



**DIVISION OF PLANNING AND PERMITTING  
FREDERICK COUNTY, MARYLAND**

*Department of Permits and Inspections*

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## **Submitting Applications: Step-By-Step Guide**

- Go to the permitting portal  
<https://planningandpermitting.frederickcountymd.gov/>
  - If you have an account log in.
  - If you do not have an account you will need to create one to submit an application.
- Once logged in you will click “Submit an Application/Request” at the top of the page.
- You will then select the type of application you would like to submit. (Building, Electrical, Plumbing and Fire are listed under Building Permits)
- Once the application is selected, please read the instructions at the top of the page. The instructions provide information on how to fill out the form as well as what additional documents will need to be provided.
- When filling out the application be sure you are filling out all the sections with a red asterisk (\*).
- The AP name should be the Subdivision and Lot Number or the Street name and Property Owner’s Last Name on Residential Permits. On Commercial/Non-Residential Permits it should be the Occupant or Business Name.
- When searching for the primary address (the address where the work is taking place) the less information you put in the better. If you are having difficulty finding your address, try filling in only the property number, leave everything else blank (do not include city or zip code) and then search. This will then give you a list of properties to select from.
- The “Location” section should be used for properties with multiple structures. This is where you can provide details for the inspectors as to where the building is located on the property.
- All attachments should be provided at the time of application.
- Once you have filled out the first page and added your attachments, select “Save and Continue”. Your application progress will be lost if it has not been saved,
- The second page of the application is where you will provide all of the details for your proposed project.
- If you have an additional person who needs to be notified of the permits progress you will add them to the “Contact Details” section. Anyone added to this section is added to the permit in the portal ONLY. This will not add them to ProjectDox if your application is an E-Plans Submission.
- When filling out the permit details look out for areas asking, “Section Complete” and make sure you select “Yes” once all of the information has been filled out. If these boxes are not filled out, then an error will generate when trying to move forward to the next section.
- If there is an area on the application marked with a red asterisk (\*) that does not apply to you, please enter the number one (1). This will allow you to move forward.
- Once you have completed the second page of the application, select “Save and Continue”.
- The last page of the application is for you to review what information you are submitting. When you are ready, click “Submit”.

- Once you submit the application you will receive an Application ID Number. This will also be your permit number. If you do not see an Application ID Number Generate, your application has not been submitted.
- Once the application is submitted it will come to our Staff for a “Completeness Check”
  - This is when our intake staff looks over your application to see if all the required information has been provided.
  - If more information is required before we can process your application staff will send the application back to you. When this happens, your application will be in the “Awaiting Applicant Resubmit” Milestone.
  - You will need to log into the portal and provide the requested information and then resubmit the application back to the County. Make sure you provide comments as to what information you are providing when resubmitting your application.
- Once your application is ready staff will process it and you will receive an email to pay for your permit and it will move into the “Awaiting Applicant Payment” Milestone.
- A permit will not move to the “Under Review” milestone until it is paid. Once paid the application will move onto the “Under Review” Milestone. If your application is an “Internal Review” it will automatically be assigned to the reviewers. If your application is an “E-Plans Submission” you will receive a notification to log into our ProjectDox Software to submit your plans for review.
  - If you are an E-Plans submission and you do not upload your plans for review and complete the “Applicant Upload Task” in ProjectDox, then your application will not be reviewed. A staff member will reach out via email if no action has been taken on the permit.
- You can monitor your applications review status via the online permitting portal.
- If the reviewers require additional information your application will move to the “Awaiting Applicant Revisions” Milestone once all the reviewers have completed their reviews. You will not be able to resubmit your application to address the comments until all the reviewers have completed their reviews.
  - If your application is an “Internal Review” you will upload your revised documents and provide comments in the Portal and resubmit your application in the Portal.
  - If your application is an “E-Plans Submission” you will upload your revised documents to ProjectDox and then complete the resubmission task in ProjectDox.
  - Make sure you provide comments as to what information you are providing when resubmitting your application.
- Once your application has been approved by all agencies your application will move to the “Pending Issuance” Milestone.
  - While in the “Pending Issuance” Milestone your permit will be looked at to make sure all the required pre-requisites have been completed before your permit can be issued. In some cases, nothing else is needed and the permit can be issued. However, depending on the application type Impact Fees may be required, or an associated permit may need to be issued, and plans may need to be stamped in ProjectDox. If not all of the pre-requisites have been completed your application will stay in the “Pending Issuance” Milestone until everything is complete.
- Once your permit is fully approved, and all pre-requisites have been completed your application will move to the “Inspections” Milestone and you will have an issued permit.