



Instructions On Getting Linked to the Howard County Citizens Access Website For Residential Building Permits

In order to apply for residential building permits online, the Maryland Home Improvement Contractor (MHIC) licensee must be linked to a Citizen's Access User account. The following is the order required to start this process:

1. **Obtain a training certificate from the Howard County Health Department.** Please contact the Health Department at **410-313-1771** to schedule a training session located at the Ascend One Building at 8930 Stanford Boulevard; Columbia, Maryland. You must provide a copy of this certificate at the time of your scheduled training appointment with the Department of Inspections, Licenses and Permits (DILP).
2. **Send an email request to buildingtech@howardcountymd.gov to obtain further information on how to schedule a training appointment with DILP.** Please be sure to include you MHIC License Number, Business Name, and Contact Phone number in this email request.
3. **Register and create an Account on our Citizen's Access website:** myhoward.info if you have not done so already. Please be sure to write down your user name and password.
4. **Attend the scheduled training session at the Licenses and Permits Front Counter** located at 3430 Court House Drive; Ellicott City, Maryland. This training will take approximately 30 minutes. At your scheduled appointment, you will be required to bring the additional documents requested in the response to your email request that you receive. Remember your log-in information for this appointment. This training will include linking the Citizen's Access User Account to the requested license, as well as basic instructions to using the online permitting system.