



Talbot County Office of Permits and Inspections
215 Bay Street, Suite 3
Easton, Maryland 21601

Phone: 410-770-6840

FAX: 410-770-6843

TTY: 410-822-8735

**TWO-YEAR TRADE REGISTRATION
APPLICATION OR RENEWAL**

(Mark One) NEW RENEWAL EXPIRES _____

(Mark One) MASTER PLUMBER/GAS FITTER

GAS FITTER HVACR

Please provide information for each entry

Applicant Information:

Name (Please type or print): _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

License Information:

Talbot County License Number: _____ Class Number: _____

Maryland State License Number: _____ Expiration Date: _____

Additional Information Requested: _____

Insurance Information:

Insurance Company: _____ Agent: _____

Policy Number: _____ Policy Expiration Date: _____

Applicant's Signature

Date

Application and Renewal Requirements

NOTE: Registration Notifications will no longer be mailed. Forms are on the County Website (www.talbotcountymd.gov /Permits and Inspections/Forms), or in the Office of Permits & Inspections. Notice of renewal will appear in a local paper and on the County's website.

Thank you in advance for providing all of the necessary information. Payment is required for a Talbot County trade registration card to be issued. This registration authorizes its holder to perform professional trade work in Talbot County and must be renewed every two (2) years.

Please provide the following information:

1. A completed Registration Application.
2. A copy of your current Maryland State Trade License.
3. Copy of photo identification (driver's license, etc.).
4. A copy of the Certificate of Insurance or written proof of valid exemption, per section 462C (b), Article 56 of the *Annotated Code of Maryland*.
Note: Minimum liability insurance in effect shall be \$300,000 bodily Injury and \$100,000 property damage. The certificate of insurance must state the tradesperson's personal name, company name and address. It must also indicate the certificate holder as Talbot County Office of Permits and Inspections, 215 Bay St., Ste 3, Easton MD 21601.
Do Not have the Certificate faxed to our office.
5. The fee for the 2-year (calendar year) Registration is \$125.00 for all trades. There is no half-year fee reduction. Please make checks Payable To: Talbot County Permits and Inspections
The office does not accept cash or credit cards.

SPECIFIC TRADE INFORMATION

Be advised that all tradespersons desiring to work in Talbot County must apply for or renew a trade registration on or before January 1 of each (ODD/EVEN) numbered year in order to perform work in a two-year calendar year period. The registration will be valid for the approved 2-year calendar term, not for two years from the date of issuance. Full fee must be paid whenever application is made. There are no partial fees.

PLUMBER

All Journeymen (plumbers and/or gasfitters), along with their State License number, must be listed on a separate sheet and attached to the form. *Journeymen plumbers do not receive a registration card from the County.* Please note (under Additional Information Requested) "Journeyman List Attached". FEE FOR JOURNEYMEN IS \$10.00 EACH.

GAS FITTER

Include a copy of your State of Maryland Propane Gas Fitter or Master Plumber/Gas Fitter certificate.

HVACR

Please note on the application (under Additional Information Requested) if you are applying for: Master; Master Restricted; Heating-Forced Air Systems; Ventilation; Air Conditioning, or Refrigeration.

FUEL GAS

No additional requirements.

FEES: \$125.00 EACH* TRADE (2-year registration)

Except for Journeyman Plumbers

__ Master Plumber/Gas Fitter

__ Journeyman Plumbers (#__) - \$10.00 Each

__ Gas Fitter (Certified by State)

__ Master HVAC

__ Master HVAC (Restricted)