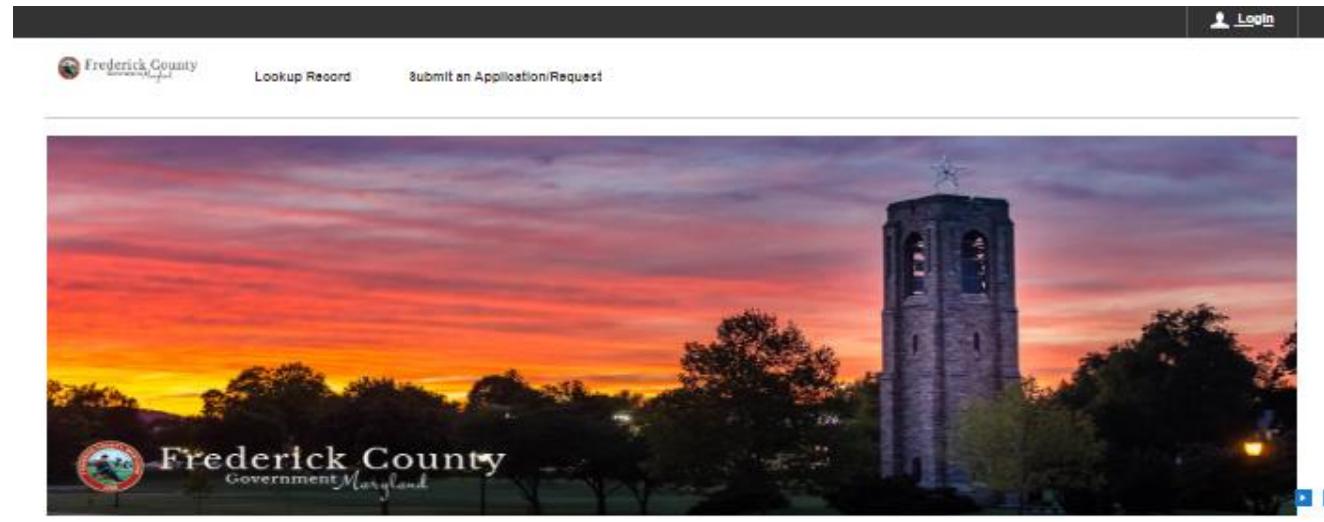


Permits and Inspections

Submitting an Application

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



Login

Email Address *

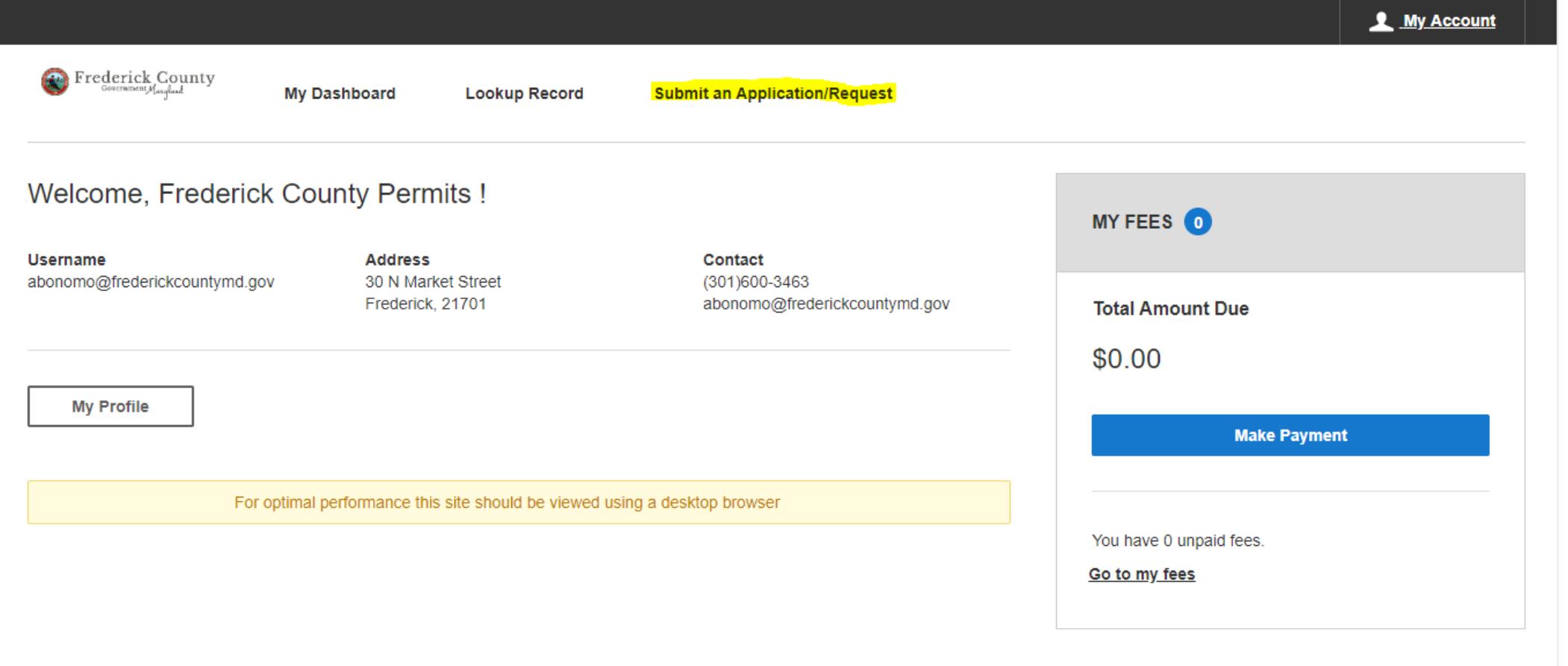
Password *

Remember Me [Forgot Password?](#)

LOG IN

Would you like to register as a new user?
[Create a Profile](#)

Click “Submit an Application/Request”



The screenshot shows a web application for Frederick County Permits. At the top, there is a dark header bar with a user icon and the text "My Account". Below the header, the Frederick County Government logo is on the left, and a navigation menu with four items: "My Dashboard", "Lookup Record", "Submit an Application/Request", and "Submit an Application/Request" (which is highlighted with a yellow box). The main content area starts with a "Welcome, Frederick County Permits!" message. Below this, there are three sections: "Username" (abonomo@frederickcountymd.gov), "Address" (30 N Market Street, Frederick, 21701), and "Contact" ((301)600-3463, abonomo@frederickcountymd.gov). To the right, a "MY FEES" section shows "0" fees. It includes a "Total Amount Due" of "\$0.00" and a "Make Payment" button. A note at the bottom of the page says "For optimal performance this site should be viewed using a desktop browser".

Frederick County
Government, Maryland

My Dashboard Lookup Record **Submit an Application/Request**

Welcome, Frederick County Permits !

Username
abonomo@frederickcountymd.gov

Address
30 N Market Street
Frederick, 21701

Contact
(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”

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

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.

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

- 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

Submit a New Record Save Progress

Choose a Record > Record Information > Additional Information > Review > Confirmation

Instructions

Residential Building Applications are for New/Replacement Dwelling Units

PLEASE SCROLL TO READ ALL INSTRUCTIONS-

Please attach the following documents in addition to completing the submittal questions below:

Single Family Dwelling- Detached:

What kind of record are you submitting?
Residential Building Permit

Name of Project * (i)

Work Type (Please select this first) * (i) Occupancy Type * (i)
 Select Select

Declared Valuation * (i) Square Footage * (i)

Description of Work *

300 characters left

This field indicates your responsibility for this request:

What is your role as an Appointee? *

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

Search for Address

Attachments *

Add Attachment *

0 ^

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"

Search for Address *

Type *

Address Parcel

Number *

11015 Select ▼

Street Name *

Coppermine Select ▼

Unit / Apt # *

City *

Postal Code *

Clear All Search

Results

11015 COPPERMINE RD Woodsboro MD 21798 ▼

Cancel Add Site

Continue filling out the second page with the required information

Frederick County
My Dashboard Lookup Record Submit an Application/Request

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?

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 *

[Book](#) [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 - NonResidential

+ Add Row

Add Row

Electric Detail Qty

Select

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

Cancel [Save Row](#)

[Back](#) [Save & Continue](#)

Plumbing Details Grid

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

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

Plumbing Permit Details

Plumbing Type Parent Building Permit #

Select

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

Add Row

Dwelling Details

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

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

Septic And Construction Area Staked

Name of Septic Installer:
 35 characters left

Confirm Details
Section Complete *



Review the information and then submit the permit.

Frederick County

My Dashboard Lookup Record Submit an Application/Request

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 Edit

Record Type
Residential Building Permit

Name of Project
Test

Work Type (Please select this first)
New **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

Declared Valuation Square Footage
\$100,000.00 1500

Description of Work
Test

What is your role as an Applicant?
Other Contact

Site Location (i)

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 (i) 0

There are no attachments to display here.

Contact Details

Single Family Dwelling Details

Building Details

Back Submit



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

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 288788

Record Type
Residential Building Permit

Name of Project
Test

Work Type (Please select this first)
New

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 (i)

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.