


Renewal Instructions for Baltimore County License/Certificate for Plumbing, Gas, Disposal, Drain & Sewer, Liquid Propane and Utility Contractors

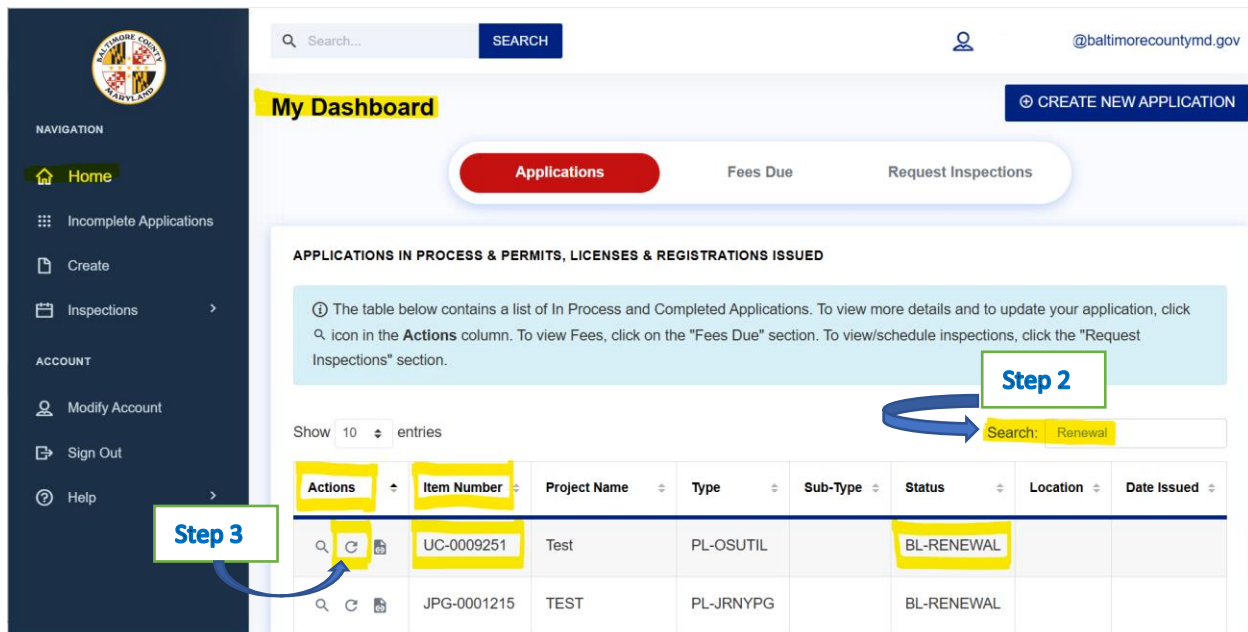
Applicants who are renewing a Baltimore County License/Certificate, must do so during the open renewal period.

- The renewal period for Utility Contractors ONLY begins on **February 24, 2025**.
- The renewal period for Plumbing, Gas, Disposal System, Drain & Sewer and Liquid Propane contractors begins on **March 17, 2025**.


All renewals must be completed online, by the Licensee only, using your existing license number.

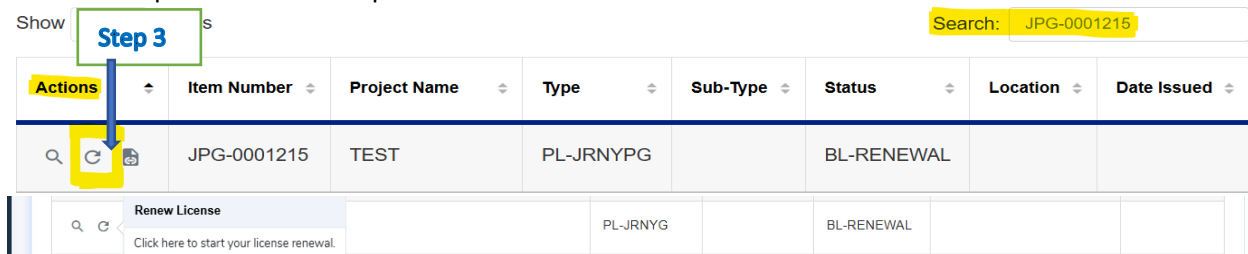
To Renew your Baltimore County License or Certificate please follow the steps below.

1. Log into your Baltimore County online [Portal](#) 
 - All renewals must be completed online, by the Licensee only
 - You must log in using the User ID/email address used to create the Poral Account
2. Locate your License record
 - On the Home screen/My Dashboard, use the search function on the right side, as shown below, to enter your License # or the word "Renewal". **DO NOT create a new application.** You MUST renew using your existing license #.



The screenshot shows the 'My Dashboard' interface. A search bar on the right contains the word 'Renewal', highlighted with a yellow box and labeled 'Step 2'. Below the search bar is a table titled 'APPLICATIONS IN PROCESS & PERMITS, LICENSES & REGISTRATIONS ISSUED'. The table has columns for Actions, Item Number, Project Name, Type, Sub-Type, Status, Location, and Date Issued. Two rows are visible: one for 'UC-0009251' and another for 'JPG-0001215'. The 'Status' column for both rows shows 'BL-RENEWAL', which is highlighted with a yellow box. A 'Step 3' callout box points to the 'Actions' column of the first row, specifically to a circular refresh icon.

3. Once your License shows on the list, click on the renewal icon  (a circle with an arrow) to complete the renewal process.



This close-up screenshot shows the search bar with 'JPG-0001215' entered. Below it, the table row for 'JPG-0001215' is highlighted. A yellow box labeled 'Step 3' is positioned over the circular refresh icon in the 'Actions' column. Below the table, a 'Renew License' button is visible, with the text 'Click here to start your license renewal.'

4. Review and update your information
 - All information on file with the Baltimore County Plumbing Inspections office will be prepopulated in your renewal application.
 - Verify that all information is accurate and only update as needed.
 - i. Update all necessary information
 - Applicant, including emails, postal address and phone number
 - Proxy, including emails and phone number for each designated proxy.
 - Business, address, email and phone numbers
 - a. **NOTE:** if your business name or the company you are working for has changed, you need to submit a **notarized** letter documenting the change. Contact the Plumbing and Gasfitting Inspections Division for additional information, at 410-887-3620 or via email to paiplumbinginspections@baltimorecountymd.gov
5. Upload required documents
 - Documents required when submitting your renewal
 - i. **Certificate of Insurance (COI)**
 - Current COI must be submitted for all renewals from all contractor, Plumbing, Gas, Disposal, Drain & Sewer and Liquid Propane, Onsite Utility contractors.
 - **Certificate of Insurance (COI)** must list, License holder as insured **and** Baltimore County as an additional insured.
 - ii. **Pre-Qualification Certification (For Onsite Utility Contractor ONLY)**
 - Current Pre-Qualification Certification must be attached with your renewal. Please contact the Construction Contracts Division at DPWT (410-887-3531) for information on updating your Pre-Qualification certificate or visit the webpages below.
<https://www.baltimorecountymd.gov/departments/public-works/engineering/contracts> ;
https://www.baltimorecountymd.gov/files/Documents/Public_Works/contracts/prequalificationpacket.pdf
6. Renewals received after the license/certificate has expired, will incur a late fee.
7. Renewals won't be accepted before the renewal period begins.
8. Renewals submitted without the required documents will be rejected.

Public kiosks are available for use in the County Office Building, 111 West Chesapeake Avenue, Room 100 and Room G24, Towson, Maryland 21204.

You may reach the Plumbing and Gasfitting Inspections office via phone at 410-887-3620 during the hours of 9:30 AM -2:30 PM or via email to paiplumbinginspections@baltimorecountymd.gov