



City of Rockville, Maryland  
111 Maryland Avenue, Rockville, MD 20850-2364  
Planning and Development Services Works 240-314-8240  
Email: [permits@rockvillemd.gov](mailto:permits@rockvillemd.gov)

## **MGO Requirements for Trade Letters**

All trade applications must be submitted 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 or permit applicant and turned in with the building permit application.

**Prior to the release of each trade permit, the applicant or general contractor (if listed at the time of application) must upload a trade letter to their project stating the name of the trade contractor who has been awarded the contract for the project. Until this has been completed, the trade contractor will not have access to the project.**

**Each trade contractor needs to create an MGO account in order to access the project. You need to provide the verified phone number from the trade contractor's MGO Account. Please ask trade contractor for said phone number if you do not know it.**

**The following information is required:**

1. Must be on the master's company **letterhead**.
2. Must be signed by the appropriate master tradesmen along with their printed name.
3. Must include the **street address** for the project and **MGO project number**.
4. Must include the applicable state, county, or city license number.
5. Must provide verified number used to create the MGO account

Contractor Name - \_\_\_\_\_

Contractor Email Address - \_\_\_\_\_

Contractor Verified Phone Number\* - \_\_\_\_\_

Completed letters must be uploaded to the MyGovernmentonline.org (MGO) project. When uploading into MGO, the file name shall be as follows: (Electrical/Plumbing/ Mechanical/Gas) trade letter for 202X-(number) (Permit Type). Scanned letters must be in a PDF format.

**To upload the letter:**

1. Go to [www.mygovernmentonline.com](http://www.mygovernmentonline.com) and log in
2. Click My Account
3. Scroll down to My Permits
4. Find the permit and click View Permit to open it
5. Make sure you are on the Overview tab when permit is open
6. Scroll down to Customer Documents
7. Click Add New File and upload the letter
8. Within 24-48 hours of receiving the uploaded document in MGO, the Permit Technician will add the contractor to the project and send a confirmation email to the contractor.

SAMPLE:

Month/date/year

Re: 2022-111-TEN (MGO Project 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 \_\_\_\_\_.

Email address \_\_\_\_\_(example: [johnsmith@hello.com](mailto:johnsmith@hello.com))

Verified Phone number: \_\_\_\_\_ (example: 301-867-5309)

Signed,

(Master's signature)

(Master's printed name)

Revised 8/12/22