



Quick Guide

Learn how to apply for a permit

Welcome to the City of Baltimore's Department of Transportation Permits and Application Portal

On February 18, the City of Baltimore's Department of Transportation Special Events and Right of Way Permits will be migrating to a new system. This guide will assist in guiding users through the process and answer questions to ease the public portal launch.

If submitting a permit before February 18

If you applied for a Special Events or Right of Way permit before the launch of the new permitting system, your information will be migrated to the new system. Applicants will receive a series of emails that will provide instructions of how to view their applications prior to the launch of the new permitting system.

If submitting a permit on February 18

The public portal will go live for DOT Special Events and Right of Way permit requests. The new portal will be a single, online location where users can:

- Submit an application
- Make an online payment
- Track the progress of your application
- Message the City
- Print your permit

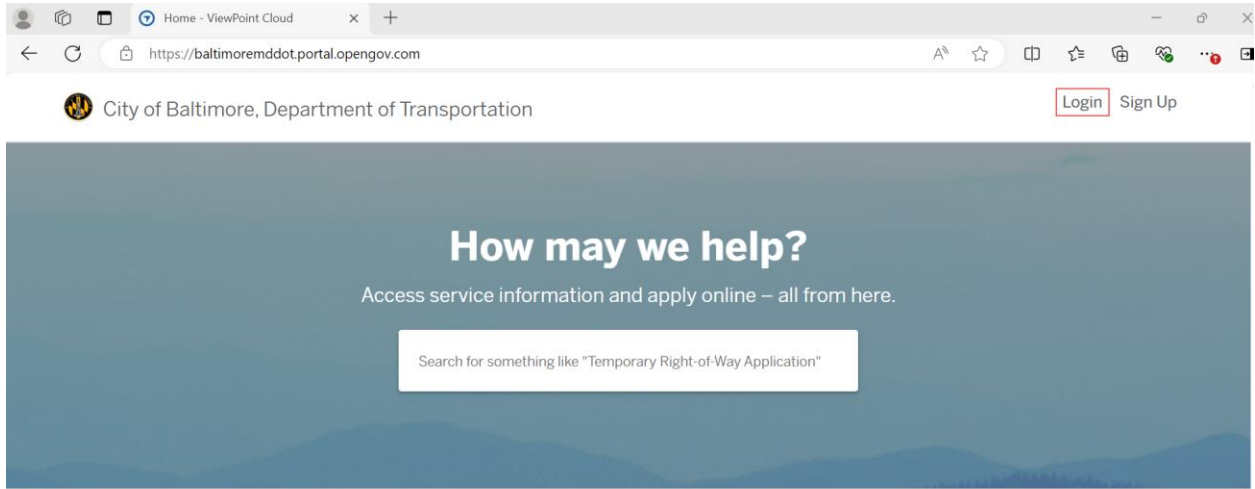
If an applicant applied for Temporary Right of Way permit, there will be no change for viewing the application. The applicant can create an OpenGov account, log onto a new portal system and view their application

NEW – Applicants that apply for a Special Events permit will now be able to view their application status online through the public portal. This feature will allow transparency and allow applicants to communicate with DOT staff within the portal. Applicants will need to create an account within OpenGov to access their application.

In order to access the new Portal site, users must **Create a new Account**. The city has sent out emails to users who have previously applied for permits, but all users must register for a new account on the portal.

Navigate to <https://baltimoremddot.portal.opengov.com/>

1. For users who do not have an OpenGov account, click on the upper right “Sign Up” link (switch image below)

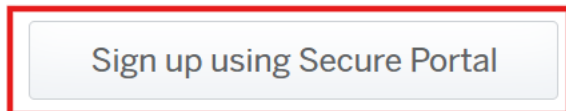


2. Click on the “Sign up using Secure Portal” button

New user?

Create an **OpenGov ID** to login to any OpenGov community

For your security, your sign up is performed on our Secure Portal



3. Click on the “Sign Up” tab, enter your email address and unique password in the fields provided and click on “Sign Up” button

Permitting & Licensing

Welcome to **City of Baltimore,**
Department of Transportation

Log In Sign Up

twotester02@yahoo.com

.....

Sign Up >

- Upon successful log on, you will be directed back to the main page where “My Account” link will be available in the upper right corner

How do I Create an Application

To create an application, first log into your account by visiting <https://baltimoremddot.portal.opengov.com/>,

1. Click on the login link in the upper right corner of the screen. After successfully logging into the system, you will land on the main page. Scroll down and click on the “Discovery Online Services” image below.

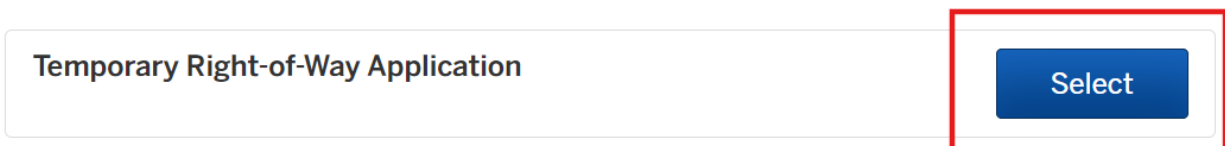
Discover Online Services

Choose below to browse services by department

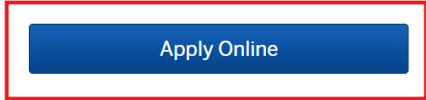


2. Click on the “select” button after selecting the appropriate Application type

Apply Online



3. Click on “Apply Online” button to fill out the application form



Temporary Right-of-Way Application

The Department of Transportation will hold the "Applicant" (the individual that submits this application) responsible for any and all work performed under this permit. Any violations found by our inspection team will be sent to this individual and/or organization. Any street, lane, or alley closure will require a Traffic Control Plan (TCP). Sidewalk closures may require a Pedestrian Detour Plan. Please include these with your application.

4. There will be a series of step through pages to complete by the applicant based on the application type. Input the relevant information and click next to step through the workflow

Temporary Right-of-Way Application

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

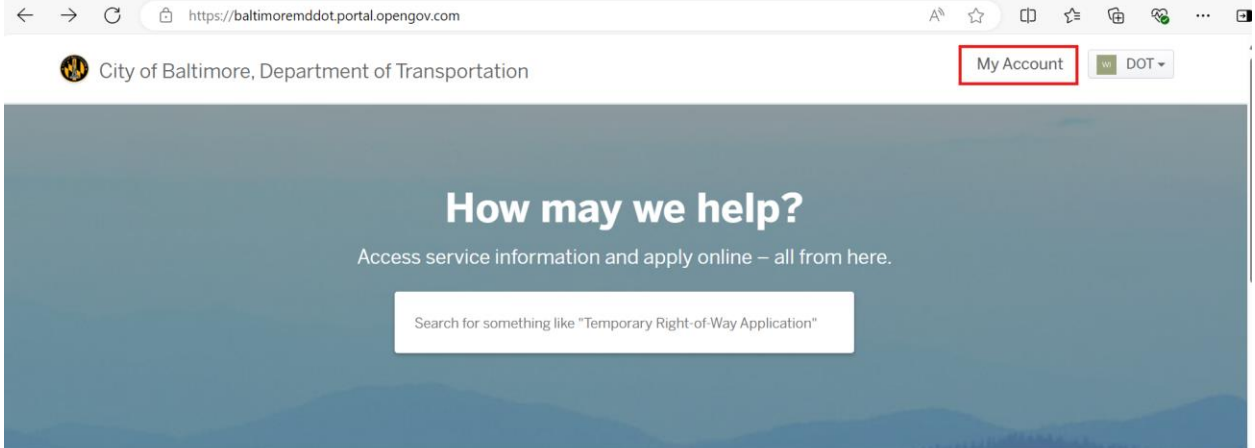
First Name <input type="text" value="Tester"/>	Last Name <input type="text" value="Two"/>	
Email address <input type="text" value="twotester02@yahoo.com"/>	Phone Number <input type="text" value="410-555-5555"/>	
Address 1 <input type="text" value="123 Main Street"/>	Address 2 (Optional) <input type="text"/>	
City <input type="text" value="Baltimore"/>	State <input type="text" value="Maryland"/>	ZIP/Postal Code <input type="text" value="21215"/>

Next >

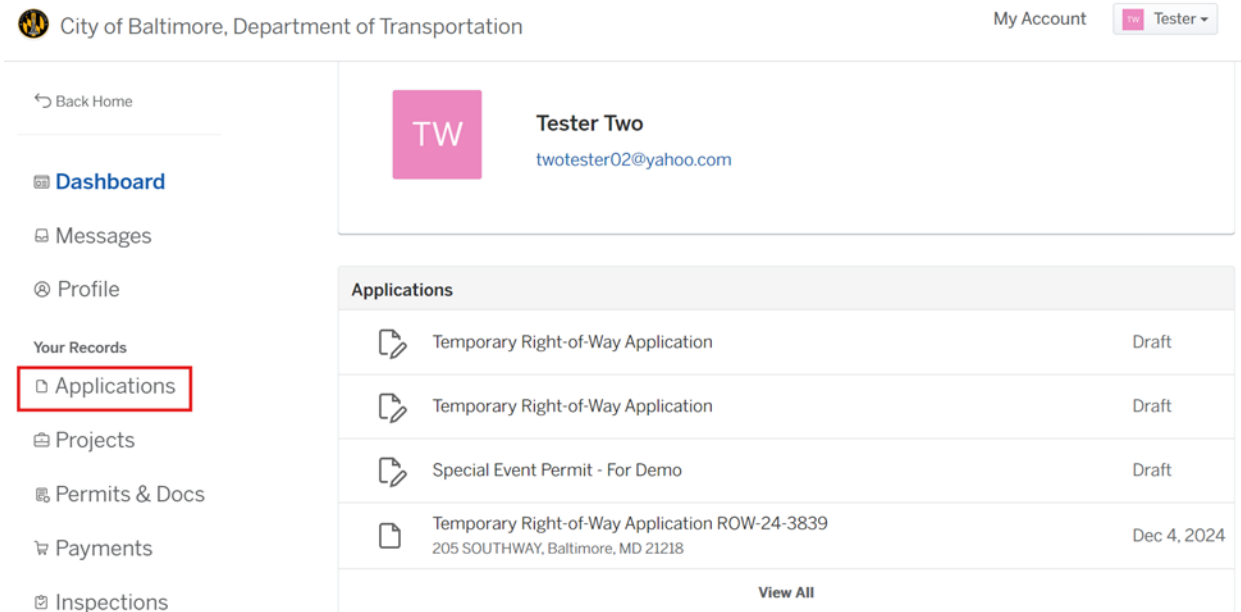
How do I Track Application Status

To create an application, first log into your account by visiting <https://baltimoremddot.portal.opengov.com/>,

1. Click on the login link in the upper right corner of the screen. After successfully logging into the system, you will land on the main page.
2. Click on "My Account" menu item in the top right corner of the page to navigate to your account page



3. One your account page, click on the “Applications” menu status on the left hand navigation menu



4. Applications that have been started, submitted or changed status will be reflected. Users can click on an individual application to view additional details or review application that was submitted

Back Home

Your Applications

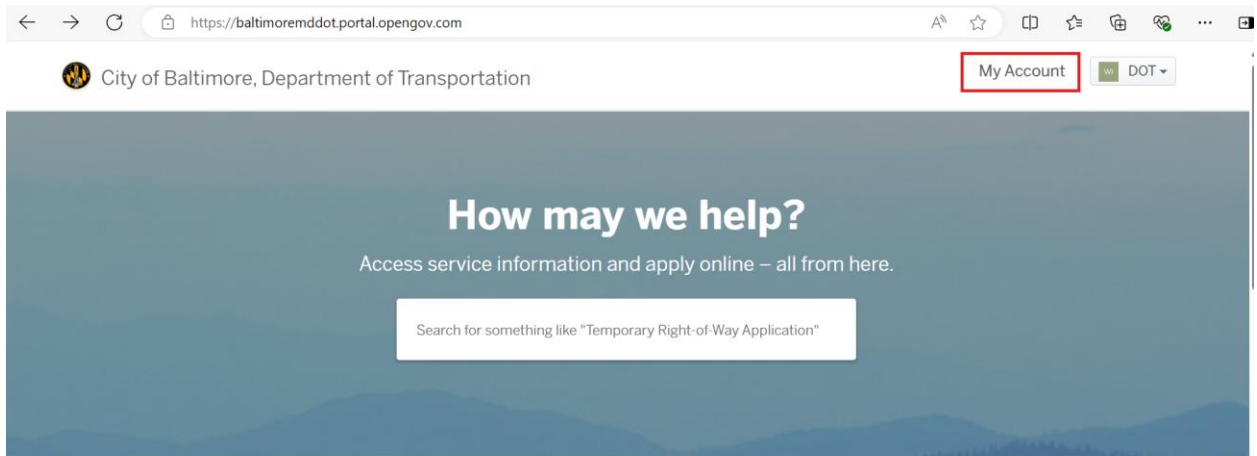
- Dashboard
- Messages
- Profile
- Your Records
- Applications**
- Projects
- Permits & Docs
- Payments
- Inspections

ID	Type	Location	Date Created	Status
-	Temporary Right-of-Way Application			Draft
-	Temporary Right-of-Way Application			Draft
-	Special Event Permit - For Demo			Draft
-	Temporary Right-of-Way Application	401 WILSON ST Baltimore, MD 21230		Draft
ROW-24-3839	Temporary Right-of-Way Application	205 SOUTHWAY Baltimore, MD 21218	Dec 4, 2024	Active

How do I Message Baltimore City Staff

To create an application, first log into your account by visiting <https://baltimoremddot.portal.opengov.com/>,

1. Click on the login link in the upper right corner of the screen. After successfully logging into the system you will land on the main page.
2. Click on “My Account” menu item in the top right corner of the page to navigate to your account page



3. One your account page, click on the “Applications” menu status on the left hand navigation menu

↶ Back Home

- 🏠 **Dashboard**
- ✉ Messages
- 👤 Profile
- Your Records
- 📁 **Applications**
- 📁 Projects
- 📁 Permits & Docs
- 💰 Payments
- 🔍 Inspections

TW

Tester Two

twotester02@yahoo.com

Applications

	Temporary Right-of-Way Application	Draft
	Temporary Right-of-Way Application	Draft
	Special Event Permit - For Demo	Draft
	Temporary Right-of-Way Application ROW-24-3839 205 SOUTHWAY, Baltimore, MD 21218	Dec 4, 2024

[View All](#)

- Applications that have been started, submitted or changed status will be reflected. Users can click on an individual application and put a question in the “Message the Reviewer” text box for the current step of the review process

↶ Back Home

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- 📁 Projects
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- 💰 Payments
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Your Applications

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The “Message the reviewer” can be found under “Preliminary Review” or “Intake Review” status on the left navigation bar

Temporary Right-of-Way
Application
ROW-24-3839

Preliminary Review

✔ **Complete.** This step was completed on Jan 9, 2025 at 10:36am.

Your Submission
Attachments
Guests (0)

✔ **Preliminary Review**

● Intake Review

DOT - Traffic Review

Fee Review and Approval

Fees (Comments made here are not monitored)

Draft Permit (NOT VALID FOR USE)

Draft Permit

Temporary Right-of-Way Permit

Message the reviewer

Send Message

Frequently Asked Questions

Question: Do I need to create an OpenGov account?

- Answer: Yes, to access the Portal all users must create an OpenGov account

Question: Do I need more than one OpenGov account?

- Answer: No. One account can be used for all your applications.

Question: What happens to my application that I submitted before the new system was launched

- Answer: Permits that were submitted before the new system will still be processed by Baltimore City staff. The new system will migrate existing applications to the new OpenGov permitting portal. Applicants can create an account, log in and view their application

Question: How can I message Baltimore City staff?

- Answer: The new portal system has a messaging system to directly interact with staff based on the status of the application.

Question: Will I receive email updates about my application?

- Answer: Yes. You will receive emails when an inspection is scheduled, a payment is due, an attachment is uploaded, and when the permit/license has been issued.

Question: Can I turn off email notifications about my application?

- Answer: No. Email notifications cannot be turned off.

Question: Can I update my account's contact information?

- Answer: Yes. Select "Profile" menu option in My Account to update your contact information.

Question: Can I add a picture to my account?

- Answer: Yes. Select "Profile" menu option in My Account to update your Avatar.

Question: Can I apply online for a permit and pay in person?

- Yes, payments can be accepted at the One Stop Shop (Room 100) at 417 E. Fayette St. Please note that during the pandemic the office is closed to the public but, you can drop your payment in a drop box outside of the office.