



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

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Memo to: All Fire Protection Contractors

From: Howard County Department of Inspections, Licenses and Permits

RE: Online Fire Permits

Howard County Department of Inspections, Licenses and Permits will now be accepting all fire protection permits online. To begin applying for permits online please follow the steps outlined below:

1. Apply for your “online” account to be linked with your appropriate license by using the Howard County Fire Protection Online Computer Registration Form (pages 2 and 3). If your business will be applying for multiple types of fire permits (sprinkler, alarm, kitchen hood, medical gas) you will need to link each license for the different types of permits with a separate application for each one.
2. Apply for your permit online using the online portal. Please refer to the samples of the ‘Description of Work’ below (pages 4 and 5) and follow the outline presented.
3. Once you have applied for the permit, upload the appropriate documents for the submission. Please note, the drawings shall be uploaded in as few as files as possible. Please have multiple sheets in a drawing set in a single PDF file to help with efficiency of processing and review.
4. Once your permit is applied for and the drawings are uploaded, the application will be checked for completeness and verified that the appropriate license is applied to the permit.
5. After the application is accepted, a plan reviewer will determine if the permit can proceed with an online submittal or if a paper set will be required to be submitted:
 - a. If a paper set is required, you will be emailed and asked to bring in a single set of scaled drawings for review. This set does not need to be signed as it is for review only and will be destroyed once the permit is issued.
 - b. If a paper set is required, you will need to bring in the set with a transmittal form referencing the Fire Permit number that will be provided in the email. See Online Plan Drop Off form below (page 6).
 - c. You will still be required to upload the PDF’s of all submissions into the portal. Once approved, the approved drawings will be located here as well.
6. All drawings, that are required to be signed by a design professional, must bear a digital signature that includes the date and time stamp of the signature and the license information of the responsible party. This must be on every page as previously required with paper submissions.
7. Once the permit is reviewed, either online or via paper, the approved drawings that are in Accela will be stamped and uploaded as “Approved Drawings”.
8. You will need to pay for your permit online prior to permit issuance. This can be done online as soon as the permit is entered into the system.
9. Upon permit issuance, the applicant will need to download the approved drawings bearing the approval stamp from our Department. These will need to be printed out and brought to your inspection. The inspector will not have a set in the field.

If you have any questions regarding this process, please contact Sydonia Garrott at sgarrott@howardcountymd.gov.

Thank you for your cooperation and patience as we transition to an online platform for fire protection permits!

HOWARD COUNTY FIRE PROTECTION ONLINE COMPUTER REGISTRATION FORM

Select one: Fire Sprinkler (MSC) Electrician (HoCo) Plumber/Gas Fitter (Medical Gas)
 Non-Water Based Extinguishing License (NW)

REGISTRATION FOR LICENSEE: *(This information must match the Maryland/HoCo Issued License)*

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 LICENSEE – IF OTHER THAN STATED ABOVE:

(This information must match the account created through the Citizen's Access Portal)

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 only once prior to being permitted to use the online permitting in Citizen Access. 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.

Please follow as noted:

1. Register and create an account on our Citizen's Access website: myhoward.info
2. Complete the Online Registration Form, noting the "Authorized Agent" portion must match the information used to create the account, as noted above.
3. Email the following authorization documentation to buildingtech@howardcountymd.gov with *Online Registration - License Number and Business Name* in the Subject Line. Please be sure to include the email address or user name used to create the online account in the body of the email (we do not need the password – username only):
 - a. Completed Online Registration Form, signed by the License Holder
 - b. Copy of the corresponding Maryland or Howard County License
4. Upon completion and approval of the registration form, the Licensee and their Agent (*if applicable*) becomes eligible to submit online permits, and further instruction will be provided via email regarding making application.
5. Once your registration has been approved and linked, you will be able to apply for certain types of permits online.



SAMPLE FIRE PERMIT DESCRIPTIONS OF WORK, APPLICATION SPECIFIC INFO, AND REQUIRED DOCUMENTS TO UPLOAD:

****Please use these sample descriptions to view the **REQUIRED** format for descriptions of work, for fire permits submitted online. Please be sure to use all uppercase letters, aka CAPS Lock, when inputting.**

FIRE SPRINKLERS - RESIDENTIAL
<u>Description of Work:</u> <ul style="list-style-type: none">• SFD/ INSTALL NFPA 13(D)(R) SPRINKER SYSTEM - # OF HEADS• SFTH/ INSTALL NFPA 13(D)(R) SPRINKER SYSTEM - # OF HEADS• MFS/ INSTALL NFPA 13(D)(R) SPRINKER SYSTEM - # OF HEADS
<u>Application Specific Info:</u> <ul style="list-style-type: none">• Existing Use – Select (Verify from plot plan, for new construction write none)• Water Supply – Public/Private Well• Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none">• Drawings (1 file for drawings, not separate files for each sheet)• Calculations• Spec Sheets• Plot Plan• Flow Test (if applicable)
FIRE SPRINKLERS - COMMERCIAL
<u>Description of Work:</u> <ul style="list-style-type: none">• SUITE/ TENANT NAME/DESCRIPTION OF WORK TO BE DONE (ADD/RELOCATE/PLUG) # OF HEADS• FOR NEW SYSTEMS: DESCRIPTION OF WORK TO BE DONE #OF HEADS AND TYPE OF SYSTEM (13, 13R)
<u>Application Specific Info:</u> <ul style="list-style-type: none">• Existing Use – Select (Verify from plot plan, for new construction write none)• Water Supply – Public/Private Well• Sewage Disposal – Public/Private Septic
<u>Upload Attachments:</u> <ul style="list-style-type: none">• Drawings (1 file for drawings, not separate files for each sheet)• Calculations• Spec Sheets• Plot Plan• Flow Test (if applicable)
AUTOMATIC SPRINKLER MAIN
<u>Description of Work:</u> <ul style="list-style-type: none">• SUITE/ TENANT NAME/DESCRIPTION OF WORK TO BE DONE• FOR NEW SYSTEMS: DESCRIPTION OF WORK TO BE DONE

Application Specific Info:

- Existing Use – Select (Verify from plot plan, for new construction write none)
- Water Supply – Public/Private Well

Upload Attachments:

- Drawings (1 file for drawings, not separate files for each sheet)
- Calculations
- Spec Sheets
- Plot Plan
- Flow Test (if applicable)

FIRE SUPPRESSION SYSTEMS

Description of Work:

- SUITE/ TENANT NAME/DESCRIPTION OF WORK TO BE DONE INCLUDING TYPE OF SYSTEM
- **FOR NEW SYSTEMS** DESCRIPTION OF WORK TO BE DONE INCLUDING TYPE OF SYSTEM

Application Specific Info:

- Water Supply – Public/Private Well
- Existing Use – Select (Verify from plot plan)

Upload Attachments:

- Drawings
- Manufacturer’s Design Manual

FIRE ALARM SYSTEMS

Description of Work:

- SUITE/ TENANT NAME/DESCRIPTION OF WORK TO BE DONE (NOTE VOICE EVACUATION IF IT IS BEING INSTALLED)
- **FOR NEW SYSTEMS;** DESCRIPTION OF WORK TO BE DONE (NOTE VOICE EVACUATION IF IT IS BEING INSTALLED)

Application Specific Info:

- Existing Use – Select (Verify from plot plan, for new construction write none)

Upload Attachments:

- Drawings
- Calculations
- Sequence of operations
- Battery calculations

FIRE ALARM SYSTEMS – Mag Locks

Description of Work:

- SUITE/ TENANT NAME/DESCRIPTION OF WORK TO BE DONE

Upload Attachments:

- Drawings showing location of doors to be locked
- Sequence of operations showing compliance with IBC and Life Safety Code door locking arrangements
- Spec sheets of all devices to be installed

**HOWARD COUNTY DEPARTMENT OF INSPECTIONS,
LICENSES AND PERMITS**
ON-LINE PLAN DROP OFF

To: Plan Review Division

From: _____

(Name)

(Company)

Telephone #: _____ Email address _____

Permit Site Address _____

Permit Number: _____

Application On-Line File Date: _____

The above referenced permit was applied for online and the drawings are being dropped off for review and approval. These drawings represent the proposed work as outlined on the on-line application. I understand that this Department will not be responsible for any lost plans or documents. It is understood that if any changes to the design or construction of this project is made, revised plans will be submitted prior to any work commencement.

Signature of Authorized Agent

For Office Use Only

Accepted by (initials): _____ on _____
(Date)

Received by Plan Review (initials):