



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

Sample Trade Award Letter

TRADE CONTRACTOR

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 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 Connect account to access the project. You need to provide the verified phone number and/or email from the trade contractor's MGO Connect 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 Mailing Address (If different from Letterhead Address) - _____
Contractor Email Address - _____
Contractor Verified Phone Number* - _____

Completed letters must be uploaded to the MGOConnect.org (MGOC) 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.

SAMPLE TRADE LETTER:

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 _____. The license expiration date is _____.

Email address _____ (example: johnsmith@hello.com)
Verified Phone number: _____ (example: 301-867-5309)

Signed,
(Master's signature)
(Master's printed name)

Revised 2/13/23



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Sample General Contractor Award Letter

GENERAL CONTRACTOR

All commercial applications and applicable residential applications must indicate a general contractor on the application. If at the time of application, the general contractor is undetermined, **prior to the release of a building permit, the applicant must upload a letter to their project stating the name of the general contractor who has been awarded the contract for the project. Until this has been completed, the general contractor will not have access to the project.**

The general contractor needs to create an MGO Connect account to access the project. You need to provide the verified phone number from the general contractor's MGO Connect Account. Please ask the general contractor for said phone number if you do not know it.

The following information is required:

1. Must be on the general contractor's company **letterhead**.
2. Must be signed by the appropriate general contractor 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: (general contractor) letter for 202X-(number) (Permit Type). Scanned letters must be in a PDF format.

SAMPLE GENERAL CONTRACTOR LETTER:

Month/date/year

Re: 2022-111-TEN (MGOC Project Number)

To Whom It May Concern:

_____ (name of contractor) has been awarded the contract for _____ (property address including, suite number) to act as the general contractor for the project. We have a valid license to perform this work. Our (state of Maryland or MHIC for residential) license number is _____. (A copy of the license should be included). The license expiration date is _____.

Email address _____ (example: johnsmith@hello.com)

Verified Phone number: _____ (example: 301-867-5309)

Signed,

(General Contractor's signature)

(General Contractor's printed name)

Revised 2/13/23