Pre-Permit Plan Review

PURPOSE:

To offer property owners a review of their construction project by the Harford County Health Department (HCHD) prior to making formal application to the Harford County Department of Planning and Zoning. This process provides property owners with information on the feasibility of their plan as it pertains to Health Department requirements, and enables incorporation of Health Department requirements into their plans. The fee to submit a Pre-Permit Plan Review application is $25. This fee is due at the time of submission through the ePermit Center.

Please be advised that this process is not intended for review of a site plan for construction of a new home. If you intend to build a new single-family dwelling, the HCHD can provide a list of documents which must be submitted with the building permit application. It is strongly recommended that you confer with a consultant to guide you through the site plan review process.

If this inquiry involves a commercial property or business, please contact the Health Department prior to making application for Pre-Permit Plan Review.

Be advised that while every attempt is made to provide a thorough review of the proposed project, at the time of the building permit application, additional requirements and/or changes may be applicable.

You may apply for a Building Permit through the Harford County Department of Planning and Zoning at any time. Participating in the Pre-Permit Plan Review process is not a requirement before applying for a building permit.

IF YOU WISH THE HCHD TO EVALUATE YOUR PROPOSAL, THE FOLLOWING MUST BE SUBMITTED:

1) **Apply Online:** http://epermitcenter.harfordcountymd.gov
   Once logged in, select Apply, Plans and Health Pre Permit Plan Review.

2) **Site Plan:**
   A site plan must be attached and drawn to an appropriate scale (1"=30', 1"=50', or 1"=100'). Show all existing and proposed improvements, inclusive of the dwelling, garage, driveway, outbuildings, storm water management areas, forest retention areas, water ways, topographic contour lines, well or wells, septic tank, distribution box, and drainfield locations. If applicable, please indicate your recorded Septic Reserve Area (SRA), and any neighboring wells, septic systems, or septic reserve areas (SRAs) within 200' of the property line.

3) **Floor Plan:**
   For additions or modifications to a dwelling, submission of a complete floor plan, to include existing and proposed layout, is required. Identify all rooms and indicate the location of all closets, egress windows and doors.

Harford County Health Department

Main Office: 120 S. Hays Street • P.O. Box 797 • Bel Air, Maryland 21014 • 410-838-1500

Marcy Austin • Health Officer
Silvana Bowker, LCPC, ACRPS • Deputy Health Officer of Operations
Jamie Sibel, MD, MPH • Medical Deputy Health Officer

User Guide for Applying for a Bureau of Environmental Health Pre-Permit Plan Review

Welcome to the ePermit Center!
Follow these step-by-step instructions to apply through the online system.

Step 1: Access the ePermit Center

1. Go to ePermit Center.

2. Click on **Login** or **Register**:

   o If you already have an account, log in with your credentials.

   o If you are a new user, click **Register** and follow the prompts to create an account.

Note: Once logged in, the top right corner should greet you by name.
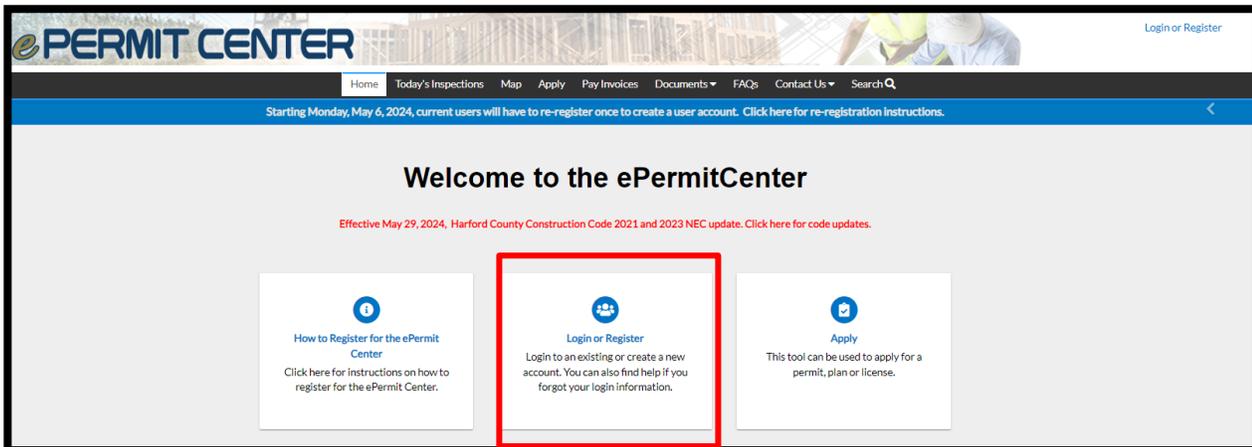
Step 2: Start the Application Process

1. Click on **Apply**.

2. Choose **Plans**.

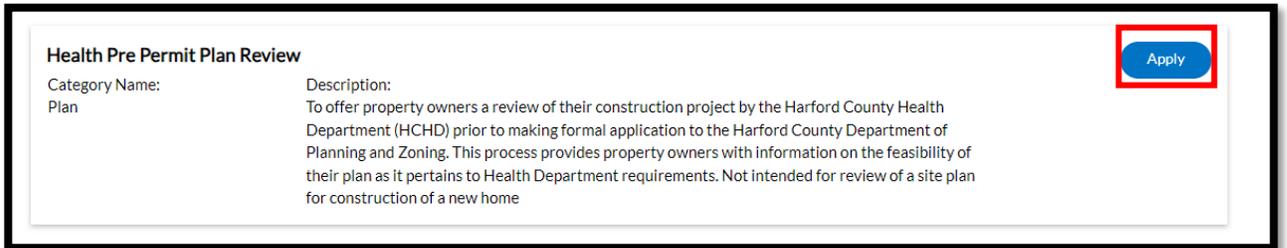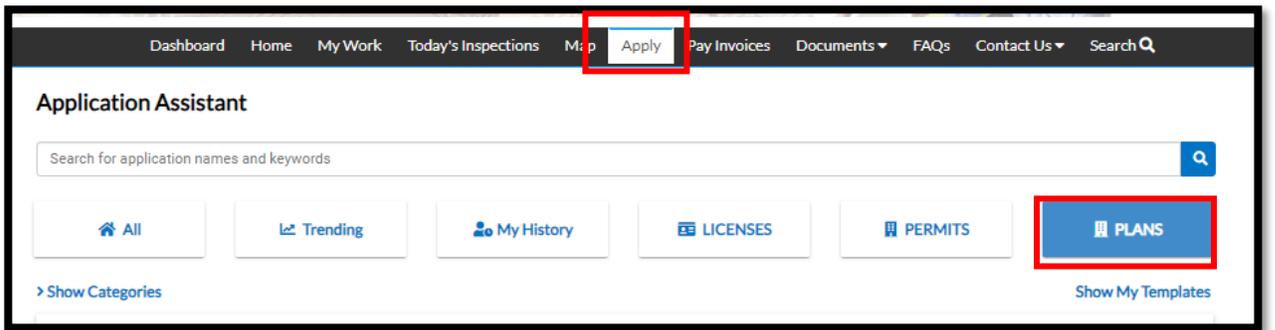3. Choose **Apply for Health Pre Permit Plan Review**

BEL AIR OFFICE	EDGEWOOD OFFICE	EDGEWOOD OFFICE	HAVRE DE GRACE OFFICE	HAVRE DE GRACE OFFICE
1 N. Main Street	1321 Woodbridge Station Way	2204 Hanson Road	2027 Pulaski Highway	2015 Pulaski Highway
Bel Air, MD 21014	Edgewood, MD 21040	Edgewood, MD 21040	Havre de Grace, MD 21078	Havre de Grace, MD 21078
410-638-3060	410-612-1779	443-922-7670	410-939-6680	410-942-7999

www.harfordcountyhealth.com

Step 3: Complete the Application

A. Location
1. Click **Add Location**.

2. Search for your property by street number and name.

3. Select the check box and Click **Add.**

4. Confirm the location and select **Next**.

Tip: Use the **Save Draft** option to save your progress at any time. To resume your draft, go to the top right corner, click on the dropdown menu, and select your saved work.

Important: Use the navigation buttons within the system, not your web browser's back or forward buttons, to avoid losing any work.

B. Plan Details
1. The permit type will automatically be set to "Health Pre-Permit Plan Review"

2. Please describe the proposed project description field.

3. Select **Next**.

C. Contacts
1. No additional contacts are required for this plan.

2. Ignore the **Add Contact** option and click **Next**.

D. More Info
1. Fill out the Property Owner and read the Online Acknowledgement Agreement

2. Select **Next**.

E. Attachments

1. Attach the floor plan and scaled site plan.

   Please note: If the project does not require a floor plan, please upload a blank piece of paper to bypass the floor plan attachment.

2. Click **Next**.

F. Review and Submit

1. Review all the entered information carefully.

2. If you need to make changes, use the back button at the bottom of the screen—**do not use your browser's back button**.

3. When ready, click **Submit**.

G. Payment

1. Click Add to Cart and follow the instructions for payment.

Plan Number: HPR-000419-2024 — Add to Cart

Plan Details | Tab Elements | Main Menu

Type:	Health Pre Permit Plan Review	Status:	Under Review	Project Name:	
Applied Date:	12/17/2024	Expiration Date:			
District:	ABERDEEN	Assigned To:	Higgs, Jodi	Completion Date:	
Description:	test				

Step 4: After Submission

1. Once submitted, a plan number will be assigned to your application. You will receive an email confirming that your application has been received.

2. The Bureau of Environmental Health will review and process your application. You will be notified via email when your plan review is complete.

Step 5: Accessing Your Plan

1. To print your plan with comments, log in to your account on the ePermit Center.

2. Go to **My Work**, then **My Plans**, and select the blue record name.

3. Open the permit, go to the **Attachments** tab, and click on the blue file name to download a PDF copy.

For further assistance, contact the **Bureau of Environmental Health, 410-877-2300** or visit <u>»</u>
<u>Building Permits (harfordcountyhealth.com)</u>.