

City of Rockville
Department of Community Planning and Development Services
Inspection Services Division
240-314-8240 / 240-314-8265 (Fax)



Requirements for Trade Letters

All trade applications must be with the commercial building application. If at the time of application, the contracted trade is undetermined, the trade application(s) will be completed by the design professional and turned in with the building permit application.

Prior to the release of the building permit, each contractor must submit a **letter** to the Inspection Service Division stating that they have been awarded the contract for the project.

The following information is required:

1. Must be on the master's company **letterhead**.
2. Only an **original** letter with an original signature by the master will be accepted. (no copies, faxes or email)
3. Must include the **street address** for the project and **building permit application** number.
4. Must include the applicable state, county or city **license** number.

Original letters can be mailed or hand carried to the address shown above.

SAMPLE:

Month, date, year

Re: BLD20??-????? (Building permit application number)

To Whom It May Concern:

_____ (name of plumbing/mechanical/electrical or gas company) has been awarded the contract for _____ (property address including, suite number) to perform _____ (electrical/plumbing/gas/mechanical) work. We have a valid license to perform this work. Our (state, county, city) license number is _____.

Signed,
(Master's signature)

Revised 11/29/10