



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

Application for On-Site Utility Contractor License

- New
- Renewal

Fee is \$150.00

Fee is \$125.00 unless registration lapses more than 30 calendar days, then fee is \$150.00

On-Site Utility Contractor's Name _____	
Name of Company or Business _____	
Address of Company or Business _____	

Business Phone _____	Fax Number _____
Home Address _____	

Cell Phone _____	Home Phone _____
Email _____	Website _____

Washington County License Number _____	
Expiration Date _____	
Certificate of Insurance Policy Number _____ Carrier _____	
Expiration Date _____	

- There can be only one License holder per Company.
- License shall run biennially and expire June 30 of the odd calendar year. License fees shall not be pro-rated.

The following must accompany this application:

1. A copy of the current Washington County On-Site Utility Contractor License and
2. A Certificate of Insurance naming the City of Hagerstown as certificate holder
3. A photo I.D. (current valid driver's license or other photo identification)
4. Signed statement page (on reverse of this form), (if not signed in our office, then signature must be notarized)
5. Payment of fee

These statements are part of the [On-Site Utility Contractor's License Application](#). This form must be signed by the licensed applicant in person in the Department of Engineering & Permits, or the application must be notarized.

By signing below, I acknowledge:

1. I cannot allow my license to be used by a company other than indicated or for another individual.
2. I cannot begin installation of any on-site utility plumbing work prior to obtaining the required permit.
3. I agree to abide by the City of Hagerstown Plumbing Code adopted by the Mayor and Council and am aware that violations may result in re-inspection charges, a suspended license, and/or the issuance of municipal infraction citations.
4. The information contained in this application, is to the best of my knowledge and belief, true, correct, and complete.

Printed Name of On-Site Utility Contractor

Signature of On-Site Utility Contractor

Printed Name of Company or Business

Date

On this ____ day of _____, 20 ____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

(NOTARY STAMP)

Printed Name of Notary _____

Signature of Notary _____

STATE OF _____

My Commission Expires _____

COUNTY OF _____