

**ROBERT G. CASSILLY**  
Harford County Executive

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Director of Administration



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Licenses and Permits

## Building Permits and Inspections Guideline Information Sheet

Inspections can be requested with the Building Services Division by calling 410-638-3366 or on-line with a user account created on [Harford County e-Permit Center](https://epermitcenter.harfordcountymd.gov/energov_prod/selfservice#/register). A user account can be requested using this link: [https://epermitcenter.harfordcountymd.gov/energov\\_prod/selfservice#/register](https://epermitcenter.harfordcountymd.gov/energov_prod/selfservice#/register)

Requests made **prior** to 3 p.m. will be scheduled for the **next business day pending availability**. All requests received **after** 3 p.m. will be scheduled for the second business work day. When scheduling an inspection by phone **please have the permit number available**. At the time of the request the Department **cannot** schedule an appointment time. For an **approximate** arrival time call the Building Services Division on the day of the inspection at 410-638-3366 between 7:00-7:30 a.m. The approximate time cannot be guaranteed due to unforeseen circumstances that may occur.

### Inspections

The Harford County Building Code requires copies of the approved plans, specifications, and approved permit be kept on the site until the issuance of a Certificate of Occupancy. It is the responsibility of the property owner or owner's authorized representative to notify the Department when work is ready for inspection. No work shall be covered before it has been inspected and approved.

The standard inspections are as follows. (*Note - Not all inspections will apply to all projects.*)

- **Footing:** Prior to pouring concrete, after cleaning out and grade stakes in place, stone entrance (minimum of 10 feet wide by 25 feet long) installed and a silt-fence installed around the lowest perimeter of disturbance.
- **Foundation:** Prior to backfill, after installation of damp proofing and drain tile if outside. Not required on garages.
- **Slab/Drain Tile:** Prior to pouring slab and drain tile if inside. Not required on garage.
- **Framing:** Prior to application of insulation and after Electrical, Plumbing, Mechanical, Sprinkler rough-in inspections.
- **Insulation:** Prior to application of interior finish.
- **Ceiling:** Prior to the installation of ceiling tiles.
- **Final:** Prior to issuance of Certificate of Occupancy (Temporary approval are only issued for non-life safety or fair safety items at the discretion of the inspector)

### Site Address / Requirements

Section 501.2 of the International Building Code and Section R319.1 of the International Residential Code require that site address be visibly posted on all structures in accordance with Chapter 84 of the Harford County Code. Sites not clearly identified by address numbers may be subject to failed inspections and re-inspection fees. All lots must be properly stabilized prior to issuance of a Certificate of Occupancy.

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410.638.3344 | 410.879.2000 | 220 South Main Street, Bel Air, Maryland 21014 | [www.harfordcountymd.gov](http://www.harfordcountymd.gov)

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST

## Trade Permits

All electrical, plumbing, and mechanical work requires a separate permit to be obtained by a licensed Master Electrician/Plumber/HVACR contractor.

## Validity of Permit

Building permits shall **expire** if the authorized work is not commenced and **diligently pursued** within 12 months after issuance or if the work is suspended or abandoned for a period of 6 months after commencement. **Diligently pursued shall be interpreted as; "an inspection is performed within 6 months from the date of the previous inspection."**

## Certificate of Occupancy

A Certificate of Occupancy is required prior to occupancy of a structure or part of a structure covered by the permit. A Certificate of Occupancy will only be issued after all applicable agencies have provided their final approval. Agency approvals for the Certificate of Occupancy can be reviewed through the e-Permit Center web site or by calling (410) 638-3122. All re-inspections fees and applied agency fees shall be paid prior to issuance of a Certificate of Occupancy.

## Agency Numbers

Agency	Phone
Building Services	410-638-3366 or 410-638-3122
Electrical Services	410-638-3363
Plumbing & Fuel Gas Services	410-638-3215
Mechanical Services	410-638-3215
Health Department	410-877-2300 (Well and Septic) 410-877-2327 (Commercial Permits) 410-877-2325 (Residential Permits)
DPW Water and Sewer	410-612-1612 (Public Utilities)
State Fire Marshall	410-836-4844
DPW Driveway Access	410-612-1704 (Ingress/egress to County roads)
DPW Storm Water Management	410-638-3127

## e-Permit Center Web Address

[https://epermitcenter.harfordcountymd.gov/energov\\_prod/selfservice#/home](https://epermitcenter.harfordcountymd.gov/energov_prod/selfservice#/home)