

Adding a New License

- 1) Login with your Registered username or email.
If you have NOT registered, click the link "[Register for an Account](#)" to do so.
- 2) Click the Licenses tab.

To Get Started:
Click on [Permits](#) heading to search for



- 3) Click Create an Application and check the box to accept the General Disclaimer and click [Continue Application].
- 4) Select a License Type and click [Continue Application].
Click the arrow ▾ beside "Trade License" to expand the type of license you can apply for.

- ▼ Trade License
 - Gas Fitter License
 - Limited Electrician License
 - Master Electrician License
 - Master Plumber or Master Plumber/Gas Fitter License
 - Restricted Electrician License
 - Utility Plumbing License

- 5) Step 1: Applicant Information > Contact Information
Click [Select from Account] to retrieve your Contact information.
Once you receive "Contact added successfully." Click [Continue Application].

1 Applicant Information	2 Documents	3 Review	4 Pay Fees	5 Confirmation
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Step 1: Applicant Information > Contact Information

Click this link to view the Plumbing Renewal and New License Application Information: [plumbing-license-renewal-information.pdf \(carrollcountymd.gov\)](#)

* Indicates a required field.

Applicant

Click [Select from Account] to include your Contact information.

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

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

Applicant

Click [Select from Account] to include your Contact information.

✔ Contact added successfully.

Nittyitt Markle
Nitty's Plumbing
Nittyitt@pa.net
Home phone:333-333-3333
Mobile Phone:717-222-2222
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue Application »](#)

- 6) Answer State license information and whether you want to make you license Inactive and click [Continue Application].

1 Applicant Information	2 Documents	3 Review
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Step 1: Applicant Information > Details

License Information

APPLICANT INFO

Are you Licensed through the State of Maryland?:
 Yes No

State Expiration Date:
 05/28/2022

State License No:

INACTIVE STATUS

Do you desire to make your license Inactive?:
 Yes No

Continue Application »

- 7) Step 2: Documents >>
 Add Required Documents and click [Continue Application]. PLEASE see the document url or the listing below to know what documents you MUST attach. If you click the url to view the information, you can click the back arrow to get back to your application.

Master Plumber or Master Plumber/Gas Fitter License

1 Applicant Information	2 Documents	3 Review	4 Pay Fees	5 Confirmation
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Step 2: Documents >>

Click this link to view the Plumbing Renewal and New License Application Information: [plumbing-license-renewal-information.pdf\(carrollcountymd.gov\)](http://plumbing-license-renewal-information.pdf(carrollcountymd.gov))
 For the license type you are applying or renewing for, you **MUST** attach a copy of the following documents:

Master Plumber/Gas Fitter License or Inactive Master License:
 * Active Maryland Statewide Master license.
 * Driver's license.

Gas Fitter License:
 * Active Maryland Statewide Gas Fitter or City of Baltimore license.
 * Driver's license.

Utility License:
 * Current utility licenses from another county and/or from Carroll County.
 * Driver's license.
 * Certificate of Insurance in the amount of \$300,000 for general liability and \$100,000 property damage showing the Carroll County Commissioners as payee.

* indicates a required field.

Attachment

Click (Add) to add your documents. If you do NOT include all necessary documents, your License will NOT be granted.

The maximum file size allowed is 100 MB.
 PDF file types are preferred.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

Click [Add] until all of your documents are included. Click [Continue].

File Upload ✕

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;docm;docm;exe;hta;htm;html;ins
are disallowed file types to upload.

Plumbing Gas App (2).jpg	100%
Rome Colosseum.JPG	100%
Electrical App.jpg	100%

Continue **Add** **Remove All**

Include the Type and a Description for each attachment and click [Continue Application].

*Type: Documents

File: Plumbing Gas App (2).jpg
100%

*Description: Plumbing Application

spell check

*Type: Documents

File: Rome Colosseum.JPG
100%

*Description: Drivers license

spell check

*Type: Documents

File: Electrical App.jpg
100%

*Description: Insurance Certificate

spell check

Save **Add** **Remove All**

Continue Application »


If you Save your Application and want to resume later, the system will give you a temporary number to access.

To Get Started:

Click on **Permits** heading to search for Building, Grading, or Trade permits. Click on **Planning** heading to search for D

Home Permits Planning


Create an Application Obtain a Fee Estimate Search Applications

 **Your partial application (21TMP-000040) has been successfully saved.**
To resume the application(s), go to the **Records** section and click the Resume Application link.

When ready to resume, simply login, click Licenses, and Search Applications. You will see the temporary file number (similar to what displays above beginning with 21TMP) to click on to access.

Once you have added all of your documents, click [Continue Application] and you should receive a successful message.

Create an Application Obtain a Fee Estimate Search Applications

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Master Plumber or Master Plumber/Gas Fitter License

1 Applicant Information	2 Documents	3 Review	4 Pay Fees	5 Confirmation
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Step 2 : Documents >>
Click this link to view the Plumbing Renewal and New License Application Information: [plumbing-license-renewal-information.pdf \(carrollcountymd.gov\)](#)
For the license type you are applying or renewing for, you **MUST** attach a copy of the following documents:

Master Plumber/Gas Fitter License or Inactive Master License:

- * Active Maryland Statewide Master license.
- * Driver's license.

Gas Fitter License:

- * Active Maryland Statewide Gas Fitter or City of Baltimore license.
- * Driver's license.

Utility License:

- * Current utility licenses from another county and/or from Carroll County.
- * Driver's license.
- * Certificate of Insurance in the amount of \$300,000 for general liability and \$100,000 property damage showing the Carroll County Commissioners as payee.

* indicates a required field.

Attachment

Click [Add] to add your documents. If you do NOT include all necessary documents, your License will NOT be granted.

The maximum file size allowed is 100 MB.
PDF file types are preferred.

Name	Type	Size	Latest Update	Action
Plumbing Gas App (2).jpg	Documents	2.57 MB	05/24/2021	Actions ▼
Rome Colosseum.JPG	Documents	324.48 KB	05/24/2021	Actions ▼
Missing Census.JPG	Documents	71.24 KB	05/24/2021	Actions ▼

Add

Continue Application » Save and resume later

8) Step 3: Review

Review all your information and click [Continue Application] to continue. You can click [Edit] on the far right to make changes.

Step 3: Review

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

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

Record Type

Master Plumber or Master Plumber/Gas Fitter License

Applicant Edit

Nittymitt Markle
 Nitty's Plumbing
 5 Dakota Drive
 Hanover, PA, 17331
 Company Phone: 333-333-3333
 Cell Phone: 717-222-2222
 E-mail: Nittymitt@pa.net

License Information Edit

APPLICANT INFO

Are you Licensed through the State of Maryland?: Yes State License No: 91775
 State Expiration Date: 05/28/2022

INACTIVE STATUS

Do you desire to make your license Inactive? No Edit

Attachment Edit

The maximum file size allowed is 100 MB.
 PDF file types are preferred.

Name	Type	Size	Latest Update	Action
Plumbing Gas App (2).jpg	Documents	2.57 MB	05/24/2021	Actions ▼
Rome Colosseum.JPG	Documents	324.48 KB	05/24/2021	Actions ▼

9) Step 4: Confirmation

You have successfully submitted your application. Please allow time for it to be processed. If submitting a NEW application, a new License number will be generated for you. Once a Permits Staff person reviews your applications and approved it, you will be notified by email to log back into the portal and pay your fees so that your license can be issued. Once issued, the Permits Office will produce your License card and mail it to you.

[Home](#)
[Permits](#)
[Planning](#)

[Create an Application](#)
[Obtain a Fee Estimate](#)
[Search Applications](#)

Master Plumber or Master Plumber/Gas Fitter License

1 Applicant Information	2 Documents	3 Review	4 Confirmation
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Your application has been successfully submitted. Please allow up to 2 weeks for your application to be processed. Please print and retain a copy of this page for your records.

Thank you for using our online services.
Your license number is P-01675-M.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.