

Online Plumbing and Mechanical License/Registration Renewal Procedures

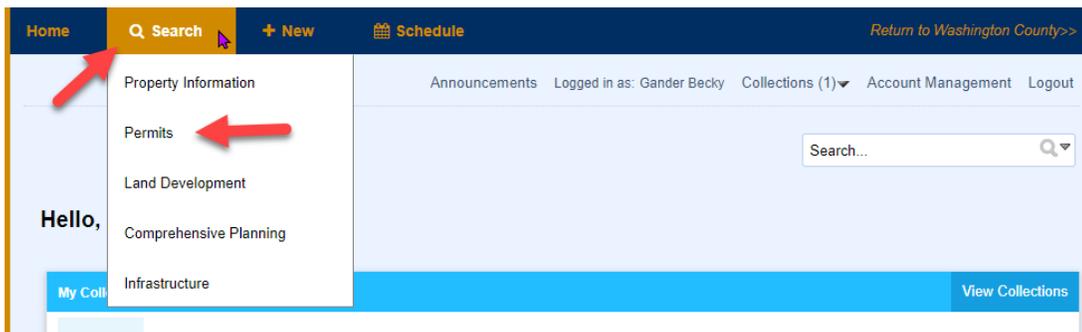
Plumbing licenses and registrations are renewed online through the Citizen Access portal every two years. Renewals expire May 31st of the renewal year.

Renewal notifications will be sent via email to the email address associated with each license/registration.

Renewal fees are based on the license/registration type and whether the applicant is a county resident or non-resident. Fees will automatically be assessed once the renewal notifications have been sent. A late fee of \$100 will be assessed for any renewals received after May 31st and until August 31st.

To complete the renewal process, licensed contractors can follow these steps:

- **Login or Set Up an Account:** Licensed contractors will renew online through the Citizen Access portal - <https://aca-prod.accela.com/WASHCOMD/Default.aspx>.
- If they do not already have an account, one will need to be set up to proceed with the renewal. A User Guide is available to assist with this process at <https://www.washco-md.net/wp-content/uploads/Citizen-Access-User-Guide.pdf>.
- **Renewal and Payment:** The license/registration number can be retrieved by using the Search feature for Permits.



The license/registration number should appear at the top of your list of permits and should have a status of “Ready for Renewal”. Click on the blue link for “Fees Due” and proceed with payment.

Records

Showing 1-10 of 34 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Project Info	Status	Related Records	Action
<input type="checkbox"/>	03/25/2024	PL-M-1050	Plumbing Master Licenses			Ready for Renewal	0	Pay Fees Due
<input type="checkbox"/>	02/26/2024	2024-00863	Non-Residential New Construction Permit	13701 MAUGANSVILLE Road 5 Maugansville MD 21767	Commercial	Review	2	
<input type="checkbox"/>	10/31/2023	2023-05634	Residential New Construction Permit	5107 TOYER Road KEEDYSVILLE MD 21756	Storage Building	Closed	1	

(Note: If you do not see the license/registration number listed, you can manually search for it by scrolling down the page and entering the number in the Record Number field under General Search and clicking the Search button at the bottom of the page).

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Tax Account ID
- Record Information

Select the search type from the drop-down list.

General Search

Record Number: Record Type:

Project Name:

After you click on Search, the individual record will show up. Click on the Payments Tab and Fees and proceed with payment.

Record PL-M-1050: [Add to collection](#)
Plumbing Master Licenses
Record Status: Ready for Renewal

Record Info ▾ Payments ▾
Fees

Fees will automatically be assessed based on the license/registration type and whether a county resident or non-resident. Click on the Continue Application button.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Licensing Master Resident	1	\$50.00

TOTAL FEES: \$50.00
Click Continue Application to pay fees.

Continue Application >

Enter the payment information and click on the Submit Payment button at the bottom of the page.

Please select a payment method and then fill in all required information.
The available payment methods are:

- * Visa
- * Mastercard

Payment Options

Amount to be charged: \$50.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

--Select--

* Name on Card: * Exp. Date:

01 2024

Credit Card Holder Information:

Auto-fill with

Country:

United States

* Street Address:

* City: * State: * Zip:

--Select--

* Phone:

E-mail:

Submit Payment »

Once payment has been successfully submitted, a green banner will appear stating the fee has been paid and the license/registration status will change to "Approved". You can print the receipt by clicking on the **Print/View Receipt** button.

Record Issuance

You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records.

You will need this number to check the status of your application.

[Print/View Record](#)
[Print/View Receipt](#)



Washington County
 Division of Permits and Inspections
 80 West Baltimore Street
 Hagerstown, Maryland 21742
 Phone: 240-313-2460

Date: 3/25/2024

RECEIPT

Permit Number: PL-M-0927
Permit Type: Plumbing Master Licenses

Receipt #	Payment Date	Payer	Payment Method	Amount
250220	3/25/2024	test	Credit Card	\$50.00
250221	3/25/2024	test	Credit Card	\$50.00
TOTAL PAID:				\$100.00

Invoice	Fees	Fee Amount	Paid
225355	Licensing Master Resident	\$50.00	\$50.00
225356	Licensing Master Resident	\$50.00	\$50.00
		\$100.00	\$100.00

Records

Showing 1-10 of 34 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Project Info	Status	Related Records	Action
<input type="checkbox"/>	03/25/2024	PL-M-1050	Plumbing Master Licenses			Approved	0	
<input type="checkbox"/>	02/26/2024	2024-00863	Non-Residential New Construction Permit	13701 MAUGANSVILLE Road 5 Maugansville MD 21767	Commercial	Review	2	

- **License/Registration Cards:** Contractors can print their card by clicking on the “Print/View Record” button.

Record PL-M-0792: [Add to collection](#)
Plumbing Master Licenses
 Record Status: **Approved**

Record Info ▾ Payments ▾

Work Location

Record Details

<p>Applicant: Becky Gander 747 Northern Avenue Hagerstown, Maryland, 21740 rgander@washco-md.net</p>	<p>Licensed Professional: Becky Gander 747 Northern Avenue Hagerstown, MD, 21740 Contractor PL-M-0792</p>
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▶ [More Details](#)

[Print/View Record](#) 



WASHINGTON COUNTY PLUMBING & HVAC BOARD
 747 Northern Avenue | Hagerstown, MD 21742-2723 | P: 240.313.2460 | F: 240.313.2461 | Hearing Impaired: 7-1-1

PLUMBING LICENSE CARD

This is to certify that:

Becky Gander

 747 Northern Avenue

 Hagerstown Md 21740

PL-M-0792

License No.

 05/31/2026

Expiration Date

Valid only if Insurance is current

Has been issued a(n) **Master** License for Washington County, MD.



 Clerk To The Board

- **Late Renewals:** After May 31st, any licenses/registrations that have not been renewed will be automatically classified as “Expired”. The grace period for renewals extends until August 31st. Any licenses/registrations not renewed by that date will be marked as “Void”.