

Performing a License Renewal

- 1) Login with your Registered username or email.
If you have NOT registered, click the link "[Register for an Account](#)" to do so.
- 2) Once registered, check to be sure you have your License associated to your account.
Click "[Account Management](#)" at the top right.
Look at the License Information.

Logged in as: Zachary Grays Collections (0) [Account Management](#) Logout

To Get Started:
Click on [Permits](#) heading to search for Building, Grading, or Trade permits. Click on [Planning](#) heading to search for Development Review projects.

Search...

Permits Planning Licenses

Dashboard My Records My Account Advanced Search

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name: ZacharyGrays
E-mail: zgrays@pa.net
Password: *****
Security Question: Name of Dog

License Information

Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

If your License # displays under the License Information group and the status is Approved, you can skip the rest of section 2. If the status is Pending, you must wait until the Permits Office approves your license before doing a License renewal.

If you do NOT see your License #, click "Add a License". Enter your License Type and the License Number and click [Find License].

Updating Your Account:

Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact Permits & Inspections @ 410-386-2674.

* indicates a required field.

License Information

* License Type: * County License Number:

If the system finds your license, you will see a screen that displays the license and shows an Action where you can click "Add License to Account". Click "Add License to Account" and [OK] to associate it.

Adding a License:


License Information

Showing 1-1 of 1

License Number	Type	Name	Action
E-03363-M	Master Electrician	Zachary Grays	Add License to Account

[Search Again »](#)

You will receive a green successful message if the license was associated successfully to your account as shown below.

 **E-03363-M professional license added successfully to your public user account.**
This license must be activated before use.

Notice the message above that states "The license must be activated before use." Your License Information displays below and the Status is "Pending" until approved by the Permits Office.

License Information [Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 1-1 of 1 | [Download results](#)

State License #	License Type	Issued On	Expired Date	Status	Action	Country
E-03363-M	Master Electrician	11/20/2020	06/30/2021	Pending	Actions ▼	

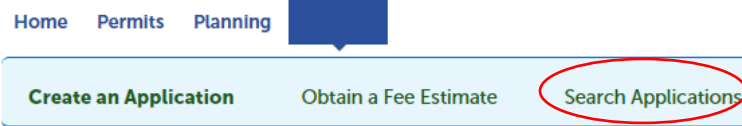
You CANNOT continue with License Renewal until your License is APPROVED by the Permits Office.

3) Click the Licenses tab.

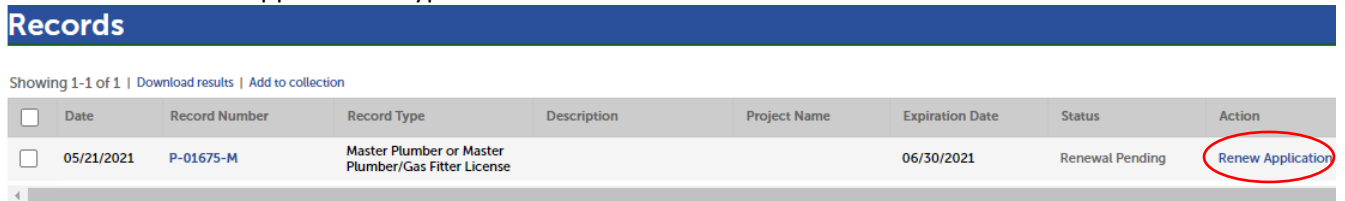
To Get Started:
Click on Permits heading to search for



4) Click on [Search Applications].

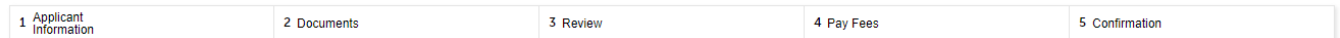


5) Click on the "Renew Application" hyperlink.



6) Step 1: Applicant Information > Contact Information.

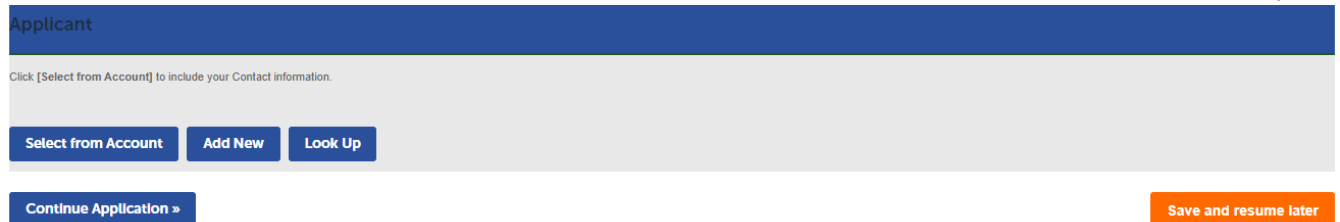
If you click the url to view the information, you can click the back arrow to get back to your application.



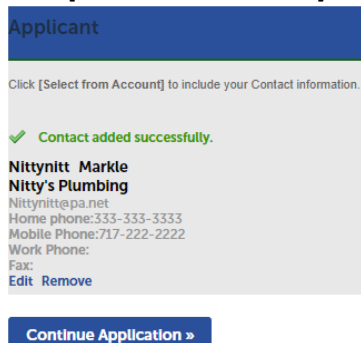
Step 1: Applicant Information > Contact Information

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

* indicates a required field.



Click [Select from Account] to pull in their Contact information.



Click [Continue Application].

- 7) 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:
91775

INACTIVE STATUS

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

Continue Application »

- 8) 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.

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 the following documents:

Master Plumber/Gas Fitter Registration or Inactive Master Registration:

- * Active Maryland Statewide Master license.
- * Copy of current Driver's license.

Gas Fitter Registration:

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

Utility Registration:

- * Copy of current Utility licenses from another county and/or from Carroll County.
- * Copy of current 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		2.57 MB	05/25/2021	Actions ▼
Rome Colosseum.JPG		324.48 KB	05/25/2021	Actions ▼
sailboat-17775.jpg		504.27 KB	05/25/2021	Actions ▼

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, click [Save], 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 Renewal

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 the following documents:

Master Plumber/Gas Fitter Registration or Inactive Master Registration:

- * Active Maryland Statewide Master license.
- * Copy of current Driver's license.

Gas Fitter Registration:

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

Utility Registration:

- * Copy of current Utility licenses from another county and/or from Carroll County.
- * Copy of current 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	05/27/2021	Actions ▼
Rome Colosseum.JPG	Documents	324.48 KB	05/27/2021	Actions ▼
sailboat-palm tree.jpg	Documents	393.34 KB	05/27/2021	Actions ▼

Add

Continue Application »

Save and resume later

9) 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](#)

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

License Information

APPLICANT INFO

Are you Licensed through the State of Maryland?: Yes
State Expiration Date: 05/28/2022

State License No: 91775

[Edit](#)

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 ▼

10) Step 4: Confirmation.

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

[Create an Application](#)

[Obtain a Fee Estimate](#)

[Search Applications](#)

Master Electrical License Renewal

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 Temporary Renewal Reference Number is REN-000174-E.

You will need this temporary renewal license number to check the status of your application. Please print a copy for your record.

Upon full payment, the Permits Office will issue your license and you will be mailed a license pocket card for proof of license. The license will be valid until June 30th of the next odd year.

[View Record Details »](#) (You must post the record in the work area.)


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. If it is a Renewal, the temporary license number will begin with REN-#.

An email should be sent to you indicating that we have received your application.

Your Renewal# REN-000109-P has been received



support@acela.com
To  Markle, Scott A

Dear Applicant,

This notification is to let you know that your Renewal# REN-000109-P has been received. Please allow up to 2 weeks for review.

Thank you.

Carroll County Permits and Inspections

Once a Permits Staff person reviews your application and approves 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 new License pocket card and mail it to you.