



County Commissioners:

James J. Moran, At Large
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Philip L. Dumenil, District 3
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Telephone: (410) 758-4088
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Memo To: All Queen Anne's County Electricians
From: Kendall Larrimore, Electrical Board Clerk
Date: May 15, 2025
Subject: Electrical Registration/License Renewal for July 1, 2025 – June 30, 2027

Your electrical registration/license for Queen Anne's County will expire on June 30, 2025. Please complete the application form along with the information outlined below. **Please submit the following by June 30, 2025**, to avoid late fees.

A. NEW: Submit Your Application Online!

- I. To streamline the renewal process, we strongly encourage all electricians to submit their renewal applications and required documents through our online portal. This portal ensures that your documents are safely delivered and makes the application process seamless.
- II. Visit the **Citizens Self Service Portal** to submit your application today! For assistance, please refer to the "How to Guide."

B. Master Electrician's Required Documents:

- I. Completed application
- II. Copy of Maryland Electrical License
- III. Copy of Certificate of Insurance:
 - Queen Anne's County Board of Electrical Supervisors listed as the Certificate Holder
 - The electrician's name must appear on the certificate. (**Note:** Your Queen Anne's County registration is issued to the individual, not a company.)
 - General liability insurance of at least \$300,000 and property damage insurance of at least \$100,000.
- IV. The registration fee of \$100 which can be paid online once an invoice is generated or mail in a check made out to *Queen Anne's County Commissioners* to the address above.

C. Restricted Electricians (Low Voltage) Required Documents:

- I. Completed application
- II. Copy of License from your home county
- III. Copy of Certificate of Insurance:
 - Queen Anne's County Board of Electrical Supervisors listed as the Certificate Holder
 - The electrician's name must appear on the certificate. (**Note:** Your Queen Anne's County license is issued to the individual, not a company.)
 - General liability insurance of at least \$300,000 and property damage insurance of at least \$100,000
- IV. Copy of your certificate for completing 5 hours of continuing education. The continuing education certificate **must be dated July 2023 to present**. Certificates will only be accepted from providers approved by the State Board.
- V. Letter of Good Standing (if you are an out-of-county electrician)
- VI. The license fee of \$100 which can be paid online once an invoice is generated or mail in a check made out to *Queen Anne's County Commissioners* to the address above.

D. Shelving Your Registration

- I. If you wish to shelve your Master Registration or Restricted License, making it inactive in Queen Anne's County, please mail a check for \$50, made payable to *Queen Anne's County Commissioners*, along with your application. **Please note:** Shelving your registration will allow you to avoid late fees should you choose to activate your registration after June 30, 2025.

E. Note

- I. **Any application post marked, emailed, or submitted online after June 30, 2025, will be assessed a \$50 late fee plus \$3 per day up to 60 days.**
- II. If you choose not to use the online portal, completed applications can be emailed to PNZLicenses@gac.org or mailed to the address listed above.

If you have any questions, please feel free to give me a call at 410-758-4088 or email KLarrimore@gac.org.

Remember, it is your responsibility as the registration or license holder to provide the required information to renew your credentials. **Incomplete applications will result in processing delays.**