



### **HOW TO APPLY FOR A RESIDENTIAL BUILDING PERMIT AS A HOMEOWNER:**

Go to the Department of Inspections, Licenses and Permits' Citizen's Access Portal ([myhoward.info](http://myhoward.info)) to create your account and permit.

1. Under the "Login" boxes in the top right corner, click the "Register for an Account."
2. Read disclaimer and fill in the prompted information. Select "Add New" and make sure to fill out the contact information completely. This information will populate fields when you make application.
3. Click "Continue Registration".
4. Log in to your new account on Howard County Citizen's Access ([myhoward.info](http://myhoward.info)).
5. On the home screen, click the "Create an Application" under the building permits heading.
6. Read the disclaimer, and when understood, check the box, and select "Continue Application".
7. As a homeowner, you will only have access to apply for selected permit types. Select the drop-down arrow next to "Select Building Permit Type" and select the type of permit you are trying to apply for and click "Continue Application". If you do not see the type of permit you wish to apply for, it may be because a Licensed Professional is required to continue.
8. On the address page, fill out only your street number and first word of the street. (Example: for 1234 Court House Drive, only enter in 1234 Court). Once your address is selected, the rest of the information will automatically populate. Verify that the Owner information is accurate then select "Continue Application". **\*\*THIS MUST LIST THE PROPERTY OWNER'S INFORMATION AND NOT THAT OF AN APPLICANT THAT IS APPLYING IN LIEU OF THE PROPERTY OWNER, INCLUDING ALL CONTACT INFORMATION (PHONE AND EMAIL).\*\***
9. On the applicant and licensed professional page, you may select to auto fill the information you provided earlier when registering your account. If the applicant is different than the homeowner, you may fill in applicant's information by selecting "Add New". Under licensed professional, it will state that "If you are a property owner applying for a property that you own, please select "Continue Application"".
10. Fill out your description of work and additional information in conjunction with our online procedure handout.(See [HoCoResidentialMiscAdditionOnlineBuildingPermitHandout07.07.2023.pdf](#) or [HoCoResidentialNewOnlineBuildingPermitHandout06.21.2023.pdf](#), respectively.
11. Attach any documents or plans that are required by the permit type by clicking the blue "Add" button and selecting the attachment from your files. If you intend on using a licensed contractor, please be sure to upload a completed contractor letter (signed by the property owner) and copy of the corresponding contractor's license.
12. Review all the information you have provided in the next screen and select "Continue Application".
13. Complete the online payment for the processing fees of the permit. Once fees have been paid, your permit will be successfully applied for. Technicians within the Licenses and Permits Division will look over your application for completeness within 1-3 business days and process forward or indicated missing items from the submittal.