



**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**PERMITTING & LICENSING DIVISION**  
**Business Licensing Center**  
 9400 Peppercorn Place, 1st Floor  
 Largo, Maryland 20774  
 301.883.3840 ♦ FAX: 301.883.3875



**APPLICATION FOR BUILDING CONTRACTOR'S LICENSE**  
*This application must be completed in full*

- New Application**      **Fee: \$120 + 5% Technology Fee of \$6 for a total of \$126**
- Renewal Application: Fee: \$75 + 5% Technology Fee of \$3.75 for a total of \$78.75**  
 License #: \_\_\_\_\_

All fees MUST be made payable to Prince George's County. (All Fees are NON-REFUNDABLE.)

**SECTION A — IDENTIFICATION**

Business Name: \_\_\_\_\_

Business Type (*check one*):     Proprietorship                       Partnership                       Corporation

Where Incorporated: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

If out-of-state business, furnish name, address, telephone number and job title of local representative:  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION B — OFFICERS AND OWNERS**

**President/Partner:** \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Vice President/Partner:** \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Secretary/Partner:** \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Treasurer/Partner:** \_\_\_\_\_ Ownership %: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Maryland Resident Agent:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

List any stockholders or partners holding over 10% interest in the firm. Use additional sheet if necessary.  
 \_\_\_\_\_  
 \_\_\_\_\_

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**SECTION C — REFERENCES AND FINANCIAL RESPONSIBILITY**

Applicant shall provide and attach the following:

- Current letter from a construction material supplier with credit history
- Current letter detailing your credit history from a bank or other lender from which you obtained a recent construction loan
- Current signed financial statement
- Certificate of current business liability insurance
- Current proof of New Home Warranty Security Plan
- Proof of registration from the Office of the Maryland Attorney General

Has any officer or owner ever filed for bankruptcy or insolvency?  YES  NO  
(If yes, explain on additional sheet)

**SECTION D — VIOLATIONS**

- Has firm ever had a Builders License suspended, revoked or denied?  YES  NO
- Are there any Building Code violations now outstanding against the firm?  YES  NO
- Are there any pending lawsuits or unsatisfied judgments outstanding against the firm?  YES  NO
- Has any officer been convicted of a criminal offense other than traffic violations?  YES  NO
- Have any trade-related licenses in any jurisdiction been suspended or revoked?  YES  NO

**SECTION E — EXPERIENCE (Resume Detailing Experience Required)**

Furnish in detail the experience of the firm or the qualifications of the designated personnel responsible for construction upon which the company's ability to build in Prince George's County is based:

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List most recent construction experience:

<i>Project Location</i>	<i>No. of Units</i>	<i>Type</i>	<i>Date Completed</i>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Was the above construction experience as a builder or general contractor, or was the above construction experience as a sub-contractor or employee? Explain in detail.

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List your building projects planned for the next year:

<i>Project Location</i>	<i>No. of Units</i>	<i>Type</i>	<i>Proposed Starting Date</i>

Do you have any building permit applications pending? \_\_\_\_\_

List trade licenses and license number held in other localities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION F — MEMBERSHIP IN TRADE ASSOCIATIONS**

Please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Any change in the firm’s personnel, or other change affecting the validity of this license, must be submitted in writing to the Board of Registration for Building Contractors within fifteen (15) days with all pertinent details. Failure to do so may result in revocation or suspension of license.

**I (WE) HEREBY CERTIFY THAT I (WE) ARE DULY AUTHORIZED TO MAKE AN AFFIDAVIT ON BEHALF OF \_\_\_\_\_ AND THAT THE MATTERS AND FACTS SET FORTH IN THE FOREGOING APPLICATION ARE TRUE TO THE BEST OF MY (OUR) INFORMATION AND BELIEF.**

\_\_\_\_\_  
President/Owner

\_\_\_\_\_  
Secretary/Officer

State of \_\_\_\_\_ )  
  )      SS:  
County of \_\_\_\_\_ )

**I HEREBY CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, BEFORE THE SUBSCRIBER, A NOTARY PUBLIC IN AND FOR THE FORESAID STATE AND COUNTY, PERSONALLY APPEARED BEFORE ME \_\_\_\_\_ AND \_\_\_\_\_ PERSONALLY WELL KNOWN TO ME (OR SATISFACTORILY PROVEN) TO BE THE PERSON WHOSE NAMES ARE SUBSCRIBED TO THE WRITTEN INSTRUMENT AND DID EACH ACKNOWLEDGE THE AFOREGOING AFFIDAVIT TO BE THEIR ACTS.**

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



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**LIST OF NEW HOME WARRANTY SECURITY PLANS  
APPROVED BY THE STATE OF MARYLAND**

Under the Real Property Article Title 10, Subtitle 6, Annotated Code of Maryland

**QUALITY BUILDERS WARRANTY CORPORATION**

325 North Second Street  
Wormleysburg, Pennsylvania 17043  
1-717-737-2522

**RESIDENTIAL WARRANTY CORPORATION**

5300 Derry Street  
Harrisburg, Pennsylvania 17111-3598  
1-800-247-1812

**HOME BUYERS WARRANTY**

2675 South Abilene Street  
Aurora, Colorado 80014-2300  
1-800-488-8844

**PROFESSIONAL WARRANTY SERVICE CORPORATION**

P.O. Box 800  
Annandale, Virginia 22033  
1-703-750-2701

**BONDED BUILDERS HOME WARRANTY ASSOCIATION**

2201 Corporate Blvd. NW, #100  
Boca Raton, Florida 33431  
1-800-749-0381

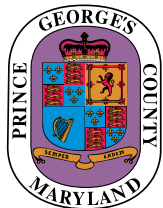
**COLUMBIA NATIONAL RISK RETENTION GROUP, INC. (RYLAND HOMES)**

100 Bank Street, Suite 610  
Burlington, Vermont 05401  
1-802-864-2751  
1-800-638-1768

**AMERICAN eWARRANTY**

6360 Flank Drive, Suite 700  
Harrisburg, Pennsylvania 17112  
1-717-526-2090

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## **BUILDING CONTRACTOR'S LICENSE REQUIREMENTS**

***Incomplete applications will be returned.***

All supporting documentation must be consistent with the name of the business listed on the application. Complete the attached application, have it notarized and return with the following:

- Letter from construction supplier with credit history.
- Letter from construction lender/bank with credit history.
- Current signed financial statement (no more than a year old).
- Current original certificate of insurance for comprehensive business liability made out to Prince George's County with complete address (faxes are not acceptable).
- Current proof of enrollment in an approved new home warranty security plan (faxes are not acceptable). Acceptable warranty companies are listed.
- All applicants are required to submit proof of registration from the Office of Maryland Attorney General regarding the Maryland Home Builders Registration Act. Confirmation letter required (call 1-877-259-4525 for more information).
- Résumé detailing experience (required for all applications).
- Filing fee of **\$126 for new license and \$78.75 for license renewal, including a 5% Technology Fee**. All fees MUST be made payable to Prince George's County. (Fees are NON-REFUNDABLE.)

ALL NEW APPLICATIONS ARE REVIEWED AND APPROVED BY THE BOARD OF REGISTRATION FOR BUILDING CONTRACTORS.



**PLAN TO  
SUBMIT YOUR  
APPLICATION  
EARLY!**

**ALL APPLICATIONS MUST BE RECEIVED BY THIS OFFICE BY THE CLOSE OF BUSINESS ON THE LAST DAY OF EACH MONTH IN ORDER TO BE FORWARDED TO THE BOARD FOR REVIEW. THE BOARD MEETS ON THE SECOND (2ND) TUESDAY OF THE FOLLOWING MONTH.**

Questions or comments may be directed to the Business Licensing Center at (301) 883-3840.

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