



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

Sample General Contractor Award Letter - Residential Only!

GENERAL CONTRACTOR

For applicable residential applications a general contractor must be indicated 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 4/6/26