

AUTOMATED INSPECTION REQUEST AND PERMIT INFORMATION SYSTEM

Howard County
Department of Inspections, Licenses and Permits
(410) 313-3800

Website: <https://www.howardcountymd.gov/inspections-licenses-permits>

Permit No. _____ Confirmation No. _____

The automated dial-up system provides 24-hour access to inspection and permit information. You may:

- ❖ **1-Schedule inspections:** After a permit is issued, you may request an inspection for the next day or up to seven working days in advance of the day needed. You may select automatic telephone notification of inspection results when you request your inspection. You will receive a confirmation number if requested.
- ❖ **2-Obtain inspection results:** Results are available the day the requested inspection is completed by calling 410-313-3800 or online at <https://dilp.howardcountymd.gov/CitizenAccess>
- ❖ **3-Cancel inspection requests:** Allows inspections requested through this automated system to be cancelled. Cancellations on the day of the scheduled inspection will be directed to administrative personnel to cancel your requested inspection.
- ❖ **4-Obtain plan review status:** Determine the approval status of your permit and, if not approved, which agency has not yet approved it.

➡ **TO ACCESS THE SYSTEM, CALL: (410) 313-3800 FOLLOW INSTRUCTIONS PROVIDED** ←

Before you call, you will need the following information to use the system:

- ❖ **Permit Number** - Omit the letter prefix. Enter the 8 digit permit number and follow with # sign on your telephone keypad – Examples: B13001016 enter 13001016# after selecting (1) Building as the type of permit.
- ❖ **Building Address** (house number and street name) for site address verification.
- ❖ **Three Digit Inspection Type Codes are found on the reverse side of this sheet. PLEASE NOTE THAT SOME INSPECTION TYPE CODES** HAVE CHANGED.** To hear a list of inspection type codes press * at the prompt.

Important Information:

You may request inspections up to seven working days in advance of the date needed.

Incorrect data may be re-entered by pressing the # symbol on the telephone keypad. You may return to the main menu by pressing # on the telephone keypad.

When requesting commercial fire system tests, you must contact the fire protection inspector at least one day IN ADVANCE (between 8:00 and 9:00 a.m.) in addition to using the automated system after a date is agreed upon.

Express Plumbing Permit same day emergency water/sewer inspections must be requested by calling (410) 313-1840 before 9:00 a.m.

(See Other Side)

INSPECTION TYPE CODES
FOR USE ON AUTOMATED SYSTEM (410-313-3800)

BUILDING REQUEST CODES:

- 200-Ceiling Close In
- 201-Damproof & Draitile
- 202-Draitile
- 203-Driveway Apron
- 205-Final Building
- 206-Fireplace Throat/Stove
- 207-Footings
- 208-Foundation Walls/Damproof
- 209-Frame
- 210-Install/Remove Fuel Tank
- 211-Insulation
- 212-Pool Steel
- 214-Slab
- 216 Tilt-up Walls
- 217-Slab & Draitile
- 218-Handicapped Accessibility
- 219-Final Driveway Apron
- 220-Seasonal Final
- 221-Wall Brace/Sheathing
- 402-Stormwater Management Rough In
- 403-Stormwater Management Final
- 485-Seasonal Grading
- 487-Final Grading
- 488-Sediment Control Release
- 489-Final Grading Surety

ELECTRICAL REQUEST CODES:

- 300-Potomac Edison Service Release
- 301-BGE Service Release
- 302-Bonding
- 303-Ceiling Close In Commercial
- 304-Final Electric
- 305-Residential Rough Wire
- 306-Slab
- 307-Trench
- 308-Wall Close In Commercial
- 309-Pool Bonding-Steel Shell only
- 310-Pool Bonding-Perimeter Slab or Deck only
- 311-Consultation or Information only

PLUMBING REQUEST CODES:

- 705-Final Plumbing
- 706-Flush Test
- 707-Fuel Oil
- 709-Combination Natural Gas & Service Release
- 712-Groundwork
- 713-Hydrostatic Test
- 714-Natural Gas
- 719-Propane Gas

PLUMBING REQUEST CODES CONT'D:

- 720-Rough In
- 721-Combination Sewer & Water Installation
- 722 Sanitary Sewer Installation
- 727-Water Service Installation
- 728-Add On Sewer
- 729-Add On Water
- 730-Sewer & Water – Repair or Replacement
- 731-Sanitary Sewer – Repair or Replacement
- 732-Water Service – Repair or Replacement

FIRE REQUEST CODES:

- 500-24 Hour Test
- 501-Alarm System Test
- 502-Final Fire
- 503-Fire Pump Test
- 504-Halon-FM200 System Test
- 505-Hood System
- 506-Hydrostatic-Rough
- 507-Overhead Sprinkler
- 509-Special System Test
- 510-Trip Test
- 511-Underground Sprinkler
- 512-Medical Gas Rough-In

MECHANICAL (HVAC) REQUEST CODES:

- 603 - Rough In
- 600 - Final HVAC

SIGN REQUEST CODES:

- 902 – Sign Footings *(Inspections required for 6ft. high or greater.)*

**FOR GENERAL LICENSES & PERMITS
INFORMATION, PLEASE CALL:**

- Permits (All Types) (410) 313-2455
- Electrical and
Plumbing Licensing..... (410) 313-2455

**FOR GENERAL INSPECTION &
ENFORCEMENT INFORMATION,
PLEASE CALL:**

- Building/Fire (410) 313-1810
- Electrical..... (410) 313-1820
- Mechanical/HVAC (410) 313-1840
- Plumbing (410) 313-1840
- Sediment Control..... (410) 313-1855
- Signs (410) 313-1830