



**DIVISION OF PLANNING & PERMITTING
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

To: All applicants for a Utility Contractor License in Frederick County

The attached application for a Frederick County Utility Contractor must be filled in completely by the license holder applying for the license. The license holder must sign the second page of the application before a Notary Public.

These following items are required :

1. Proof of a minimum of six (6) years of supervisory experience in the utility trade, which shall include at least one (1) of the following:
 - A) A notarized letter or certified wage records from a current or former employer; or
 - B) Substantially equivalent documentation or proof of the required experience in a form acceptable to the Frederick County Department of Permits and Inspections. (Forms enclosed w/application)
2. Copy of certificate of completion of OSHA subpart "P" in trench safety from OSHA qualified instructor or proof of a current certificate (license) from another jurisdiction obtained in an equivalent manner acceptable to the Frederick County Advisory Plumbing Board.
3. Copy of certificate of completion of OSHA requirements for confined spaces from OSHA qualified instructor.
4. A current certificate in general commercial liability insurance with limits of at least \$300,000.00 for property damage and \$100,000.00 for liability. Total amount to be \$400,000 and certificate made out to Frederick County.
5. A government issued photo id. (example – driver license). For verification purposes only, this information will not be retained.
6. A license fee of \$175.00. This fee will cover a two (2) year period and shall expire on November 13 of the odd numbered year. The fee for a new license received in the last 3 months of a license period (after August 13th and before November 13th of the odd numbered year) will pay 50% of the regular license fee. Checks must be made payable to: Frederick County.

A receipt for the fee and a Frederick County Utility Contractor license card will be processed within a few days from the date it has been received in the Frederick County Permits Office. If you have any questions, please feel free to contact (301) 600-1095.