



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

**YEARLY TRADE REGISTRATION  
APPLICATION OR RENEWAL**

(Mark One)       NEW                       RENEWAL                      EXPIRES \_\_\_\_\_

(Mark One)  MASTER PLUMBER/GAS FITTER                       PLUMBER

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 (Permits and Inspections/Forms) or available in the Office of Permits & Inspections.**

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 year. Registrations for Plumbing, Fuel Gas and HVACR run from January 1 through December 31 of each year.

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. *Your name must be listed on the Certificate.*  
Please do not have 'automatic renewal Certificates' faxed to our office.
5. The fee for your trade registration is listed in the attached sheet (by trade).  
Please make checks payable to: Talbot County

*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 year in order to perform work in that calendar year period. The registration will be valid for the approved calendar term (Jan 1 through Dec. 31). 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".

### **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: Please check and total fee**

**\_\_ Master Plumber/Gas Fitter \$150.00**

**\_\_ Master Plumber \$75.00**

**\_\_ Journeyman Plumbers (#\_\_) - \$10.00 Each**

**\_\_ Gas Fitter (Certified by State) \$75.00**

**\_\_ Master HVAC \$75.00**

**\_\_ Master HVAC (Restricted) \$75.00**

**TOTAL FEE: \_\_\_\_\_**