



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS  
3430 Court House Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2433

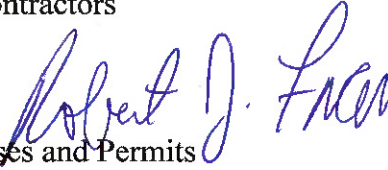
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Robert J. Frances, P.E., Director

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DATE: August 22, 2019

MEMO TO: Maryland Home Improvement Contractors  
Permit Expeditors

FROM: Robert J. Frances, P.E., Director  
Department of Inspections, Licenses and Permits 

SUBJECT: Residential Walk-Through Process To End September 30, 2019

The Department of Inspections, Licenses and Permits (DILP) will be **discontinuing** our Residential Walk-Through process on Wednesday and Thursday afternoons as of September 30, 2019. In an effort to improve the current process, these types of miscellaneous residential permits can be applied for online through our citizen's access website 24 hours a day, 7 days a week. The last Residential Walk-Through day will be the afternoon of September 26, 2019.

These types of on-line permits will be processed within two (2) business days. Reviews requiring Health Department approval can continue to be hand carried to that agency prior to submitting your permit online, or the permit can be submitted to our front counter staff and the permit application(s) will be routed to Health for their review and approval.

In order to apply for residential permits through our website, the MHIC/contractor licensee must be linked to their citizen's access account. First, register and create an account on our website at [www.myhoward.info](http://www.myhoward.info). Then, you will need to contact our Licenses and Permits staff at 410-313-2455, option #4 and ask for a building permit technician or send an email request to [BuildingTech@howardcountymd.gov](mailto:BuildingTech@howardcountymd.gov) to schedule an on-line training appointment. This training will take approximately 20 minutes. Be advised you will need to contact the Health Department at 410-313-1771 and get their approval prior to DILP's on-line training. Bring a copy of the Health Department approval at the time of your scheduled training appointment with DILP.

Let us know if you have any questions as we implement this new and improved service. We can be reached at 410-313-2455.