



Adding Tradesman/General Contractor/Other Associated to a Commercial Project

Please note: Our newly launched streamlined process now enables you to add yourself to commercial projects if you were not included at the time the original application was submitted.

What You'll Need to Provide

- Your role.
- Either your name and contact information, or the name and contact information of the person you are requesting to add.
- License number.
- Expiration dates.
- Project number and address.

Account Requirements

To be added to the project:

- Each individual must create their own MGO account or group account to be shared.
- You must provide the verified phone number and email associated with that account.
- Access cannot be granted until this information is submitted and verified.
- If you are adding someone else and do not know their verified phone number or email, you must obtain it before they can be added.

Processing Time

Please allow 3 days for processing and verification of all submitted information.

Steps to Add a Tradesman/Contractor/Other Associated People

1. Go to rockvillemd.gov/mgoconnect.
2. Select Apply for a Commercial Permit.
3. Choose Submission to an Existing Project.
4. Select Commercial Permits - Add Contact.
5. Enter the Project Number or Project Address.
6. Click Search.
7. Open the Project.