

HOWARD COUNTY RESIDENTIAL BUILDING & TRADES ONLINE COMPUTER REGISTRATION FORM

Select one: ___ Home Builder (MHBR) ___ MHIC Contractor ___ Fire Sprinkler (MSC)
___ Electrician (HoCo) ___ HVAC ___ Utility Contractor (HoCo) ___ Plumber/Gas Fitter

REGISTRATION FOR LICENSEE:

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 ABOVE LICENSEE (If Applicable):

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.

ALL REGISTRATION IS CONDUCTED BY ADVANCED APPOINTMENT. PLEASE CALL 410-313-2455 (OPTION 4) AND YOU WILL BE DIRECTED TO THE APPROPRIATE PERSONNEL.

Please follow as noted:

1. Each Registrant must check the appropriate type of professional vocation.
2. ****DISCLAIMER**** Registration training is required for all Builders (MHBR) and Contractors (MHIC). The Health Department shall provide training to all individuals (as stated above) that apply for Howard County Online Computer Registration prior to registration approval. The training will cover Health Department requirements and prepare applicants to provide adequate information for a complete review of the building permit application. **Contact Jeff Williams, Well & Septic Program Supervisor at (410) 313-4261 to set up the one hour training.** A training certificate or waiver email shall be issued after the training.
3. All forms must be presented in person at the Licenses and Permits Division's Front Counter (*unless otherwise specified by Licenses and Permits Staff*) located at:

George Howard Building
Department of Inspections, Licenses and Permits
3430 Court House Drive
Ellicott City, MD 21043
4. The Registrant and/or Agent must provide a Driver's License or valid State Issued ID to verify identification.
5. Upon completion and approval of the registration form, the licensee or their agent becomes eligible to submit online permits.
6. A Permit Agent must complete a registration form for each company that they are contracted by to apply for permits online and provide a copy of the Licensee's license.
7. A Licensee must complete a registration form for each discipline.
8. An Account will need to be created on the Citizen's Access webpage: (<https://accela1.howardcountymd.gov/CitizenAccess/>). Please note that all contact information should be completed in ALL CAPS.
9. Once your registration has been approved, you will be able to apply for your permit online.