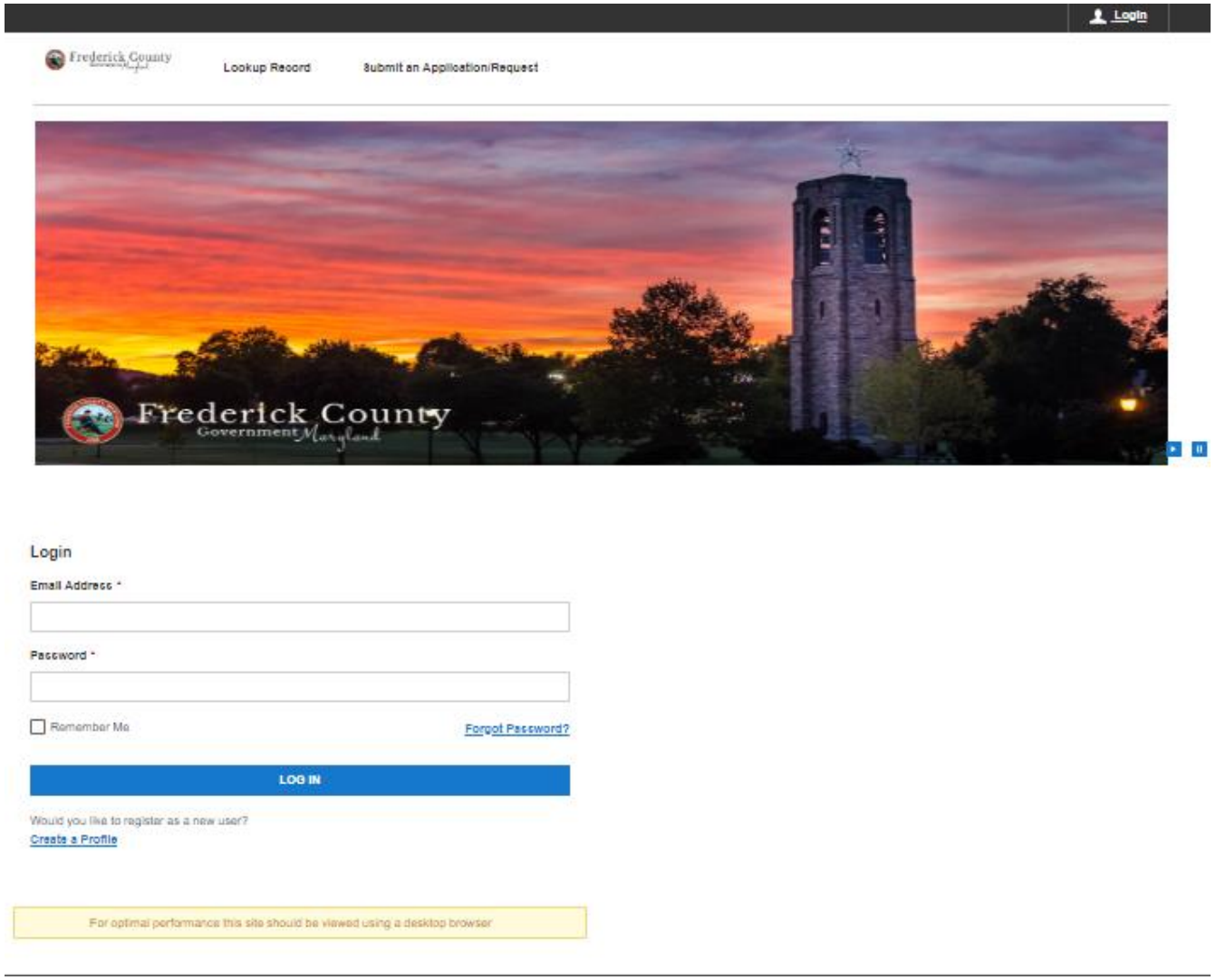
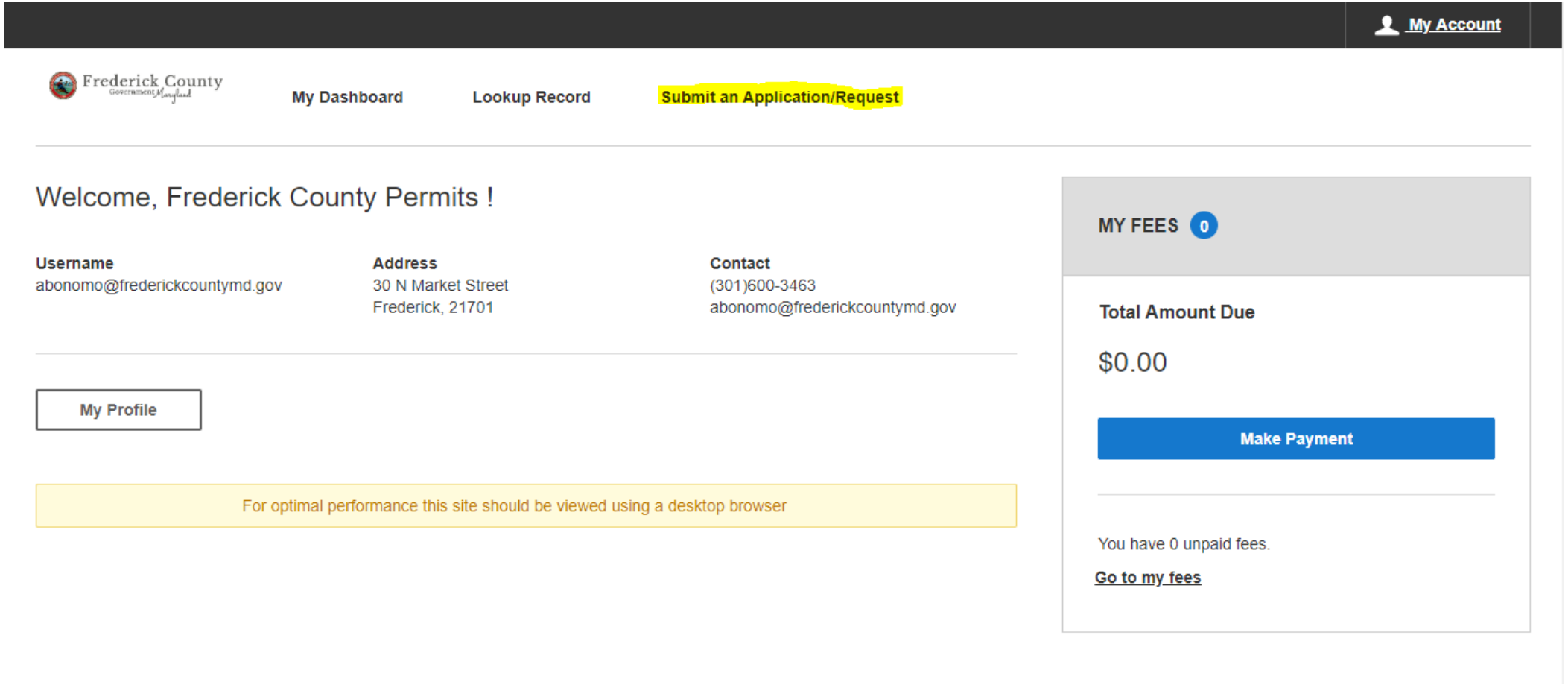
Permits and Inspections

Submitting an Application

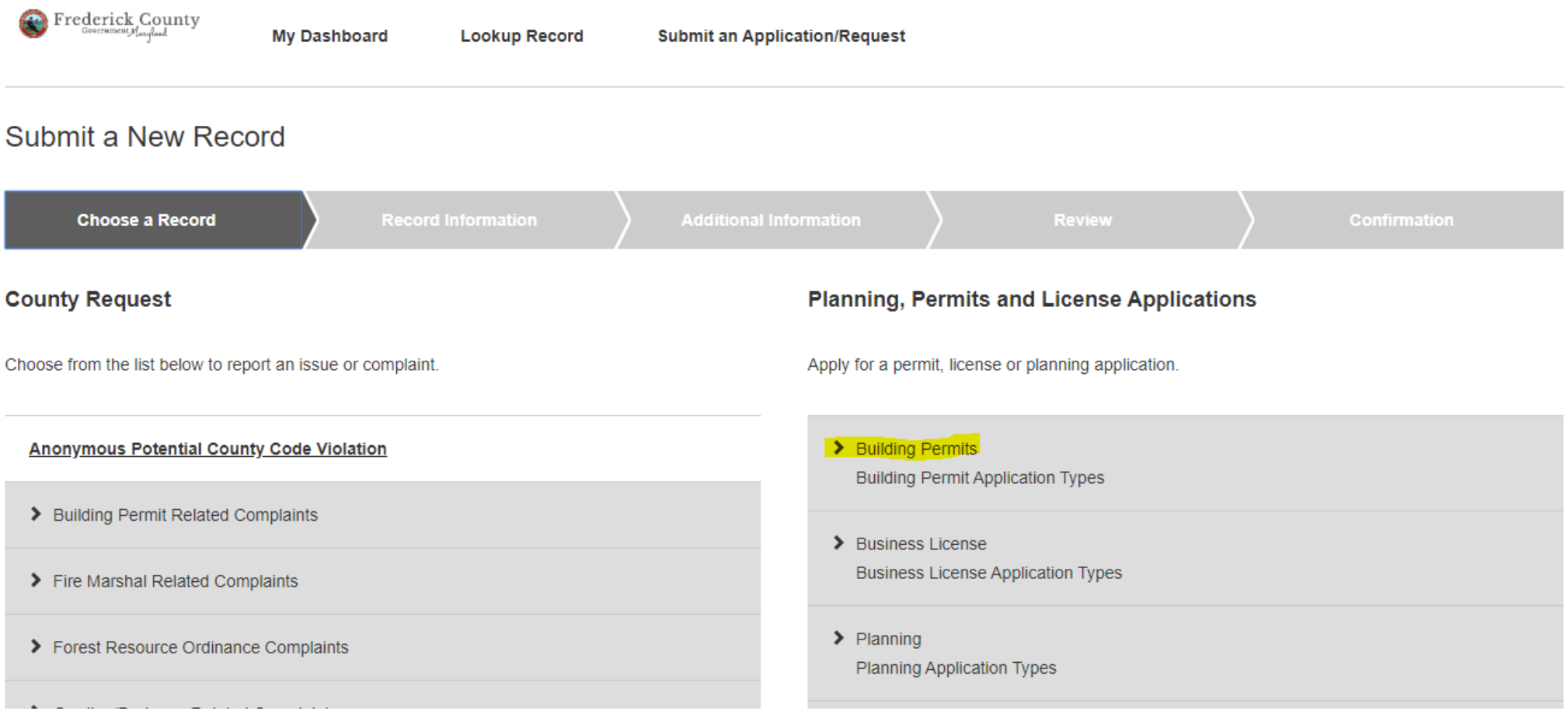
-Go to planningandpermitting.frederickcountymd.gov
-Sign in to the Portal



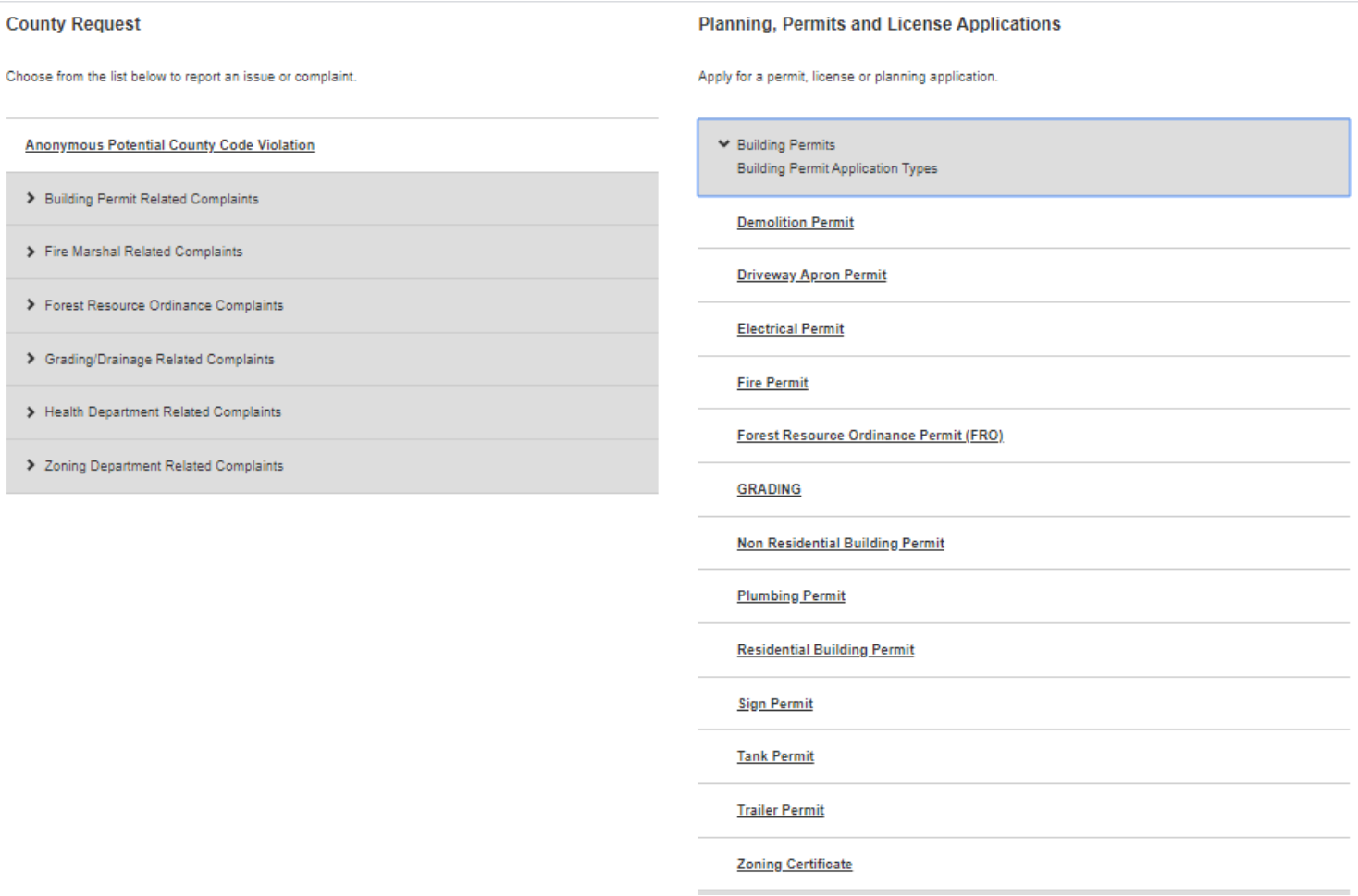
Click “Submit an Application/Request”



On the right side of the page select “Building Permits”

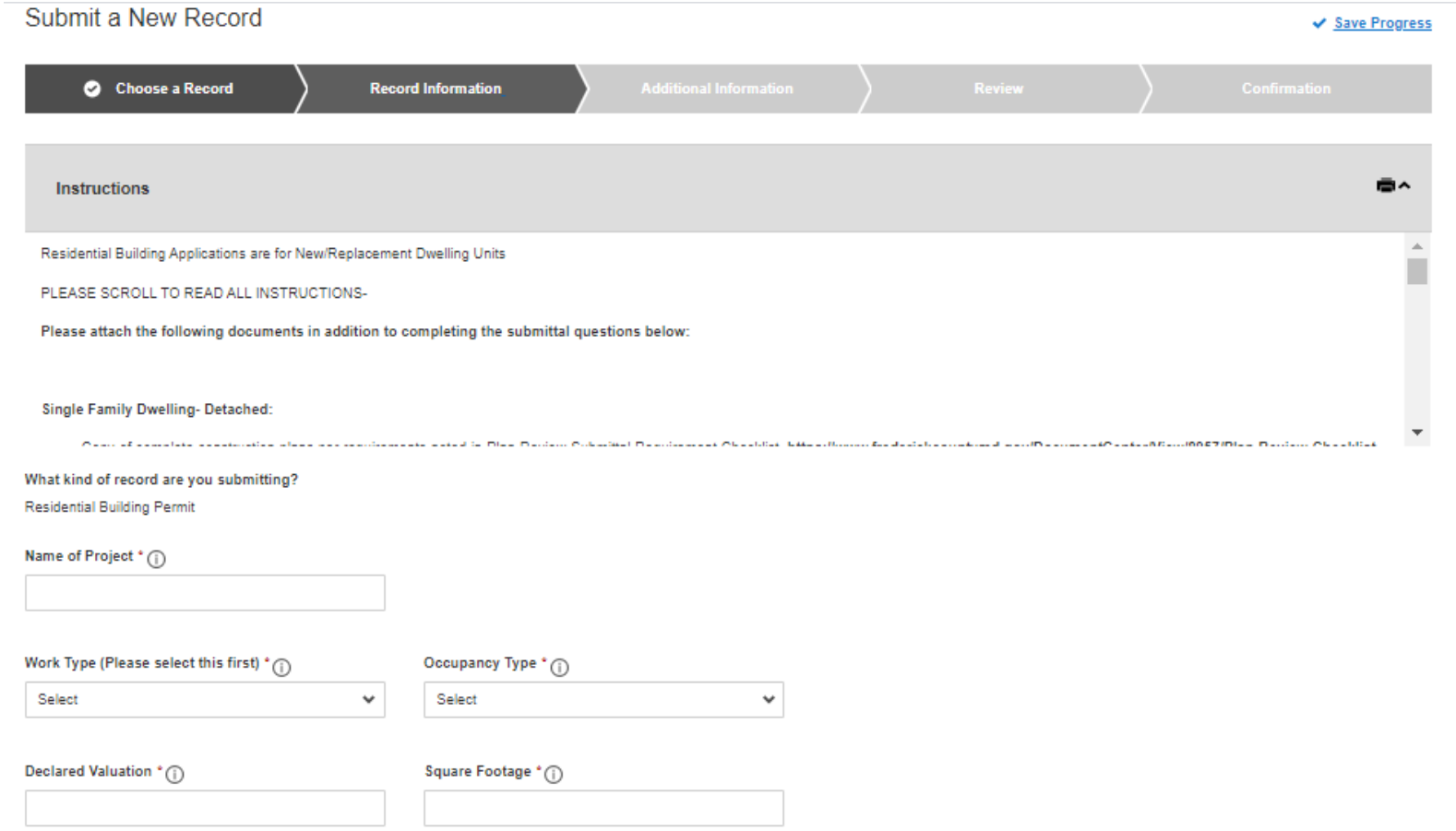


Pick the type of permit you would like to apply for.



-Fill out the required information (Marked with a red *) for the permit you are applying for

-Follow the instructions at the top of the application, which include required attachments



Description of Work *

300 characters left

This field indicates your responsibility for this request:
What is your role as an Applicant? *

Select

Site Location

Search for Address

Use the 'Search for Address' button above to enter valid site address. Comment box below is only for additional site details once an address is selected.

300 characters left

Attachments

Add Attachment

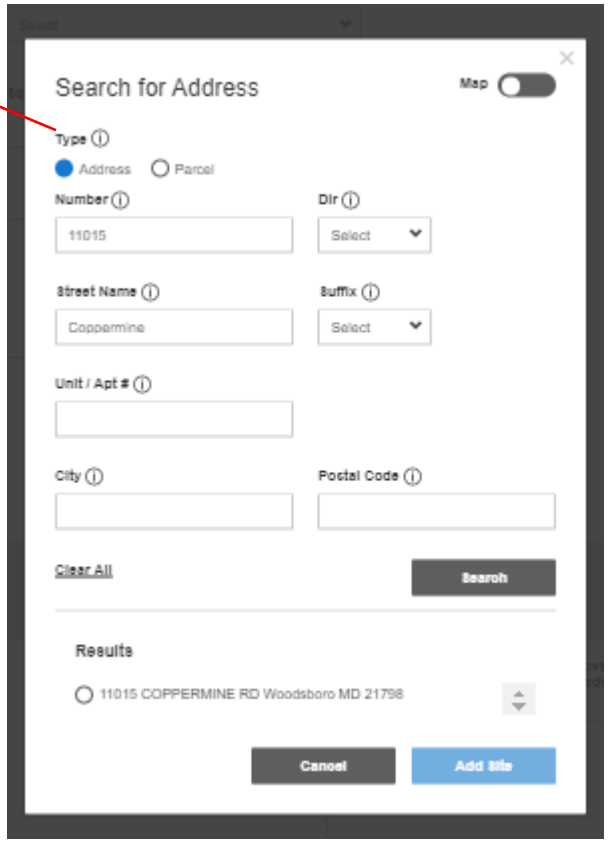
There are no attachments to display here.

Back

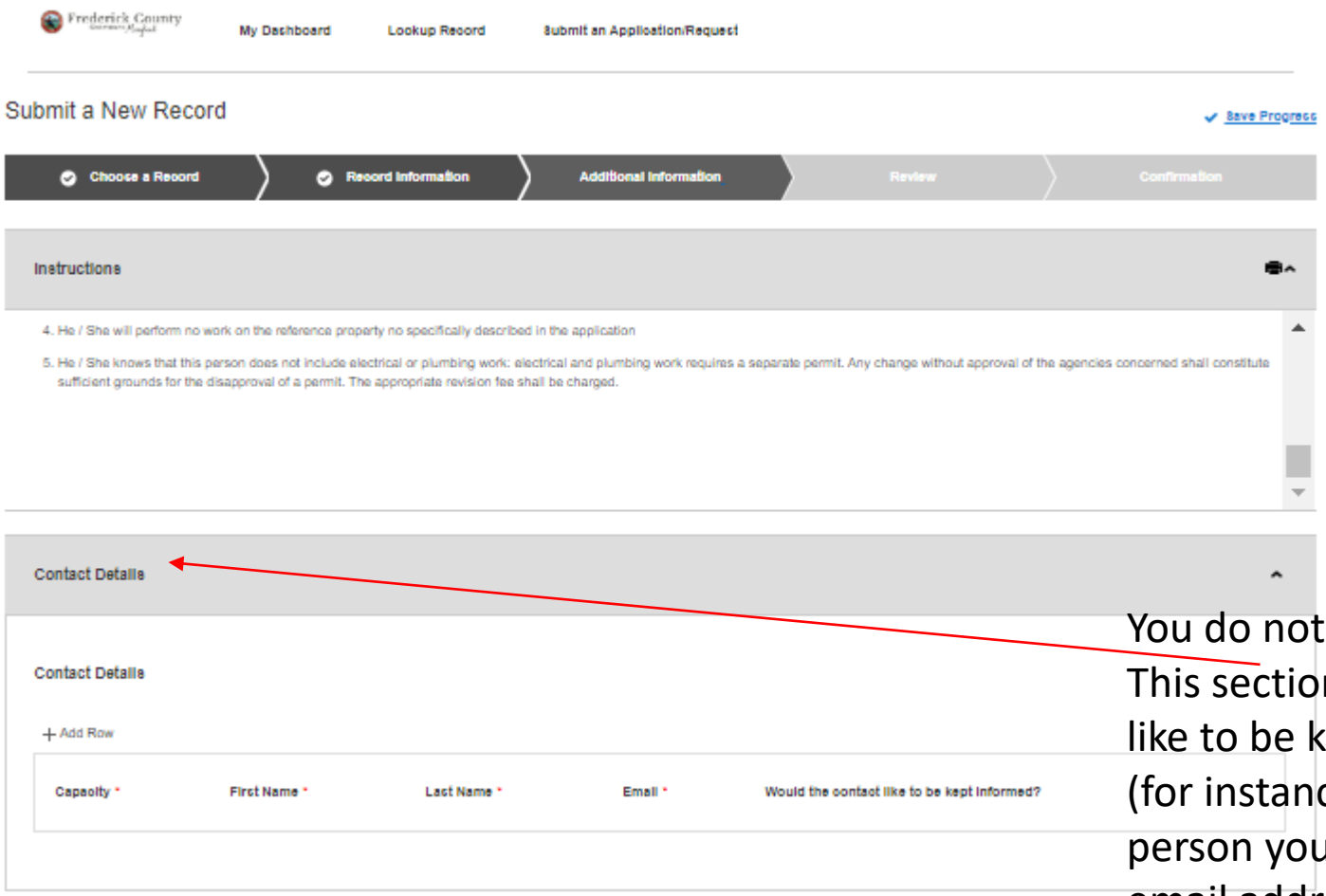
Save & Continue

When completed with this section press save and continue.

When searching for an address the less information you search the easier it is to find the address you are looking for.
For Example, instead of searching for “11015 Coppermine Road Woodsboro MD” only
Search for “11015 Coppermine”



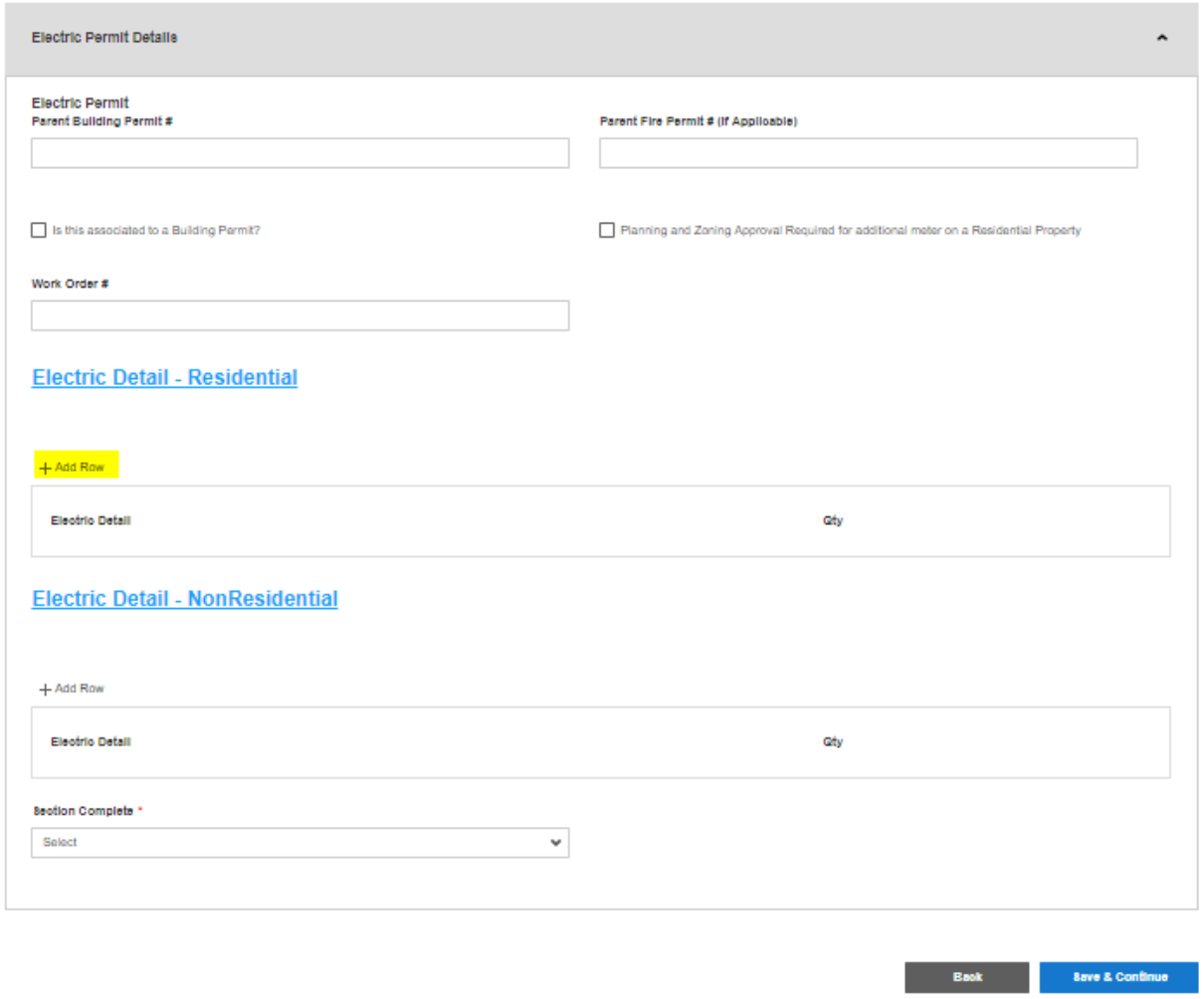
Continue filling out the second page with the required information

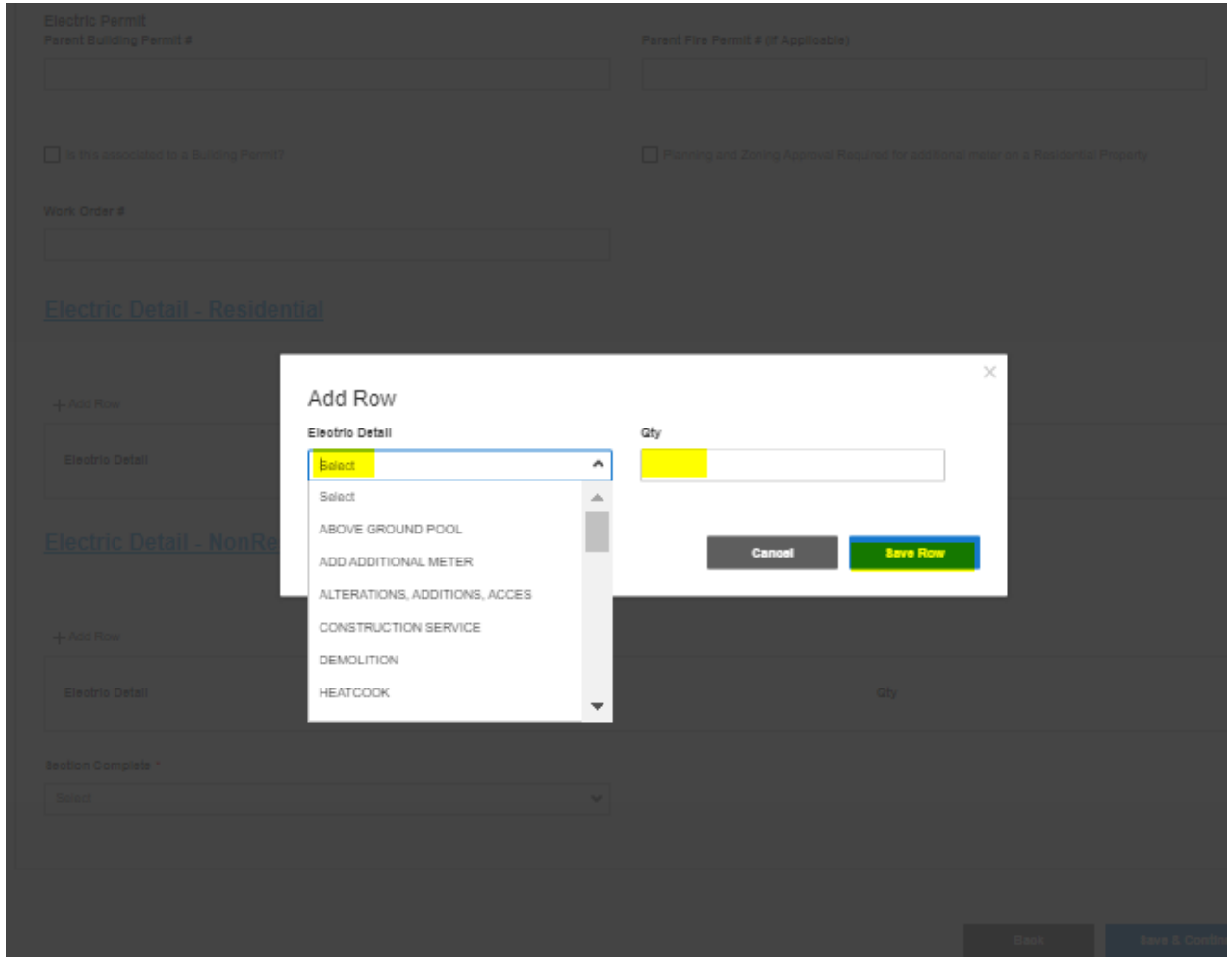


You do not need to fill out the contact details section.
This section can be used if you have additional people who would like to be kept informed of the permits status (for instance inspections, or review status). Make sure if the person you are adding has a portal account you use the same email address they used to create their account.

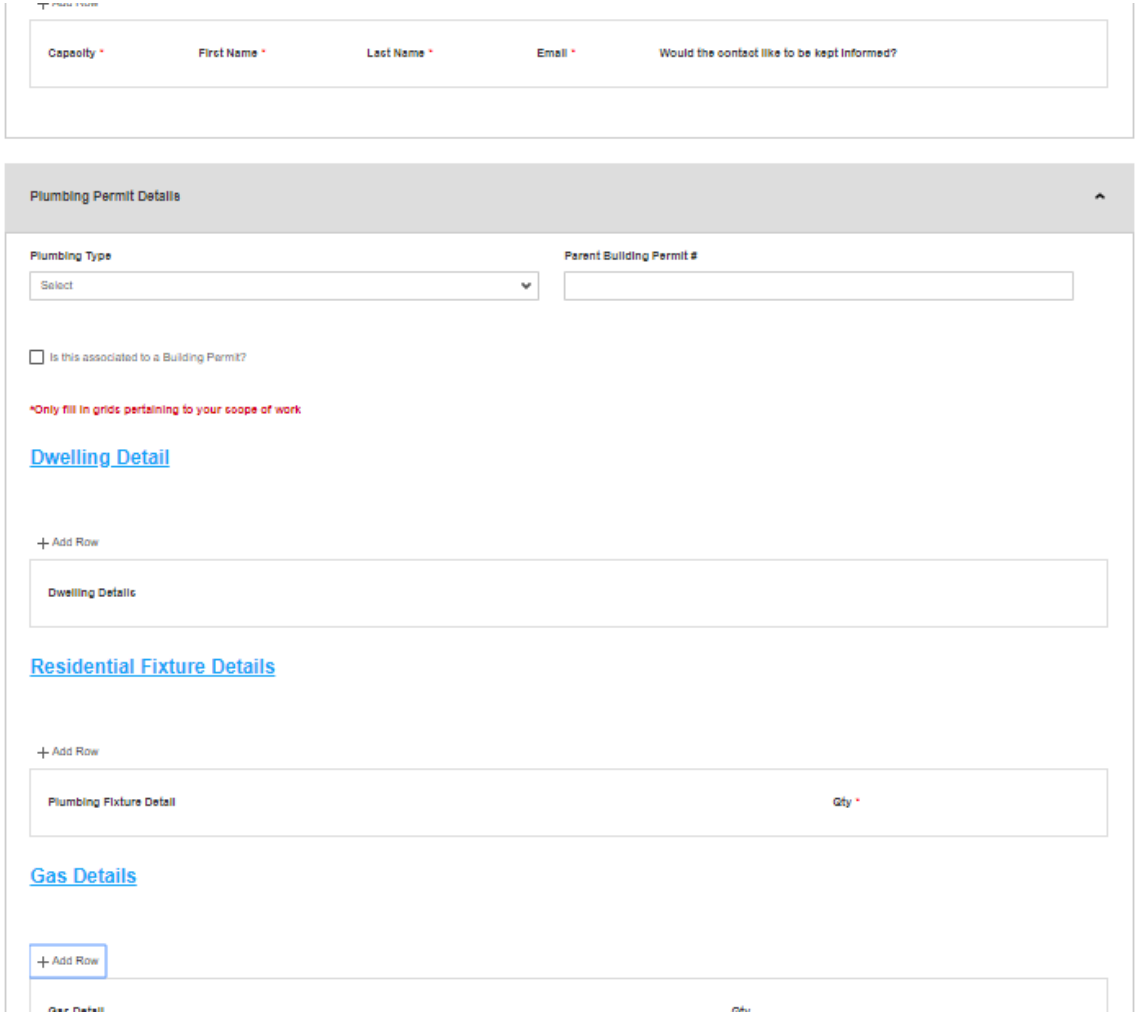
-Each type of permit will have different sections to fil out on the Details Page. Make sure you fill out each section applicable to the type of work you are doing.
-If you are submitting Plumbing or Electric make sure you fill out the details grid (including quantities) depending on the type of work you are doing. This is similar to the check boxes that were on the paper application.
-If there is a Parent Building Permit include that on the application.
-For Electrical include any type of low voltage in your description.

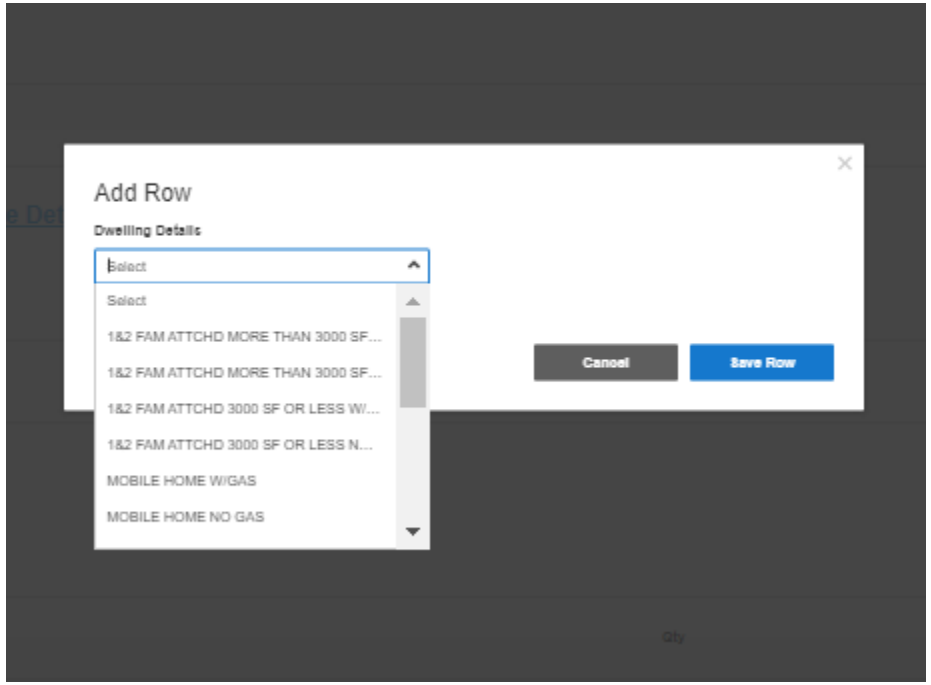
Electrical Details Grid

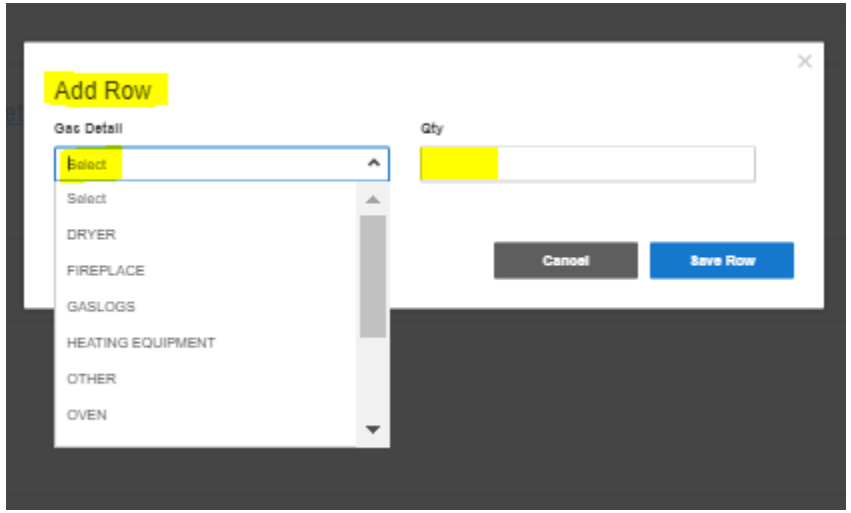




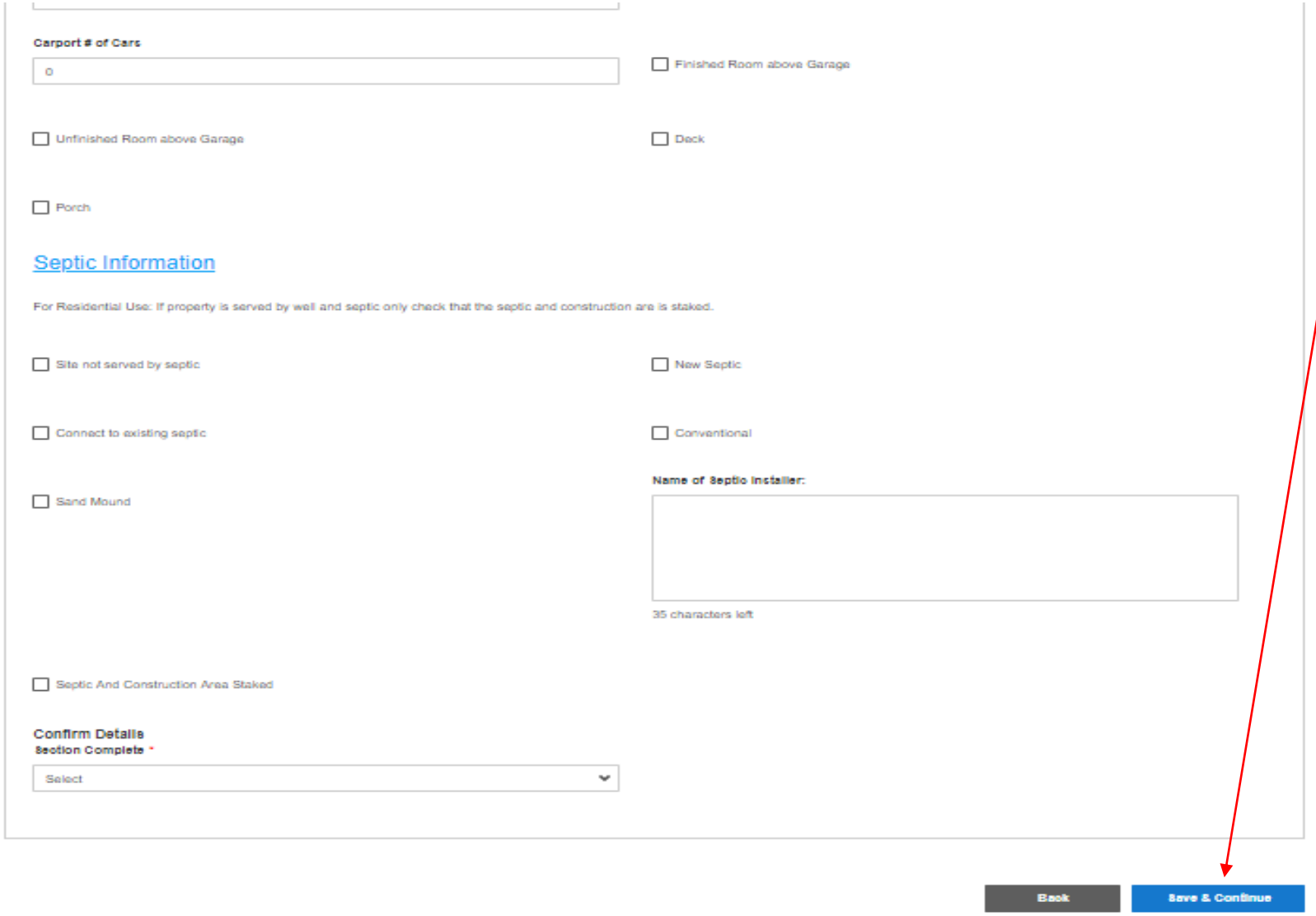
Plumbing Details Grid



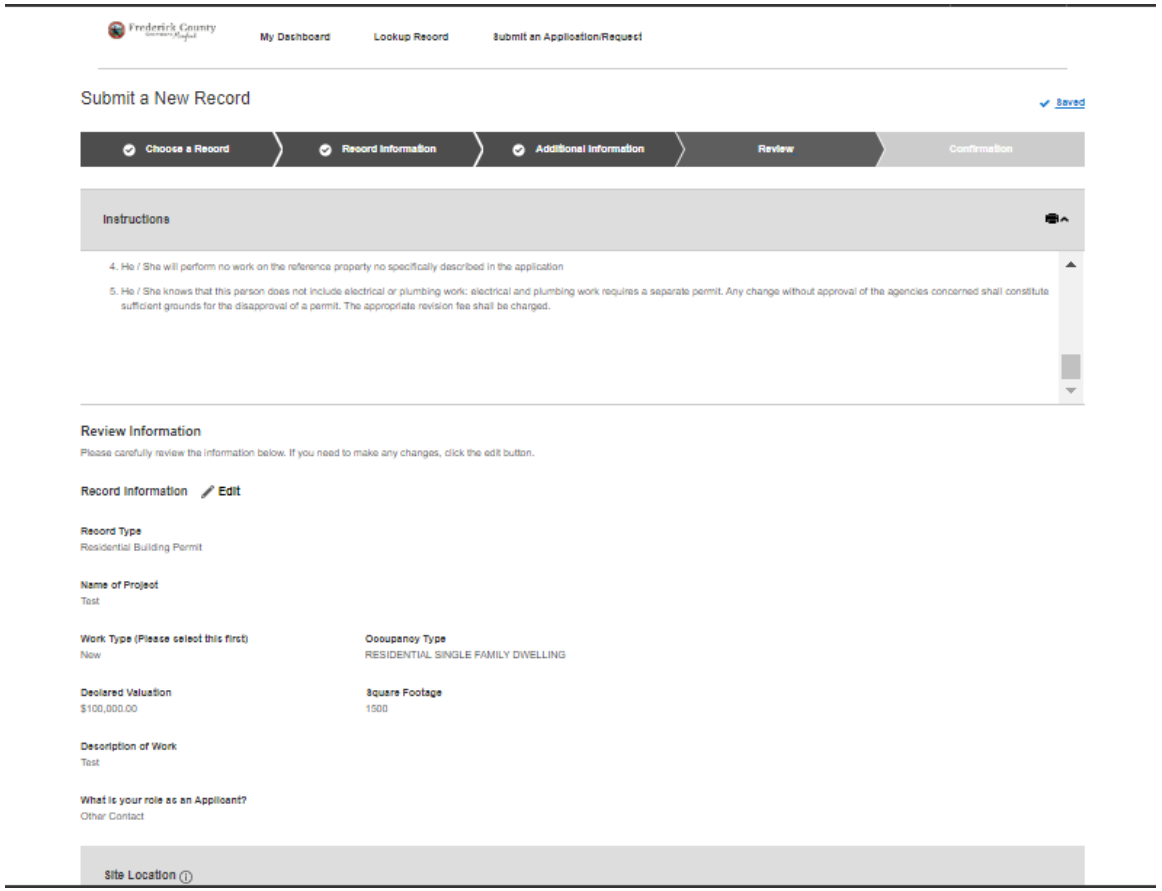


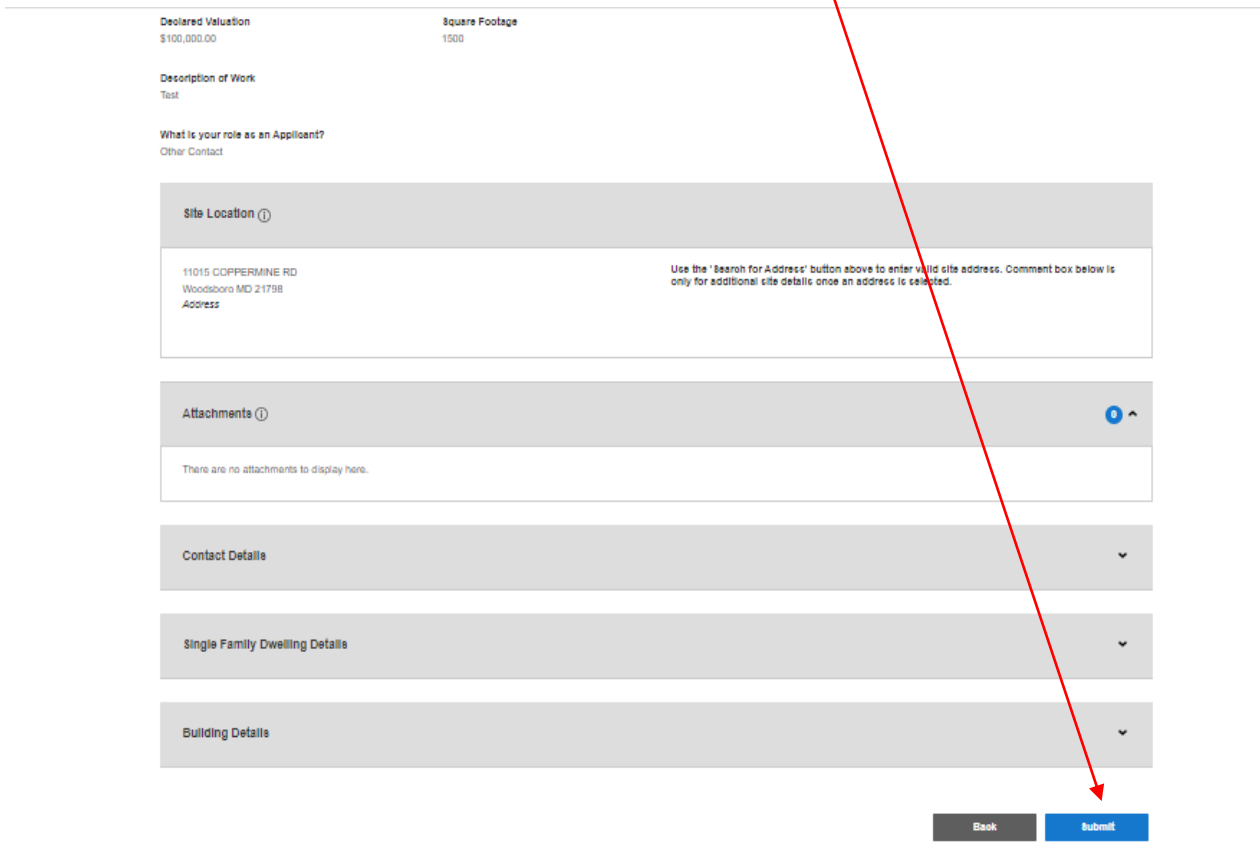


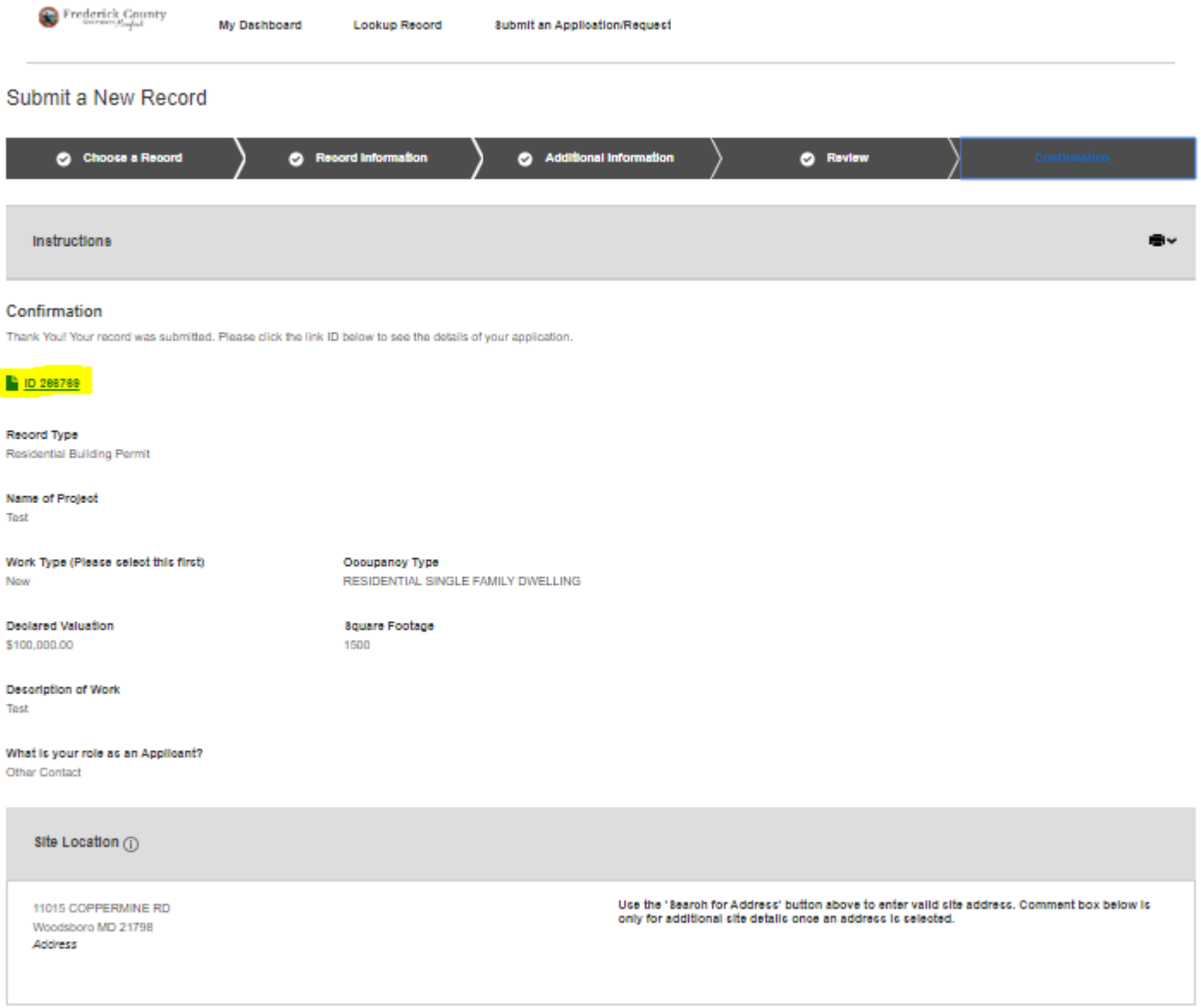
Fill out all the required information and then Save and Continue



Review the information and then submit the permit.







-Once you receive an ID Number (permit number) the permit comes back for us to complete our “Completeness Check”. During completeness check we will determine if it needs more information or if it can move forward to the reviewers. Once we approve our completeness check you will be notified that your permit is ready to be paid. The permit CANNOT move to review until it is paid.

-If it can move forward to the reviewers and you are an Eplans (ProjectDox) submission you will receive an additional email with information on how to proceed. If you are an Internal Review (For Example: Tanks, Solar Permits, Plumbing, Electrical, and Walk-Through Permits) and do not need to go through ProjectDox you will move right to review after payment.