



HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

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Date: April 13, 2012
To: All New Home Builders
From: Robert J. Frances, P.E., Director *Robert J. Frances*
Subject: Energy Conservation Code Certification Can Now Be Submitted Online

DILP now requires all new homes, applied for after October 1, 2011, to submit a completed residential compliance checklist, or proper documentation from an Energy Star inspection before the final mechanical inspection can be passed. It is now possible for you to upload and attach these documents directly to the building permit through the County's online citizens access program known as ACA (www.myhoward.info). This is the preferred method for submitting your Energy Conservation Code Certification.

In order to be able to attach documents online, a login and password must be obtained. Contact the Licenses and Permits Division at 410-313-2455 and someone will provide you with the information needed to setup your access login. If a copy of the residential compliance checklist is needed, a copy can be obtained from the Howard County DILP website (www.hcdilp.org) under forms and fees, or directly at link below:
<http://countyofhowardmd.us/displayprimary.aspx?id=6442459602>

If the Energy Star documentation is chosen, the following seven pages must be downloaded showing compliance with the Howard County Energy Conservation Code:

1. Thermal Enclosure System Rater Checklist (Page 3 of 16) (TEC)
2. Pre Drywall Inspection Report – Represents Duct Blaster Information (At Rough In) and compliance with the TEC
3. Final Inspection Report – Represents Duct Blaster Information (At Final) and Blower Door Test Information
4. Thermal Enclosure Rater checklist (Page 4 of 16)
5. HVAC System Quality Installation Rater Checklist (Page 11 of 16)
6. HVAC System Quality Installation Rater Checklist (Page 12 of 16)
7. Water Management System Builder Checklist (Page 15 of 16)

Upon logging into ACA and locating the appropriate building permit number, select the permit number and go to attachments. Click on the link under attachments that states "Upload a New Attachment". There will be three fields, the first being 'category' and under the drop down menu select "Energy Code Certification". The second is 'browser'; find the document that needs to be attached. The last field is 'description'; type the words "Energy Code Certification". Now the document will be attached to the building permit. The required documents must be attached to the building permit prior to scheduling the final mechanical inspection.

If you have any questions, you can contact Don Mock, Chief of the Plan Review Division at 410-313-3948.
t:\planreview\policy & procedures\ecc cert online documents.docx

Welcome Mark Von Wald

You are now logged in.

Disclaimer

This website has been established as a service to the public, to assist members of the public in applying for licenses and permits and in otherwise doing business with the Howard County Department of Inspections, Licensing, and Permits (DILP). While every effort is made to ensure that the information on this website is accurate, complete, and up-to-date, portions of the information may be incorrect or not current. Moreover, users of the site should be aware that the site is under development and will be evolving over time. DILP reserves the right to make any changes to a webpage at any time to update, add, correct, amend, or modify the information made available.

What would you like to do today?

To get started, select one of the services listed below:

Building Search Applications Create an Application	Fire Search Applications Create an Application
Licenses Search Applications	



When you first login into ACA select search applications to find the permit you would like to attach your energy certification documents too.

Permits

Showing 1-10 of 23

Show On Map

<u>Date</u>	<u>Permit Number</u>	<u>Permit Type</u>	<u>Status</u>
03/01/2012	B12000617	Residential New Single Family Dwelling Permit	Review In Process
02/29/2012	P12000796	Residential Plumbing Addition Alteration Permit	Cancelled
11/21/2011	11TMP-005365	Residential HVAC New Permit	Resume Application
11/21/2011	11TMP-006362	Express Plumbing Permit	Resume Application
11/21/2011	11TMP-005360	BGE Green Express Permit	Resume Application
08/26/2011	11TMP-003722	BGE Green Express Permit	Resume Application
08/26/2011	11TMP-003718	BGE Green Express Permit	Resume Application
07/15/2011	11TMP-003101	BGE Green Express Permit	Resume Application
03/07/2011	B11000600	Commercial Alteration Permit	Cancelled
01/24/2011	B11000239	Residential Pool or Spa Permit	Cancelled

< Prev Additional Results: 123 [Next](#) >

You will see a list of all the permits that you are associated too. Select the permit by clicking on the permit number that will take you to the screen associated with that permit.

Building B12000617:
Residential New Single Family Dwelling Permit

Application Details

Applicant:

Work Location:

6016 NORTH MEYER DR
ELKRIDGE MD 21075

Licensed Professional:

Project Description:

SFD/MODEL 'VENICE'

Owner:

RYAN HOMES
9720 PATUXENT WOODS DRIVE COLUMBIA MD
21046

▶ **More Details**

▶ **Fees**

▶ **Inspections**

▶ **Processing Status**

▶ **Attachments**

Click on the arrow next to attachments to open the attachment section. Then you want to click on upload a new attachment as shown below.

▼ **Attachments**

Attachment List

<u>Name</u>	<u>Type</u>	<u>Size</u>	<u>Date</u>
▶ B12000617.pdf	Application Docs	336.56 KB	03/01/2012
▶ Upload a New Attachment			

▶ **Related Permits**

Attachment Details

*Type:

--select--

Energy Code Certification

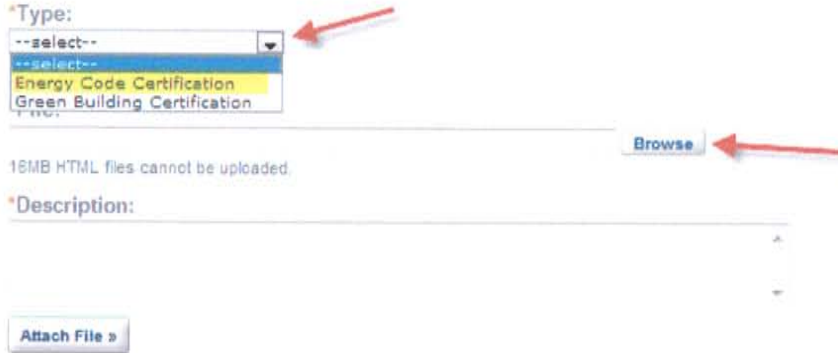
Green Building Certification

Browse

16MB HTML files cannot be uploaded.

*Description:

Attach File »



Once that screen is open go to Type: and in the drop down box select "Energy Code Certification". Then go to Browse and find the document you want to attach to this permit which in this case would be the energy code certification. Then type Energy code certification in the description of work. The last step is select "Attach File" Now your document has been attached to the building permit.