

HOWARD COUNTY ONLINE COMPUTER REGISTRATION FORM

Select one: ___ Builder (MHBR) ___ Electrician ___ Fire Alarm ___ Gas Fitter
___ HVAC ___ MHIC Contractor ___ Plumber ___ Fire Sprinkler
___ Utility Contractor ___ Architect ___ Engineer

REGISTRATION FOR LICENSEE

Name of Licensee _____

Business Address _____
Street City State Zip Code

Trade Name _____

Business Address _____
Street City State Zip Code

Home Phone _____ Work Phone _____ Cell Phone _____

E-Mail _____

State License Number _____ Expiration Date _____

AUTHORIZED AGENT FOR THE ABOVE LICENSEE

Name of Individual _____

Business Name _____

Business Address _____
Street City State Zip Code

Home Phone _____ Work Phone _____ Cell Phone _____

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 _____ 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 AND YOU WILL BE DIRECTED TO THE APPROPRIATE PERSONNEL. APPOINTMENTS ARE AVAILABLE TO BE SCHEDULED ON THE FOLLOWING DAYS OF THE WEEK:

MONDAYS, TUESDAYS, AND FRIDAYS BETWEEN THE HOURS OF 2:00 PM AND 4:00 PM.

Please follow as noted:

1. Each Registrant must check the appropriate type of professional vocation.
2. Registration training is required for all Builders (MHBR) and Contractors (MHIC)The Health Department shall provide training to all individuals 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 shall be issued after the training.
3. All forms must be presented in person at the Licenses and Permits Division's Front Counter located at:

George Howard Building
Department of Inspections, Licenses and Permits
3430 Court House Drive
Ellicott City, MD 21043
4. The Registrant must show a drivers' license 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. Once your registration has been approved, you will be able to apply for your permit online. <https://accela1.howardcountymd.gov/CitizenAccess/>.