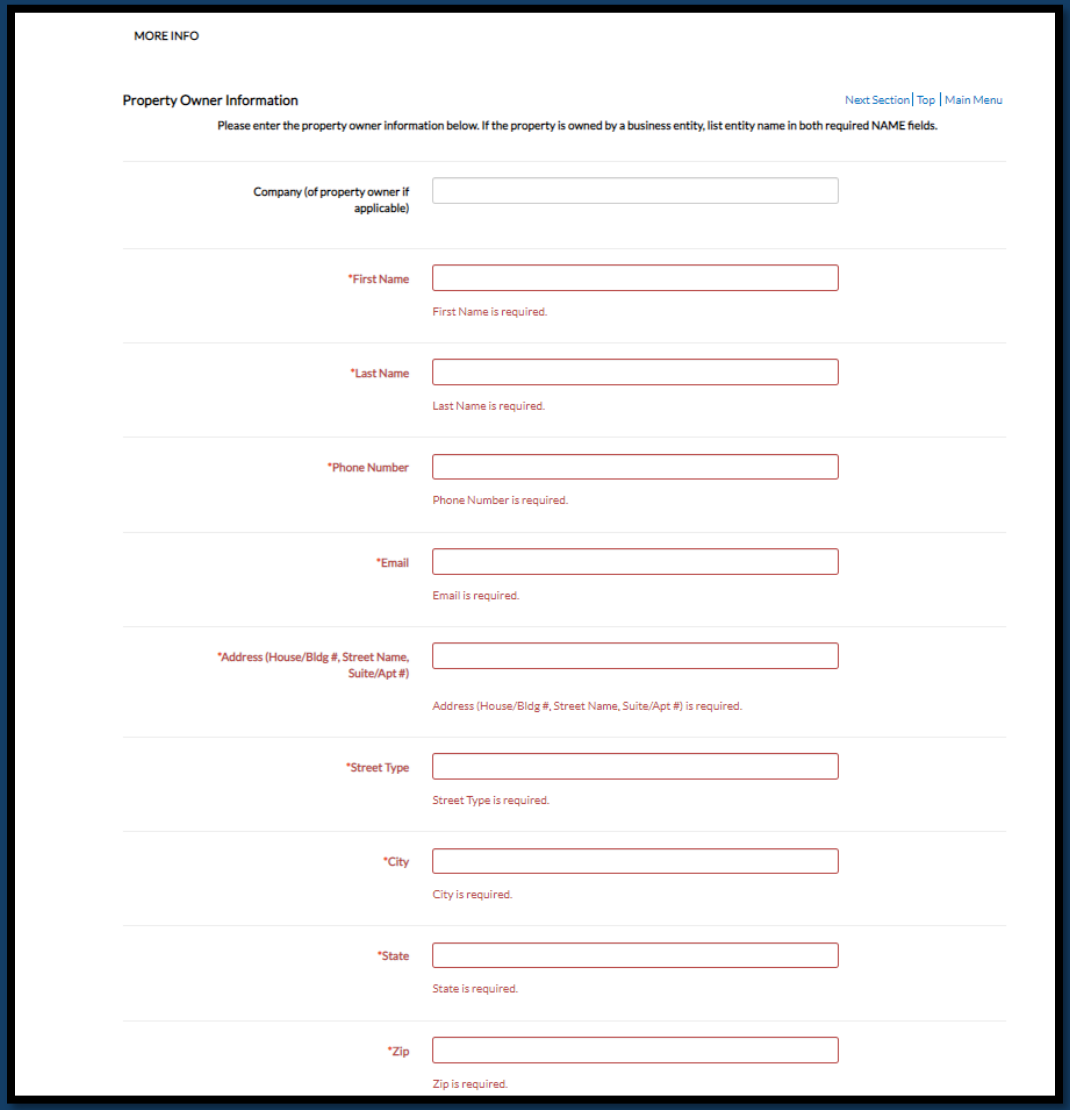
D. **MORE INFO** :

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.

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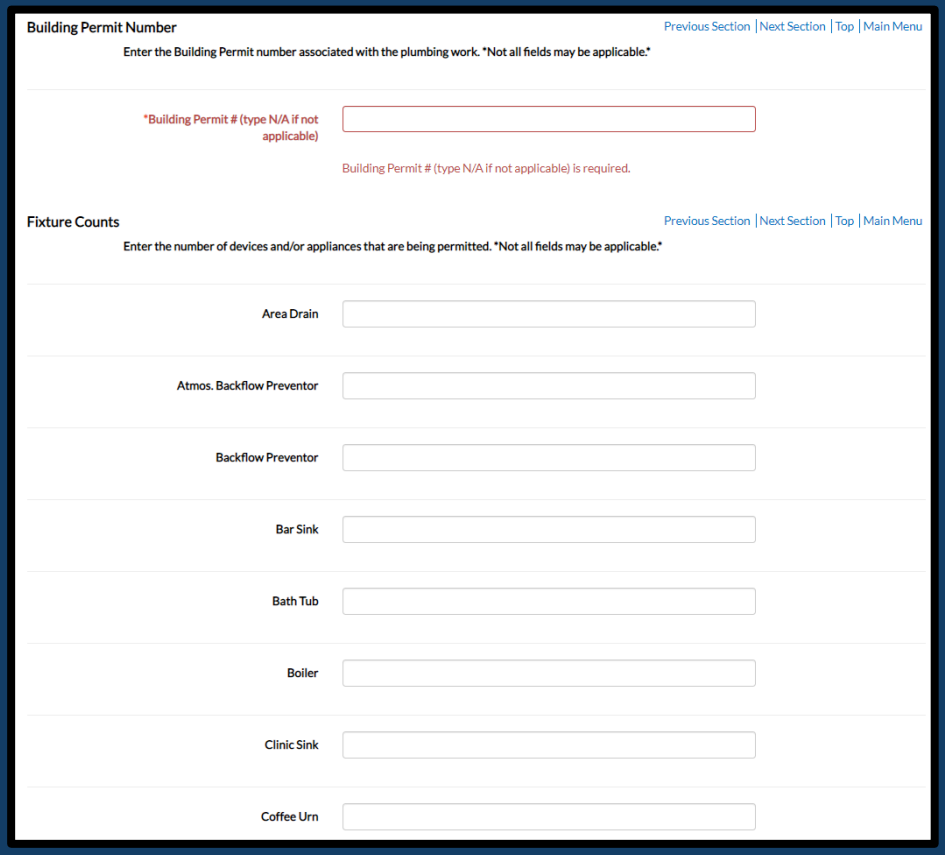
D. **MORE INFO** :

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

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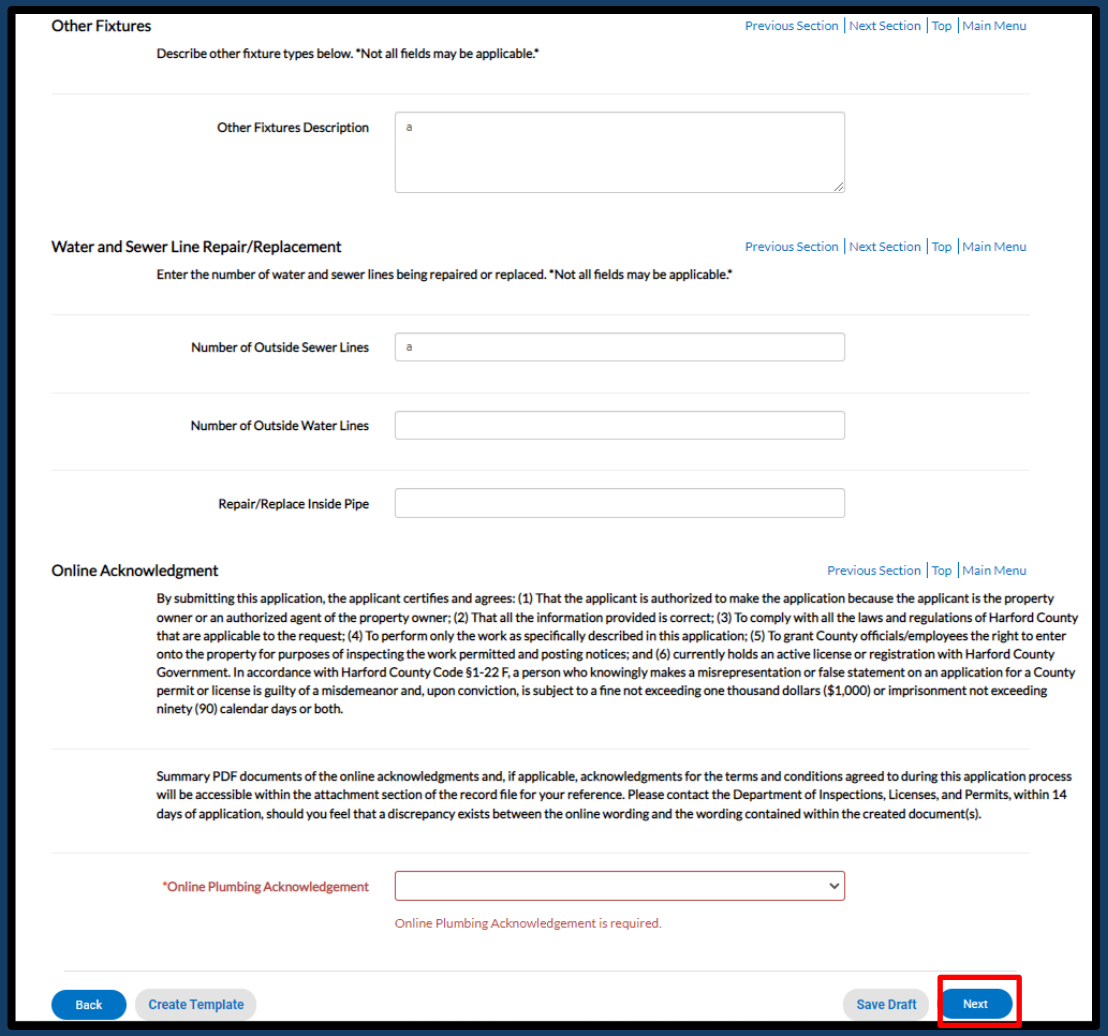
D. **MORE INFO** :

Fill out the

-Other Fixtures
-Water and Sewer Line Repair/Replacement
-Online Acknowledgement

Click the **Next** button



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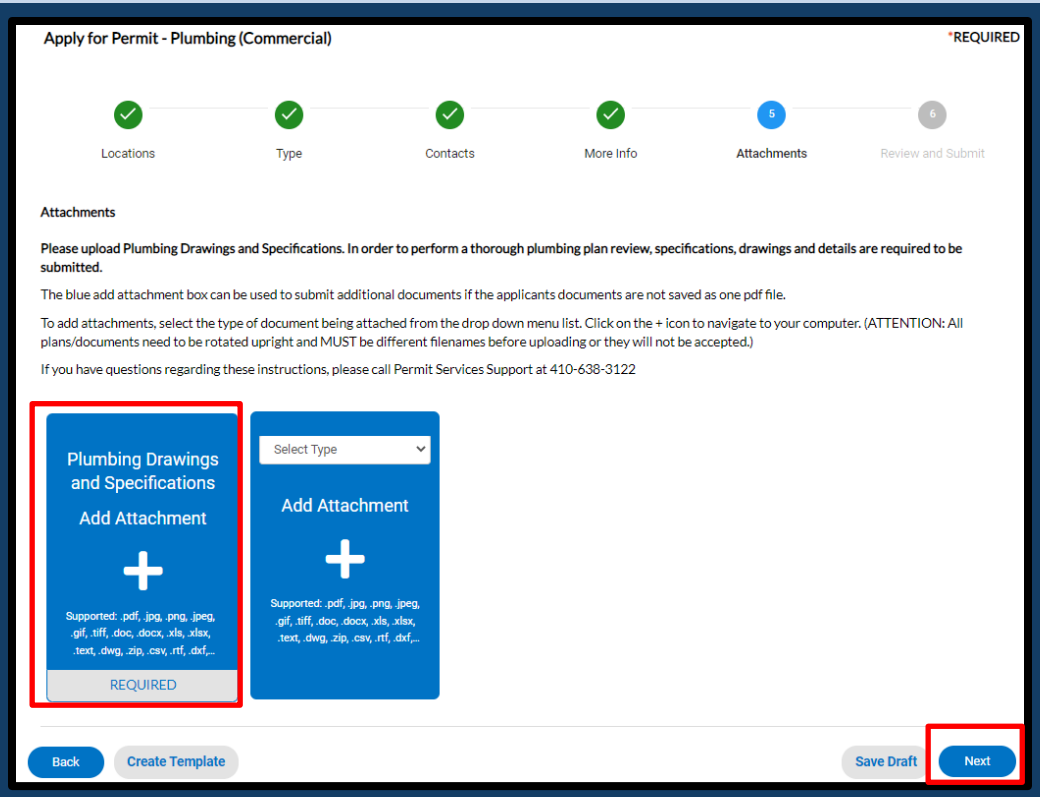
E. **ATTACHMENTS**:

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**



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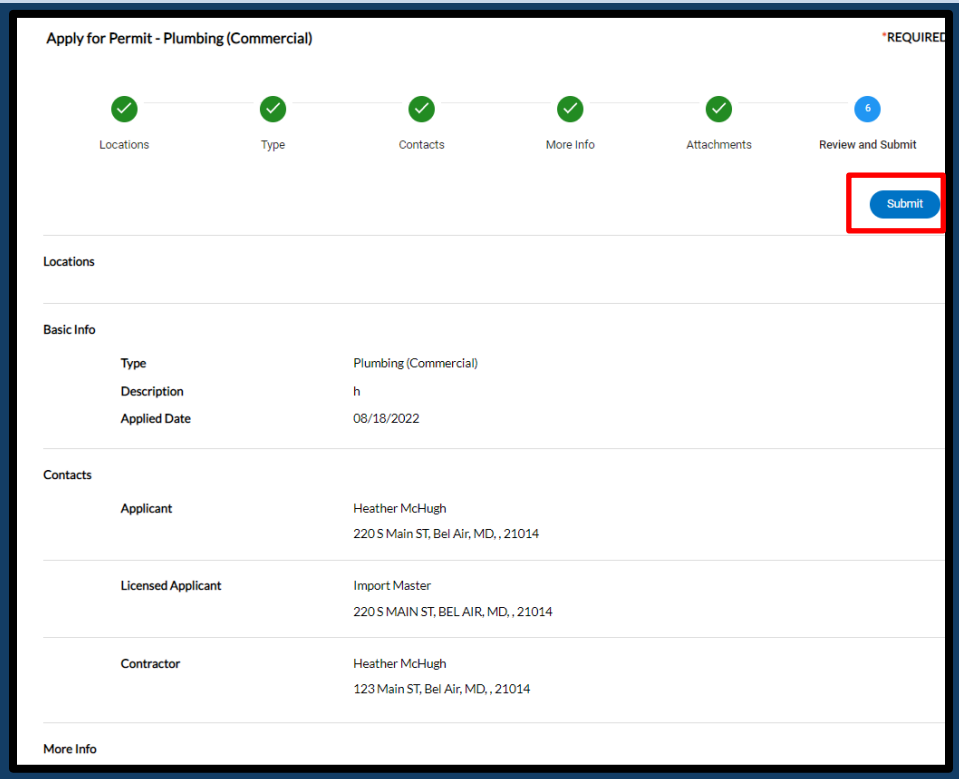
F. **REVIEW and SUMMARY**:
Review information

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.*



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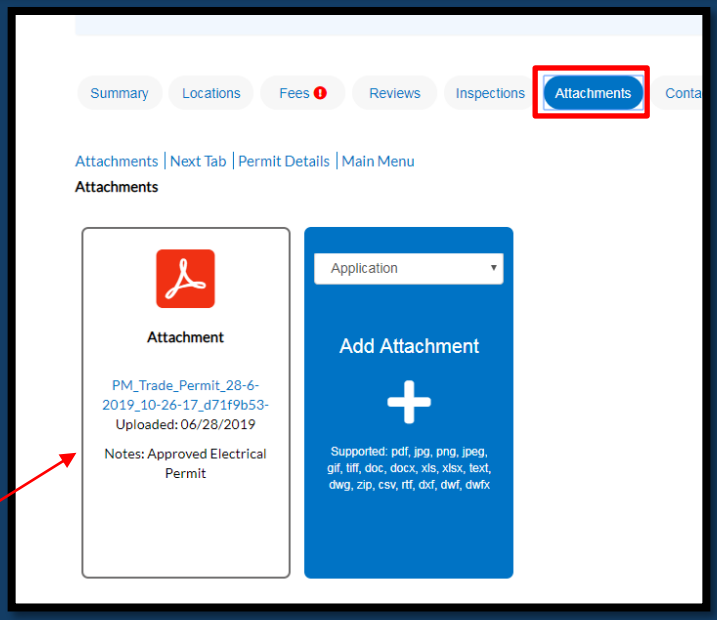
6. Once submitted, a **permit number** will be assigned, and the applicant will receive a **confirmation email.**

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.



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

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