



VIRTUAL PERMIT CENTER (VPC)

Steps for In-Person or Remote Appointment Review

1. Check the [List of the Eligible Permit Types here](#) to ensure your project qualifies.
2. For a virtual HOMEOWNER walk-through review, click here to [SCHEDULE AN APPOINTMENT](#). Once you have scheduled an appointment, an email confirming your appointment will be sent to you. To prepare for your appointment, make sure to have available ALL required permit documents. Failure to do so may result in the appointment being rescheduled. Assistance will be available to help you create and submit your residential homeowner application during your appointment.
Note: You will need an electronic copy of your plans on a flash drive for review. Paper plans are not accepted.
3. Apply here for your [Homeowner Walk-through Permit](#).
You may need to access the following documents:
 - a. [Homeowner Improvement Authorization Letter \(PDF\)](#)
 - b. Recorded deed and/or State of Maryland Land Instrument Intake Sheet with recordation receipt
 - c. Maryland Home Improvement Commission (MHIC) Procedure
 - d. [Minimum Plan Submission Requirements for Residential Projects \(PDF\)](#)
4. Once your application is completed, you may log into the system five minutes ahead of your scheduled appointment time by clicking [Applicant Self Check-in](#). You will then be asked to check in for your review by providing your application case number and your name, email address and mobile phone number. You will be placed in line for a virtual plan review.
5. You will be notified by email and/or text when you must upload your plans.
Note: Plans must be uploaded in single sheets only. For example: If you have 3 pages of project details and 1 site plan, all sheets have to be uploaded into eplan separately (and may be named P1, P2, P3, P4), but you cannot upload all sheets as one document.
6. Once the review has started, you will receive instructions, updates and notifications.
7. Upon completion of the review, you will receive final notification to **pay for your permit**. A copy of your permit will be emailed to you or you can **download an electronic copy**.
For additional information, access [online resources here](#).

*** Visitor COVID-19 Safety Protocols ***

DPIE will be employing approved safety protocols for staff and visitors to the building.

1. You must wear an appropriate mask over your nose and mouth. Gaiters and bandanas are not allowed.
2. Once you are admitted to the building, you must sign in with the DPIE security guard in the lobby and show a government-issued ID card to confirm your appointment.
3. If you are ill, you will not be admitted to the building. A standing temperature machine is available in the lobby. If your temperature exceeds 100.4 degrees, leave and reschedule your appointment for when you are well.
4. If you are well, have no temperature and are exhibiting no symptoms, you should arrive at the DPIE front entrance parking lot (flag entrance) 10 minutes prior to your scheduled appointment. Please wait in your car until you are called and granted permission to enter the building for your appointment.
5. Once you have signed in, you will be escorted to the appointment location.
6. **VISITORS WILL NOT BE ALLOWED TO MOVE ABOUT THE BUILDING UNESCORTED.**
7. After your appointment, *you must depart the building promptly.*