

# HOWARD COUNTY COMMERCIAL BUILDING ONLINE COMPUTER REGISTRATION FORM

Select one: \_\_\_ Interior Designer \_\_\_ Architect \_\_\_ Engineer

## REGISTRATION FOR LICENSEE:

State License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Licensee \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip Code

Primary Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

## AUTHORIZED AGENT FOR THE ABOVE LICENSEE (If Applicable):

Name of Individual \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip Code

Primary Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

UNDER PENALTY OF PERJURY, THE LICENSEE AND PERMIT AGENT HEREBY CERTIFIES THAT THE INFORMATION PROVIDED ON THIS REGISTRATION FORM IS AUTHORIZED, TRUE, ACCURATE, AND COMPLETE.

SIGNATURE OF LICENSEE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*SEE REVERSE SIDE FOR INSTRUCTIONS\*\*\***

## **INSTRUCTIONS TO COMPLETE THE ONLINE REGISTRATION FORM:**

The registration form must be completed one time, prior to being permitted to use the Citizen's Access online permitting system. Once the form is completed and approved, it is kept on file within the Licenses and Permits Division, Howard County, Department of Inspections, Licenses and Permits.

**ALL REGISTRATION IS CONDUCTED BY ADVANCED APPOINTMENT. PLEASE CALL 410-313-2455 (OPTION 4) AND YOU WILL BE DIRECTED TO THE APPROPRIATE PERSONNEL.**

### **Please follow as noted:**

1. Each Registrant must check the appropriate type of professional vocation.
2. All forms and associated documentation must be presented in person at the Licenses and Permits Division's Front Counter located at:  
  
George Howard Building  
Department of Inspections, Licenses and Permits  
3430 Court House Drive  
Ellicott City, MD 21043
3. The Registrant and/or Agent must provide a Driver's License or valid State Issued ID to verify identification.
4. Upon completion and approval of the registration form, the Licensee and their Agent (*if applicable*) becomes eligible to submit online permits.
5. A Permit Agent must complete a registration form for each company that they are contracted by to apply for permits online and provide a copy of the Licensee's license.
6. A Licensee must complete a registration form for each discipline.
7. An Account will need to be created on the Citizen's Access webpage: (<https://accela1.howardcountymd.gov/CitizenAccess/>). Please note that all contact information should be completed in ALL CAPS.
8. Once your registration has been approved and linked, you will be able to apply for your permit online.