# *e*Permit Center Quick Reference Guide

Building and trade permit information and a list of scheduled daily inspections are available to the public by using the permit number, a property address, a parcel number, the project name, the permit type, etc. The site also allows user accounts to apply for or renew various licenses and pay invoices on line.

<u>**To Begin Your Search for Information available to the general public:**</u>

On the *e***Permit Center** homepage, select **Search Public Records**
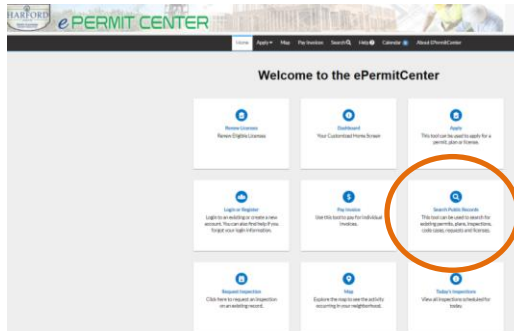
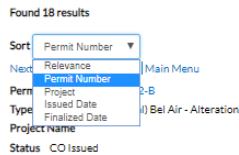- Select the desired type of information from the Search drop down menu
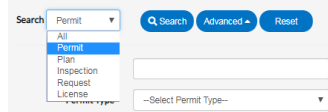
- Fill in the Permit Number, Project Name, Permit Type, Status and/or Address data fields and click SEARCH.
- It is not required to complete all fields to conduct a search but filling in more fields will give a narrower list of results. Adding Date parameters will also narrow the list of possible results.

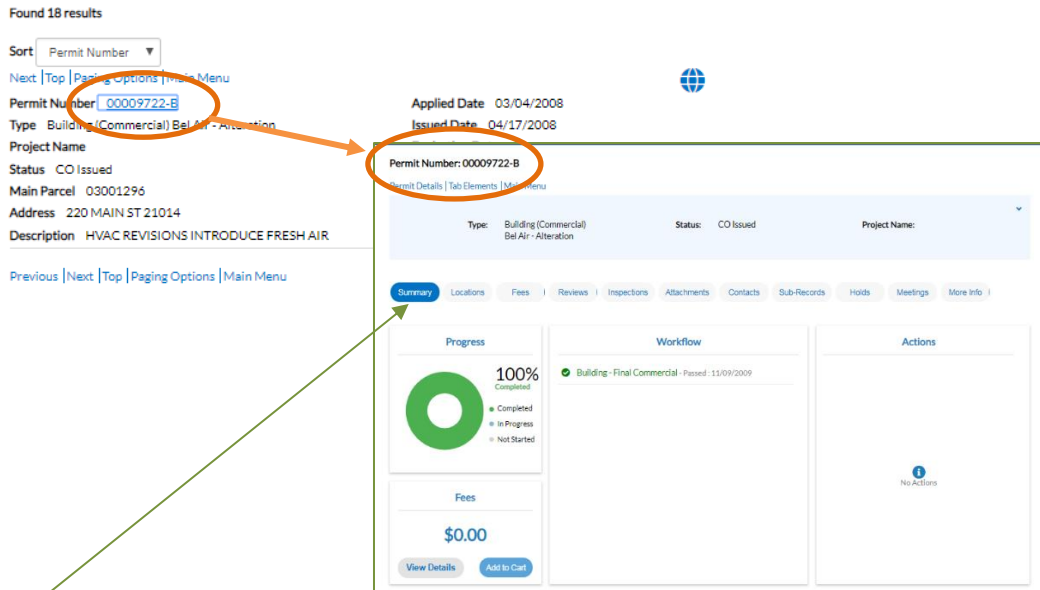- You can modify the order of the results using the Sort drop down menu.

- When you find the desired permit or inspection record, click the blue hyperlink to open a dashboard to the Permit information.

Tabs can be selected to obtain more details, but not all information is available to the general public. From the home page, you must register for an **ePermit Center User Account** to see more information about permits, inspections, and licensing linked to you or your property.
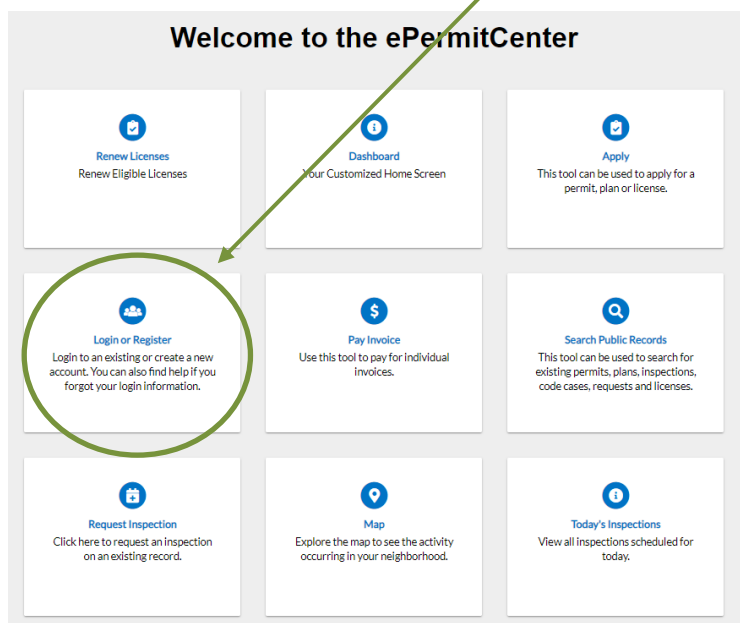
❖ **To Search by ADDRESS: Note: Using the address to conduct a search will return all permit records connected to this address**
It is only necessary to enter the **Street NUMBER** and **Street NAME** of the property. Remember LESS is MORE when conducting searches; providing too much information could possibly return a "no records to display" message.

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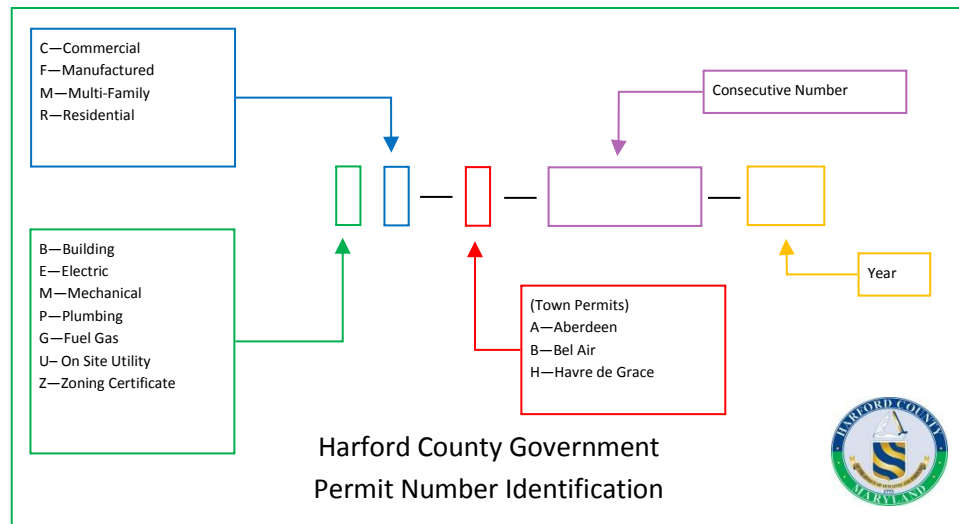Some examples:

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

Harford County Government
Permit Number Identification

C—Commercial
F—Manufactured
M—Multi-Family
R—Residential

B—Building
E—Electric
M—Mechanical
P—Plumbing
G—Fuel Gas
U– On Site Utility
Z—Zoning Certificate

Consecutive Number

(Town Permits)
A—Aberdeen
B—Bel Air
H—Havre de Grace

Year

Status Explanations

❖ **Permits:**

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

❖ **DILP Inspection Status**

"Passed"	-	DILP has approved the inspection.
"Final Approval"	-	DILP has approved Final inspection which is required to issue a Certificate of Occupancy.
Temporary Co Approval"	-	DILP has a temporary approval of the Final inspection to be transferred to the Certificate of Occupancy.
"Scheduled"	-	Inspection is 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: To view a detail list of review items and Agency approval status for permit issuance and Certificate of Occupancies, click on the blue hyperlinks. To view Specific Agency comments, click 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:
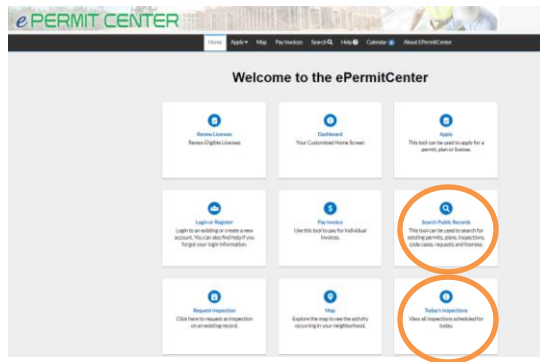
- Inspection Type
- Inspection Status
- Request Date
- Scheduled Date
- Inspector's Name

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

Attachment Details: Copies of the actual issued permit, Temporary Certificate of Occupancy and Certificate of Occupancy will be available as applicable. If attachments are not visible, contact the applicable Harford County agency to obtain a copy.

Inspection Searches

There are two ways to search for inspections on the **ePermit Center** homepage. You can choose **Today's Inspections** or select **Search Public Records**

- Select the desired type of information from the Search drop down menu
- Search for inspections by the inspection number, dates, status, address or parcel number and click Search.
- It is not required to complete all fields to conduct an inspection search but filling in more fields will give you a narrower list of results. Adding Date parameters will also narrow the list of possible results.

Public Information

| Search | Inspection ▼ | 🔍 Search | Advanced ▲ | Reset | 📄 Export |

Inspection Number	B	Parcel Number	
Status	--Select Inspection Status-- ▼		
Address	Search Addresses		
Requested Date	📅	To	📅
Scheduled Date	01/30/2019 📅	To	01/30/2019 📅

Found 218 results

Sort [Relevance ▼]

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Inspection Number	009236-2018	Status	Requested
Requested Date	01/30/2019	Main Parcel	01106244
Address	0 WOODSDALE RD ABINGDON MD 21009		
Scheduled Date	01/30/2019		

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Inspection Number	M-004838-2019	Status	Scheduled
Requested Date	01/30/2019	Main Parcel	06396954
Address	512 DUSK VIEW DR HAVRE DE GRACE MD 21078		
Scheduled Date	01/30/2019		

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Inspection Number	F-004836-2019	Status	Scheduled
Requested Date	01/30/2019	Main Parcel	06396954
Address	512 DUSK VIEW DR HAVRE DE GRACE MD 21078		
Scheduled Date	01/30/2019		

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Inspection Number	F-004902-2019	Status	Scheduled
Requested Date	01/28/2019	Main Parcel	06397599
Address	608 PEACE CHANCE DR HAVRE DE GRACE MD 21078		
Scheduled Date	01/30/2019		

Helpful Search Hint

The letter or number an Inspection Number starts with designates the type of permit.

B- Building
E- Electric
F- Fuel gas
M – Mechanical
P - Plumbing
Zero (0) – DPW

If you do not know an address, a quick way to narrow your search is to add the letter prefix of the permit type and add date parameters.

Clicking on the blue hyperlink Inspection Number opens a table that shows the inspection type and permit number.