

# Permits and Inspections

Submitting an Application


- Go to [planningandpermitting.frederickcountymd.gov](http://planningandpermitting.frederickcountymd.gov)
- Sign in to the Portal

Login

Frederick County  
Government Maryland

Lookup Record

Submit an Application/Request



Login

Email Address \*

Password \*

☐ Remember Me

[Forgot Password?](#)


LOG IN

Would you like to register as a new user?


[Create a Profile](#)

For optimal performance this site should be viewed using a desktop browser

# Click “Submit an Application/Request”



[My Dashboard](#)[Lookup Record](#)[Submit an Application/Request](#)

 [My Account](#)

Welcome, Frederick County Permits !

<b>Username</b> abonomo@frederickcountymd.gov	<b>Address</b> 30 N Market Street Frederick, 21701	<b>Contact</b> (301)600-3463 abonomo@frederickcountymd.gov
--------------------------------------------------	----------------------------------------------------------	------------------------------------------------------------------

[My Profile](#)


For optimal performance this site should be viewed using a desktop browser

**MY FEES** 0

**Total Amount Due**  
  
\$0.00  
  
[Make Payment](#)

You have 0 unpaid fees.  
[Go to my fees](#)

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

 Frederick County  
Government Maryland

[My Dashboard](#)[Lookup Record](#)[Submit an Application/Request](#)

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## Submit a New Record

Choose a Record

Record Information

Additional Information

Review

Confirmation

### County Request

Choose from the list below to report an issue or complaint.

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**Anonymous Potential County Code Violation**

› Building Permit Related Complaints

› Fire Marshal Related Complaints

› Forest Resource Ordinance Complaints

›

### Planning, Permits and License Applications

Apply for a permit, license or planning application.

› Building Permits  
Building Permit Application Types

› Business License  
Business License Application Types

› Planning  
Planning Application Types

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

## County Request

Choose from the list below to report an issue or complaint.

### [Anonymous Potential County Code Violation](#)

- [Building Permit Related Complaints](#)
- [Fire Marshal Related Complaints](#)
- [Forest Resource Ordinance Complaints](#)
- [Grading/Drainage Related Complaints](#)
- [Health Department Related Complaints](#)
- [Zoning Department Related Complaints](#)

## Planning, Permits and License Applications

Apply for a permit, license or planning application.

### ▼ Building Permits [Building Permit Application Types](#)

[Demolition Permit](#)

[Driveway Apron Permit](#)

[Electrical Permit](#)

[Fire Permit](#)

[Forest Resource Ordinance Permit \(FRO\)](#)

[GRADING](#)

[Non Residential Building Permit](#)

[Plumbing Permit](#)

[Residential Building Permit](#)

[Sign Permit](#)

[Tank Permit](#)

[Trailer Permit](#)

[Zoning Certificate](#)



Description of Work \* ⓘ

300 characters left

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

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

0 ^

There are no attachments to display here.

Back

Save & 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"

Search for Address

Map ☐

Type ⓘ

☒ Address ☐ Parcel

Number ⓘ

11015

Dir ⓘ

Select

Street Name ⓘ

Coppermine

Suffix ⓘ

Select

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

[Clear All](#)

Search

Results

☐ 11015 COPPERMINE RD Woodsboro MD 21798

Cancel

Add Site

When completed with this section press save and continue.

# Continue filling out the second page with the required information

Frederick County  
Annapolis, Maryland

My Dashboard   Lookup Record   Submit an Application/Request

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Submit a New Record ✓ [Save Progress](#)

✓ Choose a Record

✓ Record Information

Additional Information

Review

Confirmation

Instructions

4. He / She will perform no work on the reference property no specifically described in the application

5. He / She knows that this person does not include electrical or plumbing work; electrical and plumbing work requires a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Contact Details

Contact Details

+ Add Row

Capacity *	First Name *	Last Name *	Email *	Would the contact like to be kept informed?
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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 fill 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

Electric Permit Details

Electric Permit

Parent Building Permit #

Parent Fire Permit # (If Applicable)

☐ Is this associated to a Building Permit?

☐ Planning and Zoning Approval Required for additional meter on a Residential Property

Work Order #

[Electric Detail - Residential](#)

+ Add Row

Electric Detail

Qty

[Electric Detail - NonResidential](#)

+ Add Row

Electric Detail

Qty

Section Complete \*

Select

Back

Save & Continue

Electric Permit

Parent Building Permit #

Parent Fire Permit # (If Applicable)

☐ Is this associated to a Building Permit?

☐ Planning and Zoning Approval Required for additional meter on a Residential Property

Work Order #

[Electric Detail - Residential](#)

+ Add Row

Electric Detail

Qty

Electric Detail

Qty

Section Complete \*

Select

Back

Save & Continue

Add Row

Electric Detail

Select

ABOVE GROUND POOL  
ADD ADDITIONAL METER  
ALTERATIONS, ADDITIONS, ACCES  
CONSTRUCTION SERVICE  
DEMOLITION  
HEATCOOK

Qty

Cancel

Save Row

# Plumbing Details Grid

Capoolty \*First Name \*Last Name \*Email \*Would the contact like to be kept informed?

Plumbing Permit Details

Plumbing Type

Select

Parent Building Permit #

☐ Is this associated to a Building Permit?

\*Only fill in grids pertaining to your scope of work

[Dwelling Detail](#)

+ Add Row

Dwelling Details

[Residential Fixture Details](#)

+ Add Row

Plumbing Fixture Detail

Qty \*

[Gas Details](#)

+ Add Row

Gas Detail

Qty

Add Row

Dwelling Details

Select

Select

1&2 FAM ATTCHD MORE THAN 3000 SF...

1&2 FAM ATTCHD MORE THAN 3000 SF...

1&2 FAM ATTCHD 3000 SF OR LESS W/...

1&2 FAM ATTCHD 3000 SF OR LESS N...

MOBILE HOME W/GAS

MOBILE HOME NO GAS

Cancel

Save Row

Add Row

Gas Detail

Select

Select

DRYER

FIREPLACE

GASLOGS

HEATING EQUIPMENT

OTHER

OVEN

Qty

Cancel

Save Row

# Fill out all the required information and then Save and Continue

**Carport # of Cars**

☐ Finished Room above Garage

☐ Unfinished Room above Garage

☐ Deck

☐ Porch

[Septic Information](#)

For Residential Use: If property is served by well and septic only check that the septic and construction area is staked.

☐ Site not served by septic

☐ New Septic

☐ Connect to existing septic

☐ Conventional

☐ Sand Mound


**Name of Septic Installer:**

35 characters left

☐ Septic And Construction Area Staked

**Confirm Details**  
**Section Complete \***

# Review the information and then submit the permit.

Frederick County  
Maryland

[My Dashboard](#)[Lookup Record](#)[Submit an Application/Request](#)

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## Submit a New Record ✓ Saved

✓ Choose a Record

✓ Record Information

✓ Additional Information

Review

Confirmation


Instructions

4. He / She will perform no work on the reference property no specifically described in the application

5. He / She knows that this person does not include electrical or plumbing work: electrical and plumbing work requires a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

### Review Information

Please carefully review the information below. If you need to make any changes, click the edit button.

Record Information 

**Record Type**  
Residential Building Permit

**Name of Project**  
Test

**Work Type (Please select this first)**  
New

**Declared Valuation**  
\$100,000.00

**Description of Work**  
Test

**What is your role as an Applicant?**  
Other Contact

**Occupancy Type**  
RESIDENTIAL SINGLE FAMILY DWELLING

**Square Footage**  
1500

Site Location ①

**Declared Valuation**  
\$100,000.00

**Square Footage**  
1500

**Description of Work**  
Test

**What is your role as an Applicant?**  
Other Contact

**Site Location ①**

11015 COPPERMINE RD  
Woodsboro MD 21798  
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.

**Attachments ①**

There are no attachments to display here.

**Contact Details**

**Single Family Dwelling Details**

**Building Details**

Back

Submit

## Submit a New Record

✓ Choose a Record

✓ Record Information

✓ Additional Information

✓ Review

Confirmation

Instructions

### Confirmation

Thank You! Your record was submitted. Please click the link ID below to see the details of your application.

ID 286768

#### Record Type

Residential Building Permit

#### Name of Project

Test

#### Work Type (Please select this first)

Now

#### Occupancy Type

RESIDENTIAL SINGLE FAMILY DWELLING

#### Declared Valuation

\$100,000.00

#### Square Footage

1500

#### Description of Work

Test

#### What is your role as an Applicant?

Other Contact

Site Location ⓘ

11015 COPPERMINE RD  
Woodsboro MD 21798  
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.

-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.