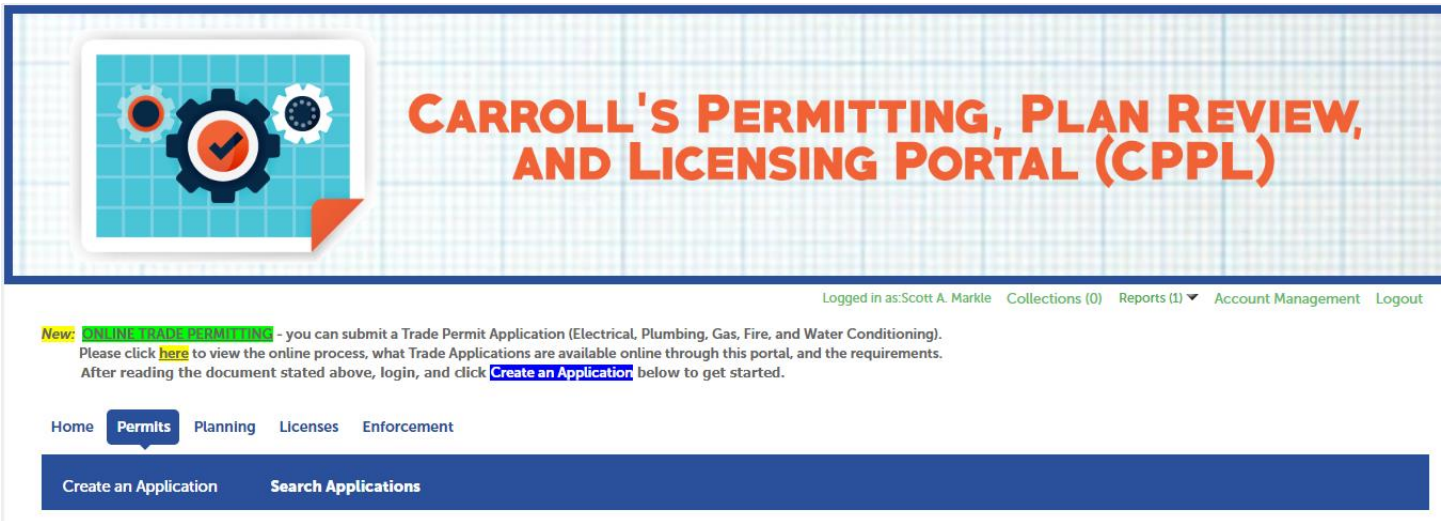


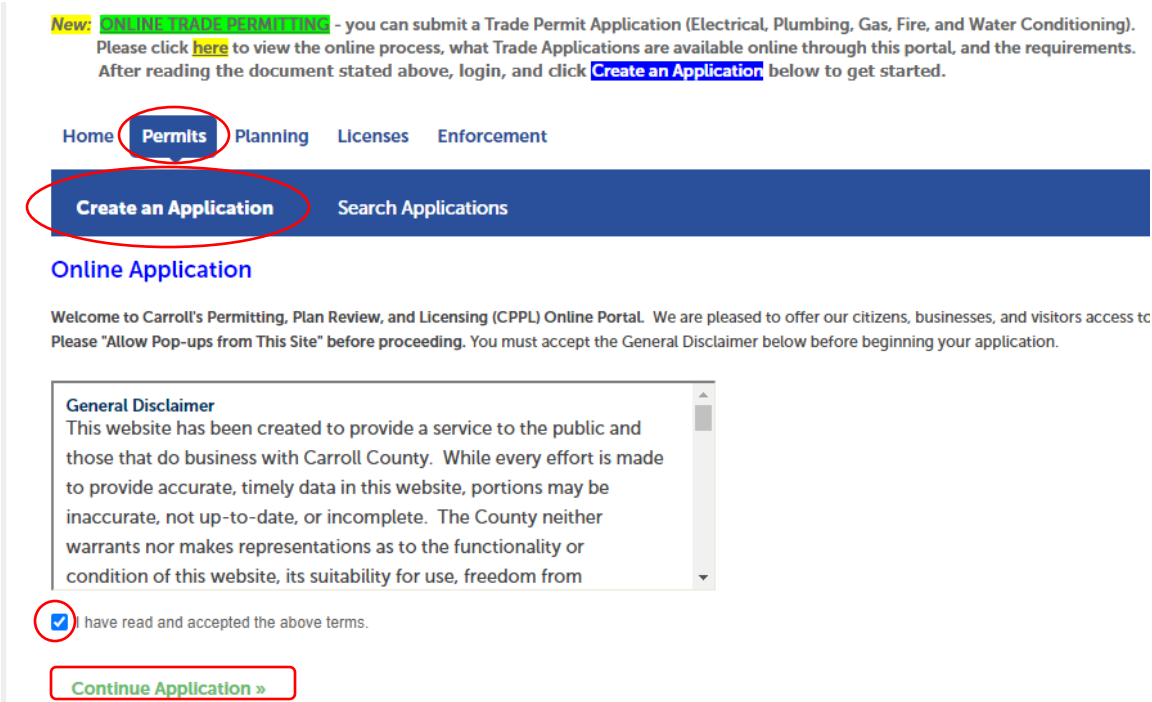
Steps to add a Trade Application from the CPPL Portal

1. Login
2. Click Permits tab and Create Application.



The screenshot shows the top section of the CPPL Portal. On the left is a logo with gears and a checkmark. To the right is the title "CARROLL'S PERMITTING, PLAN REVIEW, AND LICENSING PORTAL (CPPL)" in large orange letters. Below the title, it says "Logged in as: Scott A. Markle" with links for "Collections (0)", "Reports (1)", "Account Management", and "Logout". A "New" notice in green text says "ONLINE TRADE PERMITTING - you can submit a Trade Permit Application (Electrical, Plumbing, Gas, Fire, and Water Conditioning). Please click here to view the online process, what Trade Applications are available online through this portal, and the requirements. After reading the document stated above, login, and click Create an Application below to get started." Below this is a navigation bar with "Home", "Permits", "Planning", "Licenses", and "Enforcement". At the bottom of the navigation bar are two buttons: "Create an Application" and "Search Applications".

3. Read Disclaimer, click to check box that you read and accept terms, and click Continue Application.



This screenshot shows the next steps in the application process. The "Permits" tab in the navigation bar is circled in red. Below it, the "Create an Application" button is also circled in red. The main heading is "Online Application". Below this is a welcome message: "Welcome to Carroll's Permitting, Plan Review, and Licensing (CPPL) Online Portal. We are pleased to offer our citizens, businesses, and visitors access to... Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application." A scrollable box contains the "General Disclaimer" text. Below the disclaimer is a checkbox with a blue checkmark, circled in red, and the text "I have read and accepted the above terms." At the bottom is a green button with a white arrow that says "Continue Application »".

4. Select a License and Continue Application.

New: [Create a Trade Permit Application](#) - you can submit a Trade Permit Application (Electrical, Plumbing, Gas, Fire, and Water Conditioning). Please click [here](#) to view the online process, what Trade Applications are available online through this portal, and the requirements. After reading the document stated above, login, and click [Create an Application](#) below to get started.

Home **Permits** Planning Licenses Enforcement

Create an Application Search Applications

Select a License you are associated with:

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

[Continue Application »](#)

5. Select the Permit Type.

- If the application is associated to a building permit on that property, please select from the [Trade Associated to a Building Permit](#) list. *** You will need to enter the building permit number.
- If the application is NOT associated to a building permit, please select from the [Trade Permits – Only](#) list.

Create an Application Search Applications

Select the Permit Type you are applying for:

1) FOR TRADE PERMITS - Click "Trade Permits Only" OR "Trade Associated to a Building Permit" to list the available permit types. Then choose one of the following available types.

PLEASE NOTE: For Trade Permits, if the application request is NOT associated to an existing building permit on that property, please select a "Trade Permits Only" permit type. For example: for Electrical Commercial Application, if NOT associated to an existing building permit, select Electrical Only - Commercial. If associated to a building permit select Electrical Commercial.

***** Please select the correct permit type below. Selecting the wrong type WILL DELAY the permit acceptance process.**

***** You will need to enter the parent permit number if applying for a trade associated to a building permit.**

- ▼ Trade Associated to a Building Permit
 - Electrical Commercial
 - Electrical Residential
 - Fire Com. - Extinguishing
 - Fire Com. - Fire Alarms
 - Fire Com. - Hood Only & Smoke Control Systems
 - Fire Com. - Sprinkler Systems
 - Fire Res. - Sprinkler Systems
 - Gas Commercial
 - Gas Residential
 - Plumbing Commercial with/wo Gas
 - Plumbing Residential with/wo Gas
- ▼ Trade Permits - Only
 - Electric Vehicle Charger
 - Electrical Only - Commercial
 - Electrical Only - Residential
 - Fire Only - Com. Sprinkler Systems
 - Fire Only - Commercial Fire Alarms
 - Fire Only - Extinguishing
 - Fire Only - Hood Only & Smoke Control Systems
 - Fire Only - Res. Sprinkler Systems
 - Gas Only (Residential & Commercial)
 - Plumbing Only (Residential & Commercial)
 - Water Conditioning Only (Residential & Commercial)

[Continue Application »](#)

6. For the Applicant & Licensed Prof., click the [Select From Account], select your license, and click Continue Application.

Home **Permits** Planning Licenses Enforcement

Create an Application Search Applications

Electrical Only - Commercial

1 Applicant & Licensed Prof.	2 Job Site Location	3 Work Description	4 Review	5 Pay Fees	6
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Step 1: Applicant & Licensed Prof. >>

Confirm the Applicant and Licensed Professional.

* indicates a required field

Applicant

Click the [Select from Account] button to add the Applicant.

✔ Contact added successfully.

Scott A Markle

smarkle@carrollcountymd.gov
Home phone: 7777777777
Mobile Phone:
Work Phone:
Fax:
Edit Remove

Licensed Professional

Verify the Licensed Professional assigned to this application and click "Continue Application" (bottom right of the screen).

If a Licensed Professional is not displaying, click [Select from Account].

License Type: Master Electrician
License Number: E-00015-M
Address: OWINGS MILLS 21117-0549

Edit Remove

Save and resume later

Continue Application >

- Enter Parcel Number or Address to Search and click Search to populate the address, parcel, and owner. Click Continue Application.

Create an Application Search Applications

Electrical Only - Commercial

1 Applicant Licensed Prof.	2 Job Site Location	3 Work Description	4 Review
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Step 2: Job Site Location >>

Search with either the Parcel Number (Property ID) OR by Address (Street No. and Street Name). This will auto populate the Address, Parcel, and Owner fields. A pop-up may display indicating there are multiple addresses, parcels, or owners. Please select only one for the initial application.

Parcel

ENTER PARCEL NUMBER (10 Digits starting with 07) AND CLICK [Search]. Parcel Number is the only data required. The rest of the Parcel, Address, and Owner are view only, no changes can be made. Continue to scroll down, verify the Parcel and Owner, and click "Continue Application" (bottom right of screen).

* Parcel Number:

Parcel SqFt: SQFT Tax Map: Tax Block: Tax Parcel: Census Tract: Block Group: Election District:

Fire District: Zoning District: Special Designation: Zoning District 2:

Existing Land Use: Proposed Land Use: Specific Use: Subdivision Name:

CPA Code: Elem School Dist: Mid School Dist: High School Dist: Overlay:

Public Water: Public Sewer:

Drainage Basin: Watershed: MD Grid North: MD Grid East:

Section No.: Final Plat Recorded: Plat Book/Page: Lot/Block:

No. of Dwelling Units: UNITS

Address

8. Enter Description of Work and as much information as possible from the Custom Fields section and click Continue Application.

If your applications involve Electric Heat & Duct Heater, Outlets and Equipment, Gas Fixtures, Plumbing Fixtures, etc., please click “Add a Row” to submit that information.

If you have a document or plan to submit, please review the steps on how to submit an attachment. For Fire Applications, a Fire Plan submittal is required.

Home **Permits** Planning Licenses Enforcement

Create an Application Search Applications

Electrical Only - Commercial

1 Applicant & Licensed Prof.	2 Job Site Location	3 Work Description
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Step 3: Work Description >>

Enter information that is pertinent to your work at this job site.

For Electric Heat & Duct Heaters and Outlets and Equipment, Click "Add a Row" to enter them.

Detail Information

* Description of Work:

400 amp service added.

spell check

Custom Fields

ELECTRICAL COMMERCIAL APP

Utility Company: --Select--

Utility Notified: MM/DD/YYYY

ELECTRICAL COMMERCIAL

Building Type: --Select--

Service Type: New

- Review the information added and click Edit on the right-hand side if you would like to change anything. If everything looks correct, read the box below and click the box to the lower left to electronically sign and file your application.

No need to submit a paper application. Click Continue Application to submit your application to the Permits Office and to receive your application or permit number.

Home **Permits** Planning Licenses Enforcement

Create an Application Search Applications

Electrical Only - Commercial

1	2 Job Site Location	3 Work Description	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Electrical Only - Commercial

Applicant Edit

Scott A Markle
Company Phone: 7777777777
E-mail: smarkle@carrollcountymd.gov

Licensed Professional Edit

Master Electrician -E-00015-M
Inactive Status: No

Parcel Edit

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

The Permit Application has been received and an application number has been generated. You will receive an email notification that the application was received.

Once the Permits Staff reviews the applications and accepts the application, you will receive an email notification that you can log into the online CPPL Portal and pay any fees due.

Once the fees are paid and the permit is issued, you will receive an email notification that your permit has been issued and the permit document can be viewed/printed from the online CPPL Portal.

*** Note: For Fire Applications, there is a Fire Protection Review approval that is needed before the permit can be issued.

*** Note: The Trade Permit can NOT be issued before the Building Permit. Once the building permit is issued, the trade permits will be issued and you will receive email notification.

*** Note: You can check the status of your permit anytime from the online CPPL Portal.

New: ONLINE TRADE PERMITTING - you can submit a Trade Permit Application (Electrical, Plumbing, Gas, Fire, and Water Conditioning). Please click [here](#) to view the online process, what Trade Applications are available online through this portal, and the requirements. After reading the document stated above, login, and click [Create an Application](#) below to get started.

[Home](#) **Permits** [Planning](#) [Licenses](#) [Enforcement](#)

[Create an Application](#) [Search Applications](#)

Electrical Only - Commercial

1 Applicant & Licensed Prof.	2 Job Site Location	3 Work Description	4 Review
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Your application has been submitted for review. An email has been sent to the applicant and licensee. It contains your Application # listed below and next steps. Please allow us 2 business days to review your application submittal.

Thank you for using our online services.
Your Application Number is **EO-24-0109**.

You will need this number to check the status of your application.

Once a Permits Office Staff person reviews your application, you will be notified by email whether it has been approved or if we need additional information. If your application has been approved, you can log back in to pay any fees. If additional information is requested, you will be notified by email.

Once fees are paid, the application can be issued and approved.

