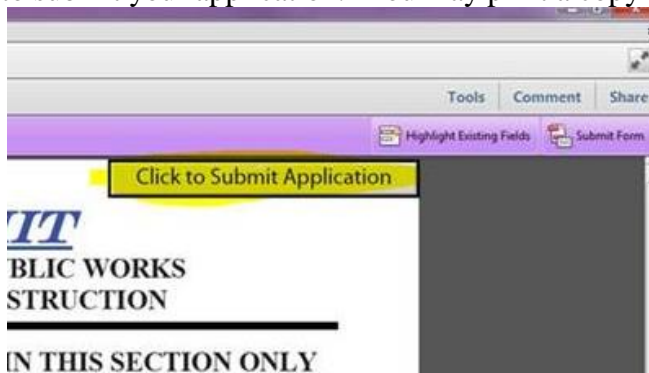


Harford County Utility Permit Application Process Details, Effective August 1, 2009; Revised 2017

Please Follow these Steps:

1. Click on the following website link: <http://www.harfordcountymd.gov/386/Bonding-Permits> .
2. Page down to the Associated Documents area and click on “Utility Permit Construction Notes (PDF).”
3. The Utility Construction Notes will appear which should be printed for your files and provided to your construction crews.
4. Click on “Utility Permit Application (Enterable PDF).” The Blank Utility Permit Application will open.
5. Enter in all required fields, electronically sign the form and click the “Click to Submit Application” button to submit your application. You may print a copy for your records.



6. After clicking the “Click to Submit Application” button, you will be prompted with a Send Form. Please enter in your Email Address and Full Name and click “Send” when complete. This process will automatically send your application through your email to hcdpwutility@harfordcountymd.gov.

A screenshot of a 'Send Form' dialog box. The dialog box contains a preview of the PDF form on the left. On the right, the following information is displayed: 'To: HCDPWUtility@harfordcountymd.gov', 'Subject: Submitting Completed Form', and 'Attachment: Utility Permit Application Test.pdf'. Below this, there are fields for 'From:' (with 'Email Address:' and 'Full Name:' labels), both of which are highlighted in yellow. There is also a 'Remember me' checkbox which is unchecked. At the bottom, there is a lightbulb icon and a message: 'To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.' There are 'Send' and 'Cancel' buttons at the bottom right.

7. Locate the required drawings. Rename the drawing(s) to “Location of Work” plus “Plan” which must also be in Adobe format. The file name must appear as you would write it on a letter, with an address number, spaces and a road name. NOT as a job number, or written all together. These files must also be limited to less than 2mb total. Multiple plans sheet of large sizes may be sent in additional emails correctly labeled. Plans should also be limited to Harford County Roads, Easements, and Rights-of-Ways.
8. Email the plan file(s) to the following email address: hcdpwutility@harfordcountymd.gov.
9. **Incomplete Applications or Applications submitted incorrectly will be cause for a reply email noted “Incomplete or Incorrect”.**

10. Harford County will review Correct Applications ONLY and will process and return to designated applicants.

The Email Example which Harford County will receive should similarly appear as follows:

**From: John Smith [mailto: John.Smith@UtilityCompany.Utility.com]
Sent: Friday, August 14, 2014 10:35 AM
To: DPW Utility
Subject: 2310 CAMPUS LAKES CT Plans**

Attachments: <2310 Campus Lakes Ct Plan>

Application has been submitted electronically and the associated Plan(s) are attached.

*John Smith, Engineer, Constr. Dept.
12345 Apple Road
Timonium MD, 21093
Phone: 410-123-4567*

Questions regarding this process should be directed to: hcdpwutility@harfordcountymd.gov,
Debra English at dlenglish@harfordcountymd.gov, Jake Sagner at jmsagner@harfordcountymd.gov, Tammy
Mikkonen for administrative questions at tmmikkonen@harfordcountymd.gov .

Revised 10/11/17