



CITIZEN ACCESS User Guide For Fire Permits

A fire permit is required for the installation of a sprinkler system in either a residential structure or non-residential structure and for the installation of an alarm system in a non-residential structure. A fire permit is also required whenever an inspection is needed for items other than a sprinkler or alarm system. Permit(s) are to be applied for online through the Citizen Access Portal at <https://aca-prod.accela.com/WASHCOMD>. **A user must be registered in order to apply for permits, schedule inspections or pay fees.**

This screen gives you the option to Sign In, Register for an Account or Lookup information.

Home Search + New Schedule Return to Washington County>>

Announcements Register for an Account Login

Effective September 9, 2024
Permitting fees are no longer required to be paid at time of permit application and have been turned off. A permit tech will contact you with the total amount due once the permit has been processed. You may continue to pay fees online once you have been notified of fees due.

Effective Immediately
All new residential one and two family dwellings and additions to existing one and two family dwellings must comply with the residential provisions of the 2021 IECC Code.
The [Energy Efficiency Form](#) is required to be completed at time of permit application submittal.

Welcome to the Accela Citizen Access Portal!

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

We are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Please note email addresses below are for questions and support only - applications should be submitted through the Citizen Access portal and will no longer be accepted via email.

Questions about Permits or Inspections?

Call [240-313-2460](tel:240-313-2460) or email permsupport@washco-md.net

Sign In

USER NAME OR E-MAIL: *
BeckyGander

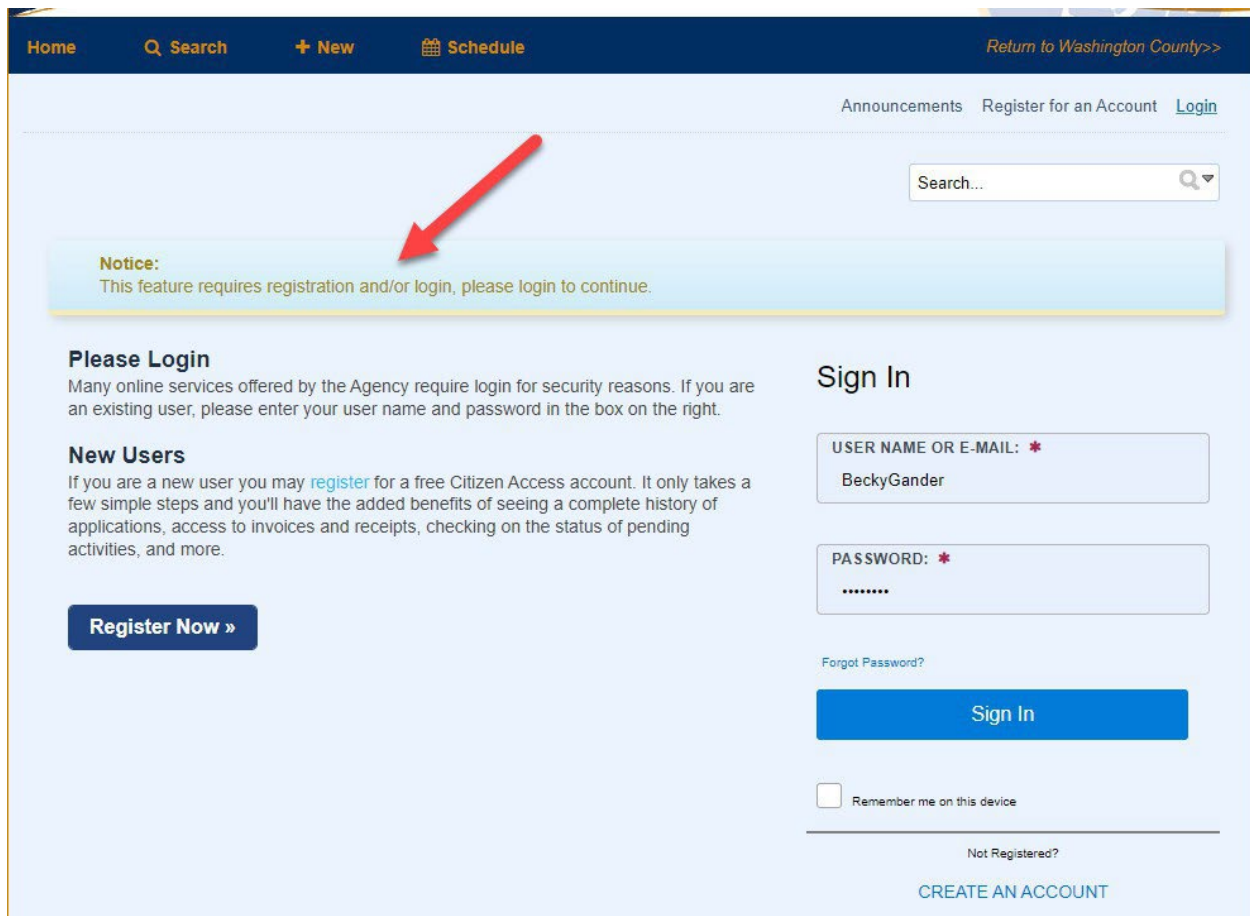
PASSWORD: *
.....

[Forgot Password?](#)

[Sign In](#)

☐ Remember me on this device

Users who are not registered will get this message when trying to apply for a permit, pay fees or schedule an inspection.



The screenshot shows a web application interface with a dark blue header. The header contains navigation links: "Home", "Search" (with a magnifying glass icon), "+ New", and "Schedule" (with a calendar icon). On the right side of the header is a link "Return to Washington County>>". Below the header, there are links for "Announcements", "Register for an Account", and "Login". A search bar with the placeholder text "Search..." and a magnifying glass icon is located in the top right. A light blue banner with a yellow border contains a "Notice:" and the text "This feature requires registration and/or login, please login to continue." A red arrow points to this banner. Below the banner, the page is divided into two columns. The left column has a section titled "Please Login" with the text "Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right." Below this is a section titled "New Users" with the text "If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more." At the bottom of the left column is a dark blue button with the text "Register Now »". The right column has a section titled "Sign In". It contains two input fields: "USER NAME OR E-MAIL: *" with the text "BeckyGander" and "PASSWORD: *" with masked characters ".....". Below the password field is a link "Forgot Password?". At the bottom of the sign-in section is a blue button with the text "Sign In". Below the button is a checkbox labeled "Remember me on this device". At the very bottom of the right column is a link "Not Registered? CREATE AN ACCOUNT".

Home Search + New Schedule Return to Washington County>>

Announcements Register for an Account Login

Search...

Notice:
This feature requires registration and/or login, please login to continue.

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

Sign In

USER NAME OR E-MAIL: *
BeckyGander

PASSWORD: *
.....

[Forgot Password?](#)

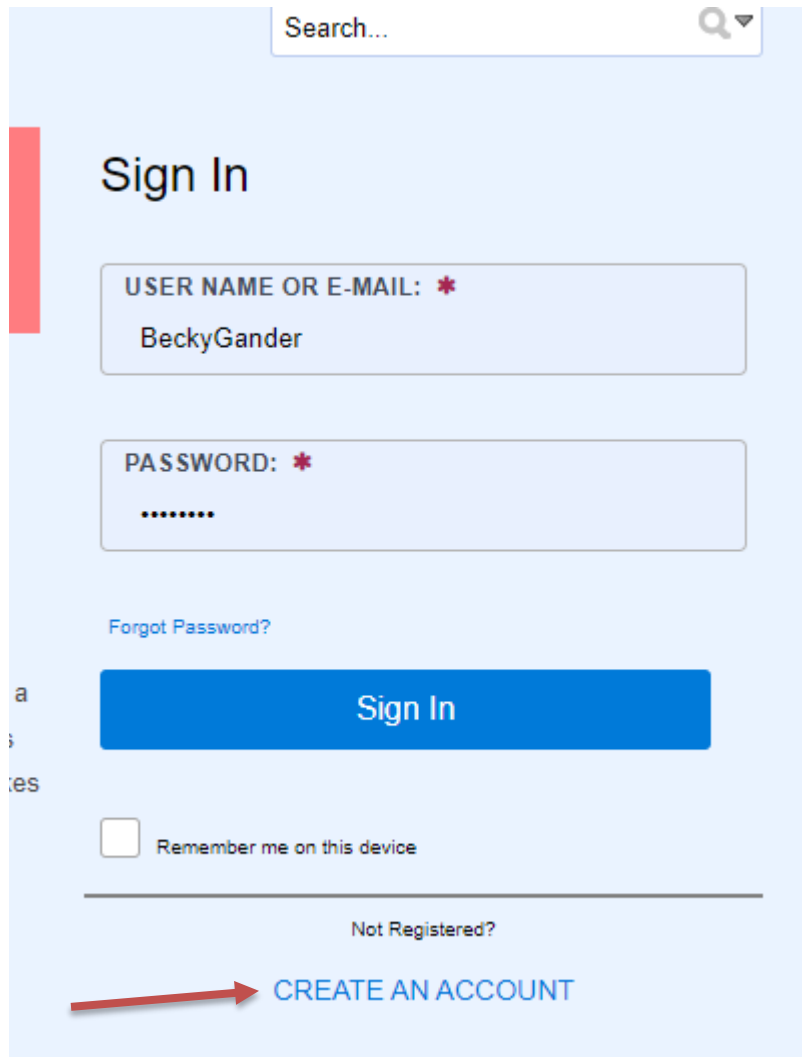
Sign In

☐ Remember me on this device

[Not Registered? CREATE AN ACCOUNT](#)

Create an Account

Click on the blue link – [Create an Account](#) and follow the steps.



The image shows a web interface for signing in. At the top right, there is a search bar with the text "Search..." and a magnifying glass icon. Below this, the heading "Sign In" is displayed. There are two input fields: the first is labeled "USER NAME OR E-MAIL: *" and contains the text "BeckyGander"; the second is labeled "PASSWORD: *" and contains a series of dots. Below the password field is a link that says "Forgot Password?". A large blue button labeled "Sign In" is positioned below the "Forgot Password?" link. Underneath the "Sign In" button is a checkbox labeled "Remember me on this device". A horizontal line separates this section from the bottom part of the page. Below the line, the text "Not Registered?" is centered. At the bottom, a red arrow points to the text "CREATE AN ACCOUNT", which is a blue link.

Search...

Sign In

USER NAME OR E-MAIL: *
BeckyGander

PASSWORD: *
.....

[Forgot Password?](#)

[Sign In](#)

☐ Remember me on this device

[Not Registered?](#)

[CREATE AN ACCOUNT](#)

Step 1 of 2: Login Information

Search

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

Must enter a E-mail Address:

PASSWORD: *

Must enter a Password:

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select ▼

ANSWER: *

☐ I have read, understand, and agree to the [Terms of Service](#) 

CONTINUE

Step 2 of 2: Contact Details – **Select Applicant and fill in the required fields and click Submit when finished.**

Search...

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Select

- Agent
- Animal Owner
- Applicant
- Attorney
- Authorized Representative
- Bond - Forest

FIRST: *

Must enter a First:

LAST: *

Must enter a Last:

ADDRESS LINE 1: *

Must enter a Address Line 1:

CITY: *

Must enter a City:

STATE: *
MD

ZIP: *

Must enter a Zip:

MAIN PHONE:
() - -

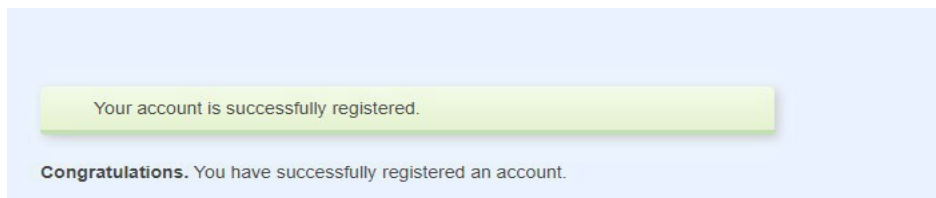
MOBILE PHONE:

FAX:

E-MAIL:

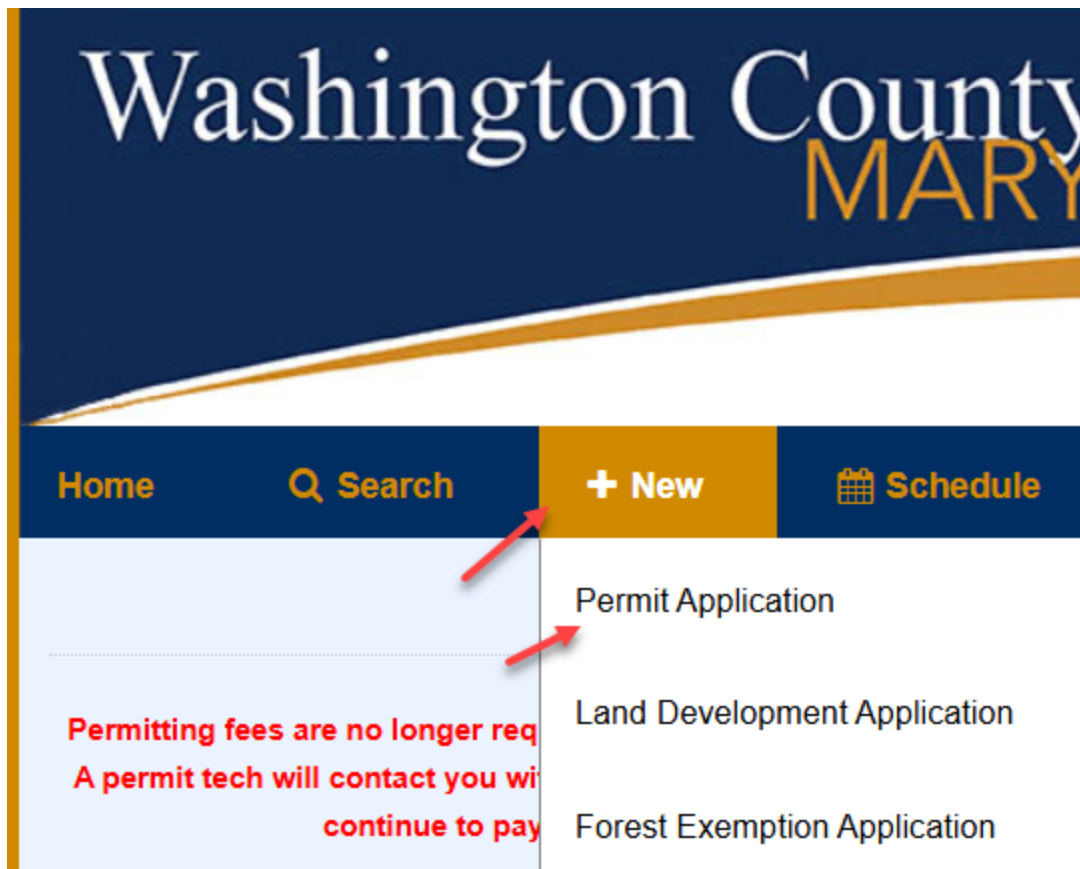
Submit

A green banner will populate stating your account is successfully registered.



Applying for a Permit

Before applying for a permit, the user must be registered for an account. Permit requirements may vary depending on the type of permit being applied for. You will be required to upload PDF documents and fill in certain fields on the screen in order for the permit to go through. The screens will prompt you for this information. Once your permit has been successfully submitted, the system will automatically generate a "record number" for your reference.



Disclaimer - Check the box for the disclaimer and click on Continue Application

[Home](#) [Search](#) [+ New](#) [Schedule](#)

Announcements Logged in as: Gander Becky

Effective September 9, 2024
Permitting fees are no longer required to be paid at time of permit application and have been turned off. A permit tech will contact you with the total amount due once the permit has been processed. You may continue to pay fees online once you have been notified of fees due.

Effective Immediately
All new residential one and two family dwellings and additions to existing one and two family dwellings must comply with the residential provisions of the 2021 IECC Code.
The [Energy Efficiency Form](#) is required to be completed at time of permit application submittal.

Online Application
Welcome to Washington County's Online Permitting & Land Development System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates

☒ I have read and accepted the above terms.

Continue Application »

Select a License - Click on the drop-down arrow and select None Applicable

[Home](#)[Search](#)[+ New](#)[Schedule](#)

[Announcements](#) [Logged in](#)

Effective September 9, 2024
Permitting fees are no longer required to be paid at time of permit application and have been waived.
A permit tech will contact you with the total amount due once the permit has been processed.
continue to pay fees online once you have been notified of fees due.

Effective Immediately
All new residential one and two family dwellings and additions to existing one and two family dwellings
must comply with the residential provisions of the 2021 IECC Code.
The [Energy Efficiency Form](#) is required to be completed at time of permit application submission.

Select a License

Select a license for this record from the list below. The available permit record type is based on the license selected.

* Licenses:

--Select--

--Select--

Contractor EL-M-1551

Contractor M-M-1111

Contractor PL-M-0792

None Applicable

Application »

Record Type – Click on the drop-down arrow beside Permits - Fire Prevention and click the button for Fire Prevention Permit

Home Search + New Schedule

Announcements Logged in as

Effective September 9, 2024

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must comply with the residential provisions of the 2021 IECC Code.
The [Energy Efficiency Form](#) is required to be completed at time of permit application sub

Select a Record Type

Choose one of the following available record types. **Only select a Town record limits.** For assistance or to apply for a record type not listed below please contact us

Search

▼ Permits - Fire Prevention
● Fire Prevention Permit

- ▶ Permits - County
- ▶ Permits - Boonsboro
- ▶ Permits - Clear Spring
- ▶ Permits - Funkstown
- ▶ Permits - Hancock
- ▶ Permits - Keedysville
- ▶ Permits - Sharpsburg
- ▶ Permits - Smithsburg
- ▶ Permits - Animal Control
- ▶ Permits - Williamsport
- ▶ Permits - Licenses & Registrations
- ▶ Permits - Miscellaneous
- ▶ Permits - Zoning

Continue Application »

Address

Enter the address OR Tax Acct ID number (you do not need to enter both). When entering the address, you only need to put the street number and the street name. Do not put road, drive, etc. in the street name field or it will not populate the address. Once the fields have been filled in, select Search.

Fire Prevention Permit

1 Location	2 Contacts	3 Work Details	4 Documents	5 Rev
------------	------------	----------------	-------------	-------

Step 1: Location > Location

Address

Street No.:
747

Direction:
--Select--

Street Name:
Northern

Street Type:
--Select--

Unit No.:

City:

State:
--Select--

Zip:

Search

Clear

Tax Acct ID

* Tax Acct ID Number:

Election District: Planning Sector: Liber: Folio: CAMA Plat Number:

Map: Grid: Parcel: Lot:

Search

Clear

After you click on Search, it will populate the entire address as well as the Tax Acct ID and Owner information.
You only need to fill in either the address or the Tax Acct ID but not both

Once you select Search, the address, Tax Acct ID and Owner information should all populate. If you get zero results, check your Tax Acct ID or Address to make sure it is entered correctly.

Fire Prevention Permit

1 Location

2 Contacts

3 Work Details

4 Documents

5 Review

Step 1:Location>Location

Address

Street No.:
747

Direction:
--Select--

Street Name:
Northern

Street Type:
Avenue

Unit No.:

City:
Hagerstown

State:
MD

Zip:
21742

Search

Clear

Tax Acct ID

* Tax Acct ID Number:
21010081

Election District:
21

Planning Sector:
1

Liber:
6875

Folio:
41

CAMA Plat Number:

Map:
300

Grid:
11

Parcel:
603

Lot:

Search

Clear

Owner

Owner Name:
WASHINGTON COUNTY COMMISSIONER

At this step, you can either Save and resume later to finish the application at a later time or click on Continue Application to proceed

Owner

Owner Name: ?
WASHINGTON COUNTY COMMISSIONERS

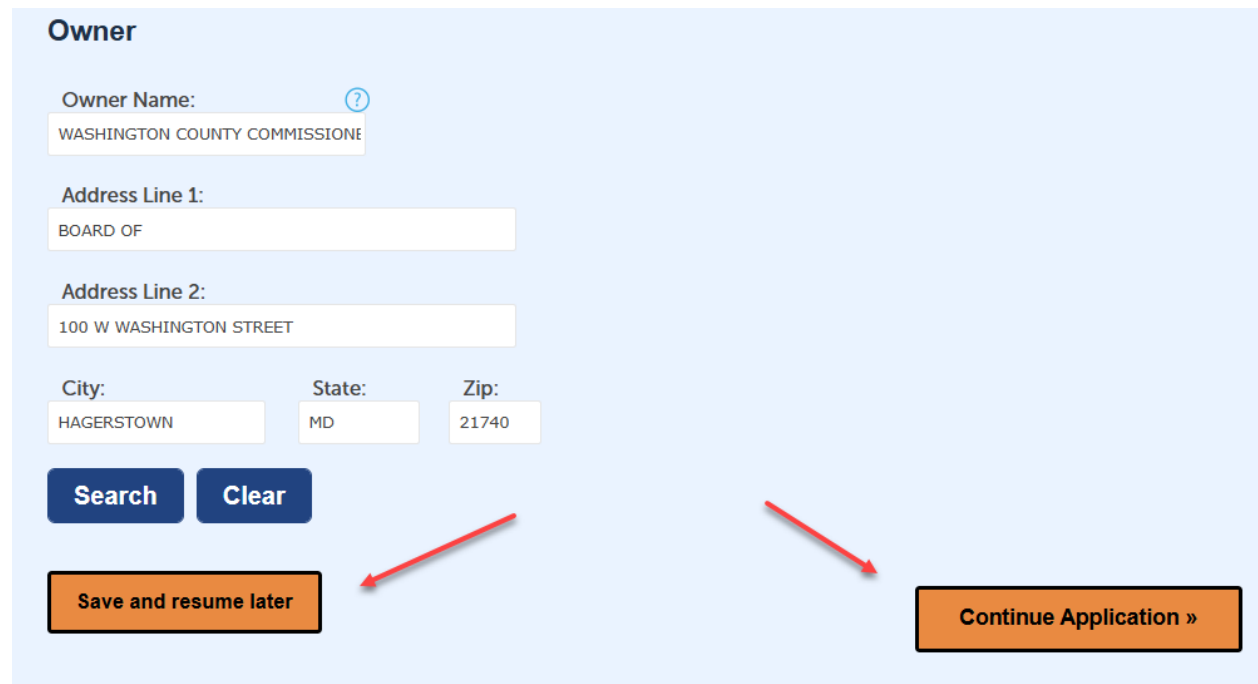
Address Line 1:
BOARD OF

Address Line 2:
100 W WASHINGTON STREET

City: HAGERSTOWN State: MD Zip: 21740

Search **Clear**

Save and resume later **Continue Application »**



Contacts:

Enter the applicant's information.

- **Applicant** – The individual who is entering the permit information. Not the person or company the permit is for.
- **Agent** – Someone who represents the company the permit is for.
- **Field Notification** – Someone who will receive notifications when the permit has been issued and when inspections have been scheduled and completed. This only works for valid email addresses.
- **Licensed Professional** – A contractor licensed in the State of Maryland

You may either select the applicant from the registered account you are using or add a new applicant. When selecting from Account, you may see multiple options depending on how your account is set up. Select the one you want and then click Continue.

Fire Prevention Permit

1 Location	2 Contacts	3 Work Details	4 Documents	5 Review	6	7
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Step 2: Contacts > Contacts

* indicates a required field.

Applicant

*This is a required field. Please enter valid Applicant contact information.

Select from Account **Add New** This is a required field and you must either select from the Account or enter a New applicant

Agent

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** Agent is not required unless you prefer to add someone

Field Notification

*This is a required field. Please enter valid contact information.

Select from Account **Add New** This is a required field and you must either select from the Account or enter a New applicant

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Select from Account **Add New** **Look Up** Sprinkler Permits - Add the licensed sprinkler contractor

Save and resume later **Continue Application »**

If you choose to add a new contact, you will need the contact information for that person. Anything with a red asterisk is a required field and must be filled in before continuing.

Contact Information

* First:

* Last:

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

Main Phone:

Mobile Phone:

Fax:

E-mail:

Continue

Clear

Discard Changes

Once the applicant information is complete, you will see the name listed and a green check that the contact has been added successfully.

Step 2: Contacts > Contacts * indicates a required field.

Applicant

***This is a required field. Please enter valid Applicant contact information.**

✔ Contact added successfully.

Becky Gander
[Edit](#) [Remove](#)

Agent

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Field Notification

***This is a required field. Please enter a valid contact name and email address.**

✔ Contact added successfully.

Becky Gander
[Edit](#) [Remove](#)

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

[Select from Account](#) [Look Up](#)

[Continue Application »](#) [Save and resume later](#)

Work Details:

Application Name is optional and can be left blank or filled in

Detailed Description – should accurately reflect the scope of work being applied for

Fire Prevention Permit

1 Location	2 Contacts	3 Work Details	4 Documents	5 Review
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Step 3: Work Details > Work Details

Detail Information

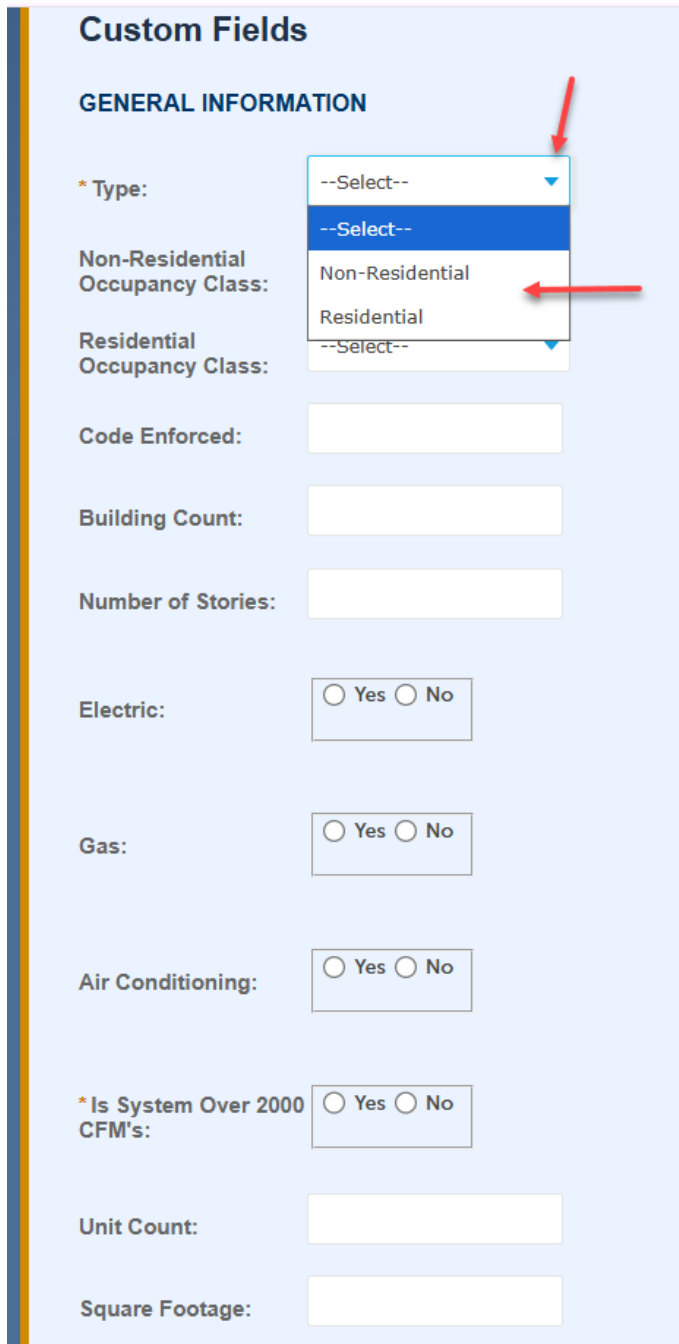
Application Name:

* Detailed Description:

Custom Fields:

Will vary depending on the type of permit you are applying for. Any field marked with a red asterisk is a required field and must be filled in to proceed.

Type is either Non-Residential or Residential



The screenshot shows a web form titled "Custom Fields" with a section labeled "GENERAL INFORMATION". The form contains several fields, some of which are required (marked with a red asterisk). A dropdown menu is open for the "Type" field, showing options: "--Select--", "--Select--", "Non-Residential", "Residential", and "--Select--". Red arrows point to the dropdown menu and the "Non-Residential" option.

Custom Fields

GENERAL INFORMATION

* Type:

Non-Residential
Occupancy Class:

Residential
Occupancy Class:

Code Enforced:

Building Count:

Number of Stories:

Electric: ☐ Yes ☐ No

Gas: ☐ Yes ☐ No

Air Conditioning: ☐ Yes ☐ No

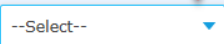
* Is System Over 2000
CFM's: ☐ Yes ☐ No

Unit Count:

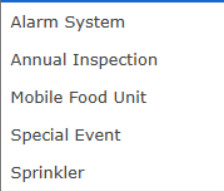
Square Footage:

Fire Type is the type of permit being applied for

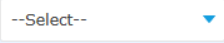
TYPE INFORMATION

*Fire Type:  

Residential Construction Type: 

Sprinkler System Installed: 

Sprinkler System Existing: ☐ Yes ☐ No

Designated Area: 

Select the Fire Type that applies to the permit you are submitting

[Save and resume later](#) [Continue Application »](#)

Construction Type is the structure that the sprinkler or alarm system is being installed in. This list will either be a residential or non-residential list based on the Type selected under General Information

TYPE INFORMATION

* Fire Type:

Sprinkler

Residential Construction Type:

--Select--

Sprinkler System Installed:

Apartment

Sprinkler System Existing:

Bed and Breakfast

Designated Area:

Condominium

Other

Mobile Home

Mobile Home Replacement

Mobile Home Storage

Modular Home

Porch-Deck-Slab

Retaining Wall

Sea Container-Storage Boxes

Semi-Detached Home

Service Request

Short Term Rentals

Solar Panels

Stick Built Home

Save and resume

Continue Application »

Home

ment

MD Public Records

Red Cross, W

TYPE INFORMATION

* Fire Type:

Sprinkler ▼

Residential
Construction Type:

Stick Built Home ▼

Sprinkler System
Installed:

☐ Yes ☐ No

Sprinkler System
Existing:

☐ Yes ☐ No

Can leave these blank or answer Yes/No

Designated Area:

None ▼

Can leave blank or select None
from the drop down list

Save and resume later

Continue Application »

Documents:

Your permit submission will require plans to be uploaded as part of the permit submittal. You will upload them at this step by clicking on Add and selecting the document(s) from your device.

NOTE: Files must be in PDF format. Plans must be uploaded as one pdf document and not as individual pages.

Fire Prevention Permit

1	2 Contacts	3 Work Details	4 Documents	5 Review	6 Pay Fees	7
---	------------	----------------	-------------	----------	------------	---

Step 4: Documents > Documents

If the Fire Type = Alarm System then Alarm System Plans will be required prior to proceeding with application.

If the Fire Type = Sprinklers then Sprinkler Plans will be required prior to proceeding with application.

* indicates a required field.

Attachment

If required, upload *IECC Form* as Document Type *Application Documents*.

The maximum file size allowed is 400 MB.

Building Plans must be uploaded as a single PDF file, not individual pages. PDF attachments are required. Filename(s) cannot contain the following characters: exclamation mark (!), asterisk (*), apostrophe ('), backslash (\), semicolon (;), colon (:), at symbol (@), ampersand (&), equals (=), plus (+), dollar sign (\$) comma (,), forwardslash (/), question mark (?), percentage (%), pound (#), front bracket ([), end bracket (]), double quote ("), less than (<), greater than (>), or the pipe symbol (|).

Name	Type	Document Status	Size	Latest Update	Status Date	Upload Date	Action
No records found.							

Add

Save and resume later

Continue Application »

Click on Add and select the file from your device.

File Upload

×

The maximum file size allowed is **400 MB**.

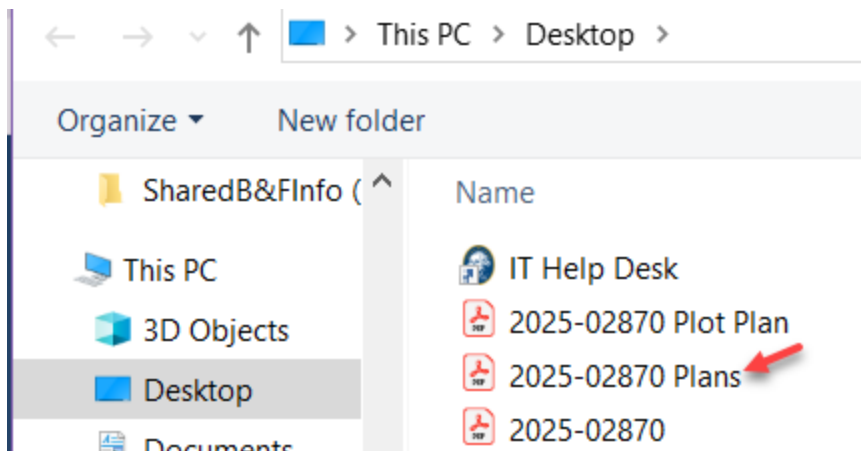
Building Plans must be uploaded as a single file, not individual pages. PDF attachments are required. Filename(s) cannot contain the following characters: exclamation mark (!), asterisk (*), apostrophe ('), backslash (\), semicolon (;), colon (:), at symbol (@), ampersand (&), equals (=), plus sign (+), dollar sign (\$) comma (,), forward slash (/), question mark (?), percentage (%), pound sign (£), front bracket ([), end bracket (]), double quote ("), less than (<), greater than (>), or the pipe (|).

Continue

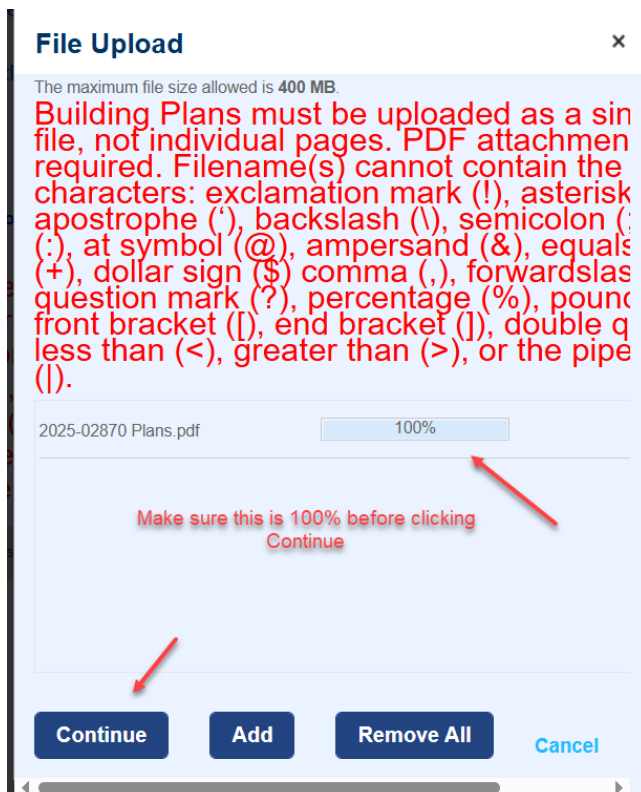
Add

Remove All

Cancel



Once the file is uploaded at 100%, click on Continue.



Once the document is uploaded, you will need to select the Document Type by clicking on the drop-down arrow.

Step 4: Documents > Documents

If the Fire Type = Alarm System then Alarm System Plans will be required prior to proceeding with application.

If the Fire Type = Sprinklers then Sprinkler Plans will be required prior to proceeding with

--Select--

- Affidavit
- Alarm Plans
- Application Documents
- Certificate of Insurance
- Certified Jurisdiction Letter
- Child Care Administration Application
- Citation
- Copy of State License
- Drivers License
- Floor Plan
- Home Occupation Affidavit
- Intent of Use
- Manual J, D and S
- Photo of Lettered Vehicle
- Plans
- Plot Plan
- Site Plan
- Sprinkler Plans
- State Fire Marshal Approval

--Select--

File: 2025-02870 Plans.pdf

100%

Save Add Remove All

Save and resume later

Continue Application »

* indicates a required field.

Document Type Application Documents.

be uploaded as a single PDF file, not individual pages. required. Filename(s) cannot contain the following: exclamation mark (!), asterisk (*), apostrophe ('), backslash (\), comma (,), at symbol (@), ampersand (&), equals (=), plus (+), hyphen (-), forwardslash (/), question mark (?), percentage (%), left bracket ([), end bracket (]), double quote ("), less than (<), pipe symbol (|).

Size	Latest Update	Status Date	Upload Date	Action
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After making your selection, verify the Document Type and the File that was uploaded are correct and click Save and Continue Application.

Attachment

If required, upload **IECC Form as Document Type** *Application Documents*.

The maximum file size allowed is 400 MB.

Building Plans must be uploaded as a single PDF file, not individual pages. PDF attachments are required. Filename(s) cannot contain the following characters: exclamation mark (!), asterisk (*), apostrophe ('), backslash (\), semicolon (;), colon (:), at symbol (@), ampersand (&), equals (=), plus (+), dollar sign (\$) comma (,), forwardslash (/), question mark (?), percentage (%), pound (#), front bracket ([), end bracket (]), double quote ("), less than (<), greater than (>), or the pipe symbol (|).

Name	Type	Document Status	Size	Latest Update	Status Date	Upload Date	Action
No records found.							

Type:

Sprinkler Plans

File:

2025-02870 Plans.pdf

100%

Remove

Make sure these are correct before clicking Save

Save

Add

Remove All

Save and resume later

Continue Application »

The file should now be attached and shown as an uploaded document

Step 4: Documents > Documents

If the Fire Type = Alarm System then Alarm System Plans will be required prior to proceeding with application.

If the Fire Type = Sprinklers then Sprinkler Plans will be required prior to proceeding with application.

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Name	Type	Document Status	Size	Latest Update	Status Date	Upload Date	Action
2025-02870 Plans.pdf	Sprinkler Plans	Uploaded	1.44 MB	07/15/2025	07/15/2025	07/15/2025	Actions ▼

Add

Save and resume later

Continue Application »

Review:

This step gives you the opportunity to review all the information you have entered and the option to “Edit” any of those fields or “Continue Application” after checking the box certifying you understand and agree to signing electronically and filing the application.

Fire Prevention Permit

1	2	3 Work Details	4 Documents	5 Review	6 Pay Fees	7 Record Received
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Step 5: 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

Fire Prevention Permit

Address

747 Northern Avenue, Hagerstown, MD 21742

Edit

Tax Acct ID

Tax Acct ID Number: 21010081
Election District: 21
Planning Sector: 1
Liber: 6875
Folio: 41
Map: 300
Grid: 11
Parcel: 603

Edit

Owner

WASHINGTON COUNTY COMMISSIONERS
BOARD OF
100 W WASHINGTON STREET
HAGERSTOWN MD 21740

Edit

Applicant

Becky Gander
747 Northern Avenue
Hagerstown, MD, 21742

E-mail: rgander@washco-md.net

Edit

The maximum file size allowed is 400 MB.

Building Plans must be uploaded as a single PDF file, not individual pages. PDF attachments are required. Filename(s) cannot contain the following characters: exclamation mark (!), asterisk (*), apostrophe ('), backslash (\), semicolon (;), colon (:), at symbol (@), ampersand (&), equals (=), plus (+), dollar sign (\$) comma (,), forwardslash (/), question mark (?), percentage (%), pound (#), front bracket ([), end bracket (]), double quote ("), less than (<), greater than (>), or the pipe symbol (|).

Name	Type	Document Status	Size	Latest Update	Status Date	Upload Date	Action
2025-02870 Plans.pdf	Sprinkler Plans	Uploaded	1.44 MB	07/15/2025	07/15/2025	07/15/2025	Actions ▼

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: 07/15/2025

Save and resume later

Continue Application »

Record Submitted:

Upon successful completion of the permit, a screen with a green header should appear letting you know your application has been submitted. The screen will also display the permit number and give you the option to print/view the record.

A permit technician will contact you with the total amount due once the permit has been processed. You may continue to pay fees online once you have been notified of fees due.

Effective Immediately
All new residential one and two family dwellings and additions to existing one and two family dwellings must comply with the residential provisions of the 2021 IECC Code.
The [Energy Efficiency Form](#) is required to be completed at time of permit application submittal.

Fire Prevention Permit

1	2	3	4	5 Review	6 Record Received
---	---	---	---	----------	-------------------

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is 2025-03290.

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

[Print/View Record](#)

[View Record Details »](#)

Once a permit application has been submitted, it will be reviewed/processed by a permit technician in the order in which it was received. You will be notified by the permit technician about any additional information needed and any fees that might be due.

To obtain a copy of the permit receipt, click on Print/View Record and a receipt will populate.

PLEASE NOTE: THIS IS JUST A RECEIPT STATING THE PERMIT HAS BEEN SUBMITTED. IT IS NOT AN APPROVED PERMIT TO COMMENCE WORK

RECEIPT

Permit Number: 2025-03290 Permit Type: Miscellaneous Fire Prevention Permit Address: 747 Northern Avenue Contractor:	Date: 07/15/2025 Applicant: Becky Gander Work Description: sprinkler installation for new 2 story single family dwelling
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Permit Status: Pending

Fees		Payment	
Total Fees:		Transaction #:	
Total Payments:	\$0.00	Payment by:	
Balance Due:	\$0.00		

- PLEASE DO NOT PROCEED WITH ANY WORK UNTIL THE PERMIT IS APPROVED AND ISSUED.
- All fees must be paid prior to permit issuance - EXCEPTION - FEES FOR THE TOWN OF BOONSBORO AND CLEAR SPRING ARE TO BE PAID AT THE TOWN AND NOT ONLINE. All other fees can be paid online with a credit card (Visa/Mastercard).
- All work authorized by a Permit must comply with all applicable ordinances and codes adopted by the County of Washington and the State of Maryland.
- All work authorized by a Permit must comply with all applicable ordinances and codes adopted by Washington County, Maryland and the State of Maryland. Required inspections can be scheduled by calling the IVR at 240-313-2488.
- Permits shall automatically EXPIRE and become void if work is not commenced within 180 days, or if work is suspended or an inspection is not obtained within 180 days.
- The issuance of a Permit shall not serve to legalize other unpermitted construction, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. All Permits are subject to review and approval by the Division.

****IF YOUR TRADE PERMIT IS ASSOCIATED WITH A BUILDING PERMIT, ALL INSPECTIONS MUST BE SCHEDULED UNDER THE BUILDING PERMIT.**

****INSPECTION REQUESTS MUST BE MADE 24 HOURS IN ADVANCE AND NO WORK SHALL BE COVERED UP UNTIL**

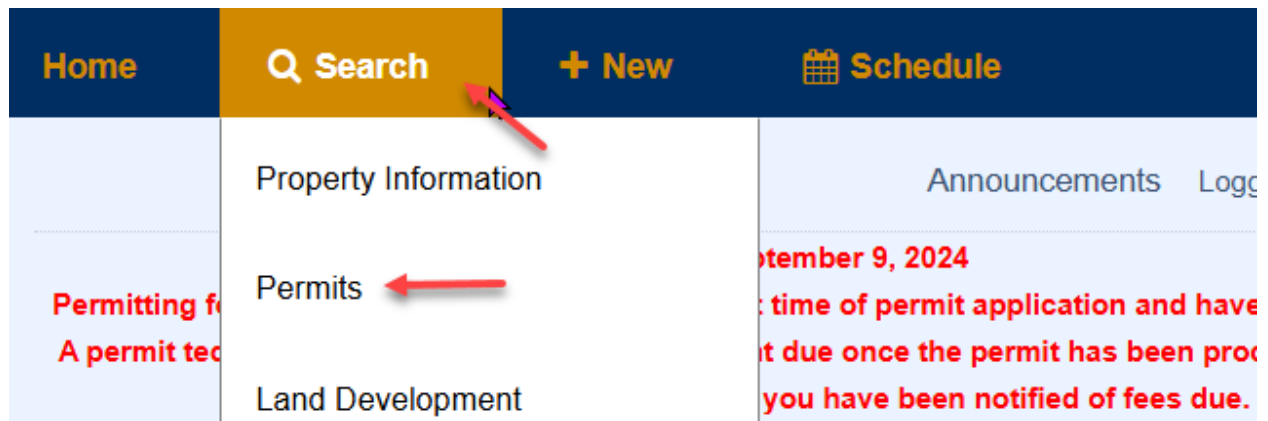
Paying Fees Online

To Pay Fees online, the payee must be linked to the record as a registered user. If not, you will need to contact the permitting office so a staff member can assist with this request.

Log in to the Citizens Access Portal and search for your permit number. Click on the Payments tab and select Fees. Total outstanding fees due are shown at the bottom of the page.

Payment can also be made via check made payable to Washington County Treasurer or cash and can be dropped off at 747 Northern Avenue, Hagerstown MD 21742, M-F between 7:30-4:30 pm. Permit number should be referenced on the check. DO NOT send payment directly to the Washington County Treasurer's Office.

Credit cards accepted are: Mastercard and Visa



Scroll down until you see General Search and enter the permit number in the Record Number field and click on Search

☐	04/03/2023	2023-01878	Residential Addition-Alteration Permit	Lane HAGERSTOWN MD 21740	Porch-Deck-Slab	Cl
☐	03/31/2023	2023-01853	Residential Addition-Alteration Permit	11416 ISAAC Court Hagerstown MD 21742	Solar Panels	Cl

[< Prev](#) [1](#) [2](#) [3](#) [Next >](#)

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Tax Account ID
- Record Information

Select the search type from the drop-down list.

General Search

Record Number: 

Record Type:

Project Name:

Start Date: 

End Date: 

After clicking Search, the record number should populate. Click on the Payments Tab and then Fees

Record 2025-03290:
Fire Prevention Permit
Record Status: Approved
File Date: 07/15/2025

[Add to collection](#)

Record Info ▼

Payments ▼

Fees

Click Pay Fees and complete the steps for credit card payment. Upon successful payment, you should see a green banner indicating the fees have been paid.

Fees			
Outstanding:			
Date	Invoice Number	Amount	
07/15/2025	273059	\$50.00	Pay Fees
Total outstanding fees: \$50.00			

Rev: 8/25