

HOW TO UPLOAD A DOCUMENT AGAINST AN EXISTING PERMIT

- 1) After Logging into your account, search for your Permit Number by clicking on the “Building” tab, then search by permit number as shown below.

The screenshot shows a web application dashboard. At the top, there is a navigation bar with tabs: Home, Building, Fire, Licenses, and Enforcement. Below this is a secondary navigation bar with links: Dashboard, My Records, My Account, and Advanced Search. The main content area is divided into two columns. The left column contains a welcome message for Mark Von Wald, a disclaimer, and a section titled "What would you like to do today?" with four sub-sections: Building, Fire, Licenses, and Enforcement. Each sub-section lists several actions like "Search Applications" and "Create an Application". The right column contains a "Cart (2)" section with two items: 21TMP-002492 for \$55.00 and 21TMP-002493 for \$55.00. A red arrow points to the "Building" tab in the top navigation bar.

Home Building Fire Licenses Enforcement

Dashboard My Records My Account Advanced Search

Welcome Mark Von Wald
You are now logged in.

Disclaimer

This website has been established as a service to the public, to assist members of the public in applying for licenses and permits and in otherwise doing business with the Howard County Department of Inspections, Licensing, and Permits (DILP). While every effort is made to ensure that the information on this website is accurate, complete, and up-to-date, portions of the information may be incorrect or not current. Moreover, users of the site should be aware that the site is under development and will be evolving over time. DILP reserves the right to make any changes to a webpage at any time to update, add, correct, amend, or modify the information made available.

What would you like to do today?
To get started, select one of the services listed below:

Building

- Search Applications
- Create an Application
- Schedule an Inspection

Fire

- Search Applications
- Create an Application
- Schedule an Inspection

Licenses

- Search Applications
- Create an Application

Enforcement

- Create a Sign Complaint
- Search Sign Complaints

Cart (2)

21TMP-002492	\$55.00
21TMP-002493	\$55.00

At the bottom of the screen under “General Search”, Enter your permit number only Search screen below. Then click the “Search” Icon .

General Search

General Search ▾

Search my Permits only

Permit Number:

B19002876

Permit Type:

--Select-- ▾

Start Date: ?

08/01/1976

End Date: ?

05/07/2021

License Type:

--Select-- ▾

State License Number:

First:

Last:

Name of Business:

Street No.:

From - To

Street Name: ?

Street Type:

--Select-- ▾

Unit Type: ?

--Select-- ▾

Unit No.: ?

City:

State:

Zip:

Search

Clear

2) Click on the down Arrow next to Record Info.

Home **Building** Fire Licenses Enforcement

Search Applications Create an Application Schedule an Inspection

Building B12002030: [Add to cart](#)
[Add to collection](#)

Residential Interior Alteration Single Family Dwelling Permit
Record Status: Cancelled

Record Info ▾ Payments ▾ Custom Component

Work Location

4622 LEARNED SAGE
ELLICOTT CITY MD 21042

Application Details

Applicant:
Mark VonWald
MD,
dottcomm@msn.com

Owner:
FLYNN REGINA
4667 WILLOWGROVE DR
ELLICOTT CITY MD 21042


Description of Work:
This is where the description of work will be entered for building permits.

► More Details

3) Then click on "Attachments".

Building B12002030:
Residential Interior Alteration Single Family Dwelling Permit
 Record Status: Cancelled

[Add to cart](#)
[Add to collection](#)

Record Info ▾	Payments ▾	Custom Component
Application Details		
Processing Status		
Related Permits		
Attachments 	042	
Inspections	5	

Applicant:

Mark VonWald
 MD,
 dottcomm@msn.com

Description of Work:

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Owner:

FLYNN REGINA
 4667 WILLOWGROVE DR
 ELLICOTT CITY MD 21042

► [More Details](#)

4) Click on the “Add” button.

Attachments

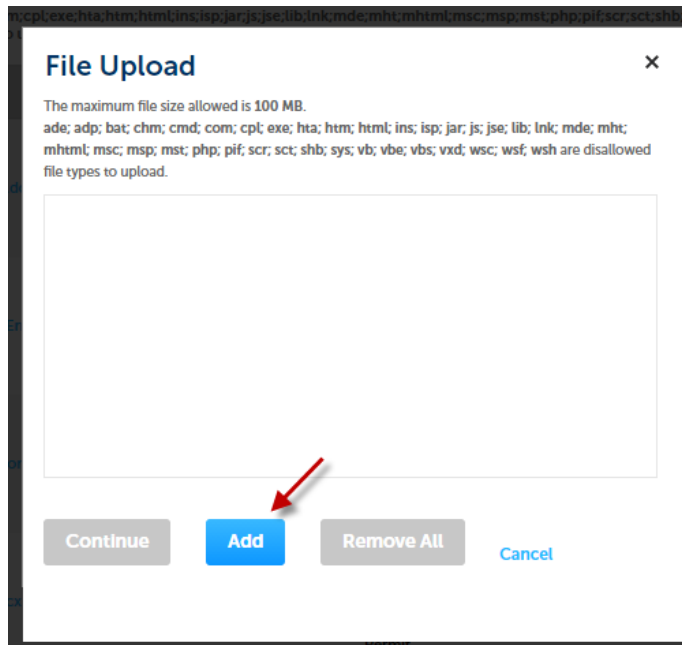
PDF documents are preferred, max size is 11 x 17 for drawings. Legal size is preferred.

The maximum file size allowed is 100 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

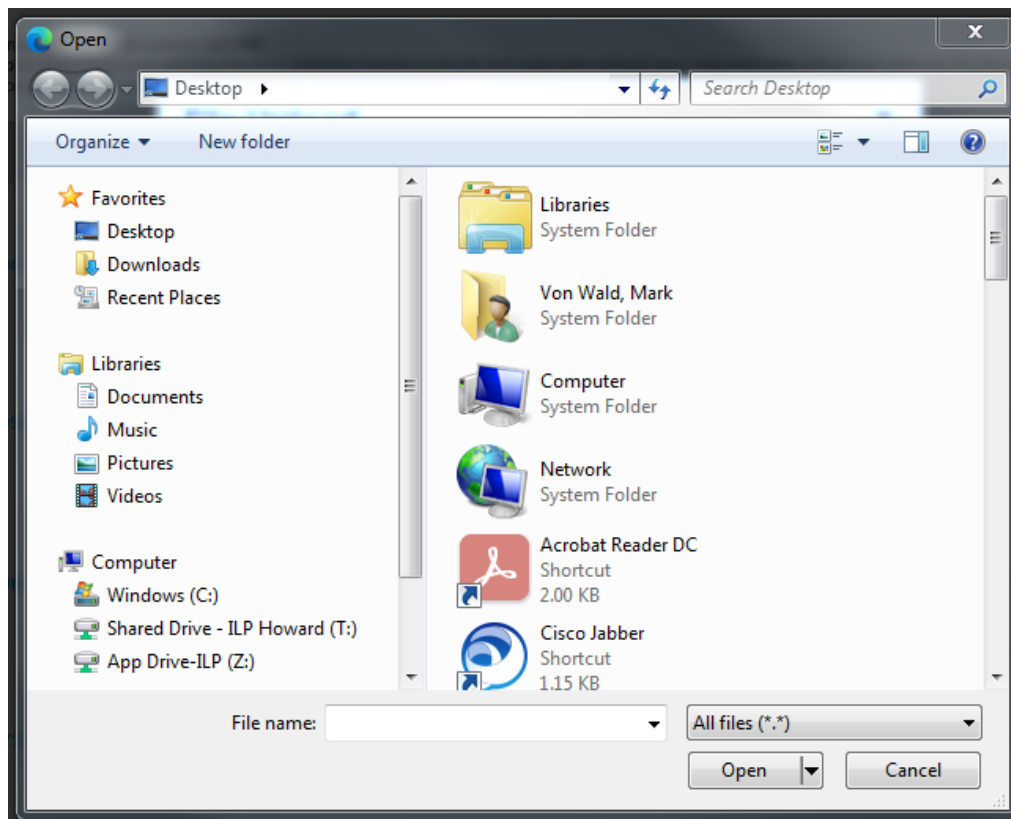
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	A
710sp5productionissues.docx	B12002030	Residential Interior Alteration Single Family Dwelling Permit	Record	Application Docs	9.99 KB	06/18/2012	A
10ACC09601SQLReportError.docx	B12002030	Residential Interior Alteration Single Family Dwelling Permit	Record	Application Docs	301.66 KB	06/18/2012	A
710sp5upgradefileslocaton.docx	B12002030	Residential Interior Alteration Single Family Dwelling Permit	Record	Plot Plans	110.06 KB	06/18/2012	A
Accela 710SP5 Install.docx	B12002030	Residential Interior Alteration Single Family Dwelling Permit	Record	Wall Check Drawing Approved	361.10 KB	06/18/2012	A
/DILP/LP_Permits/Building_Permit_20120619_215811.pdf	B12002030	Residential Interior Alteration Single Family Dwelling Permit	Record	Building Permit	3.02 KB	06/19/2012	A

Add 

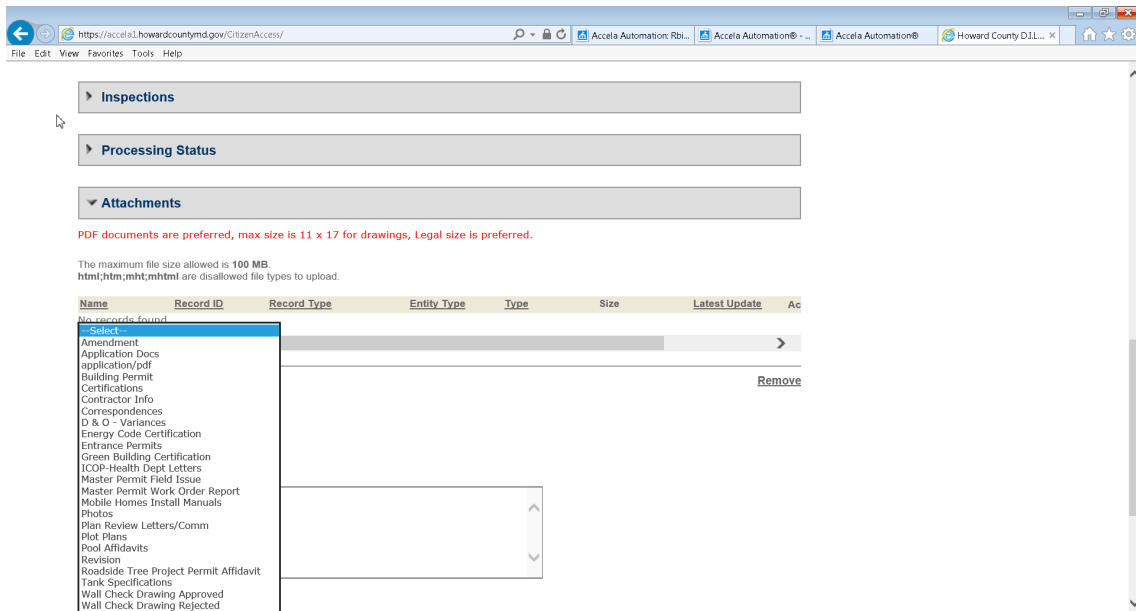
5) A “File Upload” pop-up will appear. Click on the “Add” Button



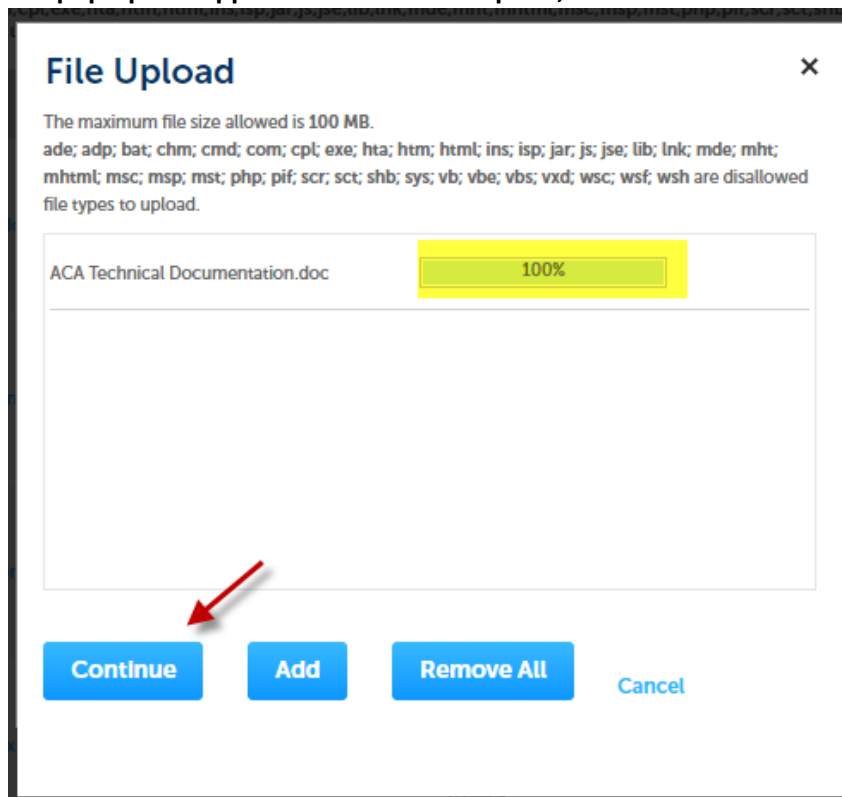
- 6) You will be asked to upload an attachment from your computer. Simply find the file and select the open button and choose the document type.



- 7) The document types are shown below.



8) A File Upload pop-up will appear. Once 100% complete, click on the “Continue” Icon.



Select the “Type” of document, and enter the description dialog box then Click on the “Save” button. This will add the document to your record and notify the County that it has been uploaded to the record.

*Type:

--Select--

- Select--
- Amendment
- Application Docs
- Contractor Info
- Correspondence
- Floor Plans/Drawing
- Revision

Empty text area with a vertical scrollbar on the right side.

spell check

Save

Add

Remove All

