

INSTRUCTIONS FOR BUILDING PERMITS/ZONING CERTIFICATES

1. WAYS TO APPLY:

- a. **ePERMIT CENTER** – by going to
https://epermitcenter.harfordcountymd.gov/energov_prod/selfservice#/home
- b. **EMAIL** – by emailing your documents to building@harfordcountymd.gov
- c. **IN PERSON or MAIL** – Applications can be dropped off or mailed to
Harford County Permits Center
220 South Main Street
Bel Air, MD 21014

2. WHAT TO SUBMIT:

- a. **APPLICATION:** Complete the non-shaded areas of this form, printing clearly. (Shaded areas will be completed by Permit Staff). If applying through the ePermits Center, this form does not need to be completed.
- b. **SITE PLAN:** A scaled site plan or survey of the property showing all existing and proposed structures will be required to be submitted with your application. This can be found within settlement documents from the purchase of the property. If applying for interior work only, no site plan is required.
- c. **CONSTRUCTION PLANS:** Complete, detailed construction plans are required for all residential applications. For commercial applications, these plans must be signed and sealed by a design professional.

*** All documents must be submitted in PDF format. ***

3. Other documentation that may be required includes (but is not limited to):

- a. **CONTRACT** (for residential permits only): If listing a contractor, this contractor must possess an MHIC (or MHBR license if applying for a new dwelling) and a copy of the signed contract must be submitted.
- b. **DEED:** If the property has been purchased within the last few months, a copy of the signed deed may need to be submitted to show proof of ownership.
- c. **IECC FORM:** If applying for a new dwelling or addition to a dwelling, a completed IECC Residential Energy Efficiency Code form will be required.
- d. **FIRE SPRINKLER PLAN:** If applying for a new dwelling or an addition to a sprinklered dwelling, a Fire Sprinkler Plan designed by a Certified Sprinkler Contractor will be required.

If you have further questions about how to apply, please call the Harford County Permits Center to speak to a Customer Support Analyst at 410-638-3122.



BUILDING PERMIT/ZONING CERTIFICATE WORKSHEET

Harford County
Permits Center
220 South Main Street
Bel Air, MD 21014
410-638-3122

If this application is denied for any reason
Only 50% of the fee will be refunded.
Worksheet must be signed by the applicant.

Building Permit/Zoning Cert No.

APPLICANT: Please complete all non-shaded sections of this form printing legibly and firmly. Shaded areas will be completed by Staff.

Street Address of Work Site: _____

Application Date: _____

City/State/Zip Code: _____

PUBLIC: Water _____ **PRIVATE:** Well _____

Sewer _____ Septic _____

Permit Project Description: _____

Height of Structure: _____ Number of Stories: _____ Finished Basement: Y / N Construction Cost: \$ _____

Electricity: _____ Plumbing: _____ Mechanical: _____ Fire Sprinkler: _____ On Site Utility: _____ Fuel Gas: _____ Type Heat: _____

Name: _____ Phone No: _____

Applicant Information Mailing Address: _____
Email: _____

Name: _____ Phone No: _____

Property Owner Information Mailing Address: _____
Email: _____

Company Name: _____ Phone No: _____

Contractor Information Point of Contact: _____ Cell No: _____

Mailing Address: _____
Email: _____

Is this permit application the result of an active investigation with the Department of Planning & Zoning and/or the Department of Inspections Licenses and Permits? YES / NO

Will this structure be used on a temporary basis as a Model Home, where a sales office will be established? YES / NO

ZONING CERTIFICATION FOR THIS PERMIT IS APPROVED BASED ON THE SITE PLAN AND INFORMATION SUBMITTED WITH THIS APPLICATION.

1) All Permit Applications shall expire 180 days from application date unless issued or diligently pursued. All applications will be routed to applicable County agencies for plan review and approval before building permit/zoning certificate is issued. After the initial processing of the application, it is the goal of each Agency responsible for the review of the application to comment or approve within 10 business days. 2) 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, MD and The State of Maryland that are applicable to the request; (4) To perform only the work as specifically described in this application; and (5) To grant County officials/employees the right to enter onto the property for purposes of inspecting the work permitted and posting notices. 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. (6) By submitting this application, the applicant acknowledges that the non-refundable application fee is due and if the fee goes unpaid, the Harford County Law Department will be requested to initiate collection procedures as prescribed by law. 3) A permit application submittal shall be deemed incomplete by failure to provide, but not limited to, the following: a) A complete set of construction plans that include type of construction and occupancy classification; b) An accurate site plan drawn to scale that identifies all existing structures on the property, any proposed structure(s) to be built and identifies any existing structure to be modified; c) Applicants shall have 7 calendar days after written notification that the application has been deemed incomplete to provide the additional and or corrected documents for processing. Failure to provide the additional and or corrected documents within 7 days will cause the application to be considered "unable to process" and the application process must be restated at a future date.

If an event presents a public safety issue or violates a condition of the building permit/zoning certificate, future building permits/zoning certificates may be denied.

Print Name: _____

Date: _____

Signature: _____

Harford County Permits Center
BUILDING PERMIT/ZONING CERTIFICATE (continued)

Commercial Permits Only – Required Fields must be completed

Construction Type: Type IA _____ Type IIA _____ Type IIIA _____ Type IV _____ Type VA _____
Type IB _____ Type IIB _____ Type IIIB _____ Type VB _____ Built to IRC _____

Occupancy Classification/Square Footage (Square Footage is measured to outside wall and includes garages):

A-1 _____	A-2 _____	A-3 _____	A-4 _____	A-5 _____	B _____	E _____
F-1 _____	F-2 _____	H-1 _____	H-2 _____	H-3 _____	H-4 _____	H-5 _____
I-1 _____	I-2 _____	I-3 _____	I-4 _____	M _____	R-1 _____	R-2 _____
R-3 _____	R-4 _____	S-1 _____	S-2 _____	U _____	Built to IRC _____	

Permit Staff will complete the shaded sections below:

Subdivision: _____

MHIC No: _____ Verified Expiration Date: _____

MHBR No: _____ Verified Expiration Date: _____ Land Owner Affirmation

Map _____ Grid _____ Parcel _____ Lot No _____ Section _____ Plat No _____

Acreage/Lot Size _____ Tax ID No _____

Residential Plan Information: Model (Standard House Plan Only) _____

No. of Bedrooms _____ No Full Baths _____ No Half Baths _____

Fee Calculation: Width x Length x Floor = Sq Ft x Rate = Fee

_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____
_____	x	_____	x	_____	=	_____	x	_____	=	_____

Total SqFt _____ Total Fee _____

Permits Staff ONLY – Additional Notes: