



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

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To: Design Professionals
From: Donald L. Mock, P.E.; Chief of Plan Review Division
Subject: Procedure for Commercial Online Submittals

Howard County has made a process available for the review of minor, less complicated commercial 'interior alterations' online. This process will involve uploading documents into both Accela Citizen Access (ACA) and ProjectDox (PDOX). Please see the Howard County Department of Inspections, Licenses and Permits website for more information:

[Procedure For Online Commercial Interior Plan Submittal | Howard County \(howardcountymd.gov\)](#)

In order to begin the process of online submittals, a login and password must be obtained through the Licenses and Permits Division. This login and password will enable you to be linked as an authorized user in Accela Citizen Access (ACA). The guidelines for the initial process phase will begin with information entered and uploaded into Accela Citizen Access (ACA), this guideline is attached to these procedures. Please call 410.313.2455, option #4, or email buildingtech@howardcountymd.gov with any questions.

Once your 'application' has been reviewed for completeness and the appropriate forms for applying are uploaded into Accela Citizen Access (ACA), your submittal will be accepted by the Licenses and Permits Division as a 'pending plan submittal' status and an email notification will be sent to the primary contact. Define who the primary contact should be for the uploading of drawings into PDOX. Please note that this contact should be a Design Professional as all plan review comments will be addressed to the responsible architect or engineer. After that email notification is sent, a project will be created in ProjectDox (PDOX) by the Plan Review Division and the Design Professional will receive an invitation by email to start uploading the construction drawings and designer affidavit's into PDOX for review. Communication will occur regarding plan review comments via phone, email or letter. Upon approval of the drawings, a Howard County Plans Examiner will affix a stamp on the drawings in PDOX and move them to the 'approved' folder. The project will be placed in an 'on hold' status in Accela Citizen Access (ACA) until the Designer prints one copy of the full sized approved stamped plans and submits the final paper set, with original seals and signatures and a completed [Front Counter Transmittal Form](#) to this office. This final set will become the 'field' set for Inspections upon issuance of the permit.

The Department of Inspections, Licenses and Permits hopes that these procedures and this technology will provide an easier way of submitting building permit applications. Should you have any questions regarding this process, please feel free to contact us at (410) 313-2436.