



**City of Annapolis**  
Department of Planning and Zoning  
145 Gorman Street Fl 3  
Annapolis, MD 21401-2529

[Permitting@annapolis.gov](mailto:Permitting@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## **Owner as Contractor Form**

### **IMPORTANT INFORMATION ABOUT HOME IMPROVEMENT CONTRACTORS**

#### **WARNING**

**Maryland State Law** provides protection for homeowners through licensing and regulating home improvement contractors by the Maryland Home Improvement Commission.

It is a crime in this state for any person to engage in or transact any home improvement business, or hold himself out to the public as doing home improvement business, unless he/she is licensed by the Maryland Home Improvement Commission (MHIC). The provisions of this state law may be waived by agreement.

Engaging in the home improvement business without obtaining a MHIC license is punishable by a fine not exceeding \$5,000.00 or imprisonment not exceeding two (2) years, or both. It is also a violation of the law for contractors to hire unlicensed subcontractors or salespersons.

For information concerning the Maryland Home Improvement Commission, including whether a person is licensed and his record with the MHIC, call (410) 230-6309 or 1-888-218-5925. Visit our website at <http://www.dlir.state.md.us> and click on Occupational and Professional Licensing.

**LIABILITY INSURANCE** – All contractors are required to maintain \$50,000 liability insurance. Homeowners should be provided with a copy of the current insurance certificate at the time of contract.

**BUILDING PERMITS** – Certain home improvement work requires a building permit issued by your local Permit & Inspections Office. Failure to obtain necessary permits may result in your job being shut down by local building inspectors.

**MHIC LICENSE NUMBERS ON VEHICLES** – Contractors and subcontractors must conspicuously display their MHIC license numbers on all vehicles used either by the licensee or under the licensee's direction and control for the performance of home improvement work.

#### **Article – Business Regulation**

##### **§8-504.**

**Except for a permit for a home improvement to be performed by a property owner, the building and permits department of a county or a municipal corporation may not issue a permit for a home improvement unless the permit includes the license number of a licensed contractor.**

## Article – Business Regulation

### §8-101 (g).

(1) “Home improvement” means:

- (i) the addition to or alteration, conversion, improvement, modernization, remodeling, repair, or replacement of a building that is used or designed to be used as a residence or a structure adjacent to that building or
- (ii) an improvement to land adjacent to the building.

(2) “Home improvement” includes:

- (i) construction, improvement, or replacement, on land adjacent to the building, of a driveway, the shelter, fence, garage, landscaping, porch, or swimming pool;
- (ii) connection, installation, or replacement, in the building or structure, of a dishwasher, disposal, or refrigerator with an icemaker to existing exposed household plumbing lines;
- (iii) installation, in the building or structure, of an awning, fire alarm, or storm window;
- (iv) work done on individual condo units.

(3) “Home improvement” does not include:

- (i) construction of a new home;
- (ii) work done to comply with a guarantee of completion for a new building project;
- (iii) connection, installation, or replacement of an appliance to existing exposed plumbing lines that requires alteration of the plumbing lines;
- (iv) sale of materials, if the seller does not arrange to perform or does not perform directly or indirectly any work in connection with the installation or application of the materials;
- (v) work done on apartment buildings that contain three or more single-family units; or
- (vi) work done on the commonly owned areas of condominiums; or
- (vii) a shore erosion control project.

### **Types of work requiring a Maryland Home Improvement license**

(Not all inclusive)

Acid Cleaning	Glaziers	Sandblasting
Acoustical Treatment	Grating-Floor-Steel-Aluminum	Screens-Doors & Windows
Awnings	Guards-Doors & Windows	Sealants-Decks & Driveways
Bathrooms	Hot tubs-Permanent	Driveways
Bricklaying	House Movers	Shower Bath Enclosures
Cabinet Installation	Insulation	Sidewalks
Carpentry	Iron, Ornamental	Siding
Carports	Jalousies	Sink & Countertops
Caulking	Kitchen Cabinets	Skylights
Ceilings	Landscaping	Sod (when landscaping)
Chimneys	Linoleum	Solar Systems
Club Rooms	Marble	Stained Glass
Decks	Painting	Stairs
Doors	Paneling	Stone-Cast
Driveways	Patios	Stone Masonry
Dry Walls	Paving	Storm Window & Doors
Excavating	Piers	Stucco
Fallout Shelters	Plastering	Swimming Pools
Fences	Plumbing fixtures- dishwashers etc.	Tile
Fire Alarm Systems	Pointing	Terrazzo
Fire Escape	Porch Enclosures	Wallpapering
Fireplaces	Radon Gas Mitigation	Wall Coverings
Flagstone	Railings	Waterproofing



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## Owner as Contractor Form

Submit this form along with the Permit Application.

Please print:

From Owner \_\_\_\_\_ Date \_\_\_\_\_

RE:

Building Site address \_\_\_\_\_

Please be advised that I/we have listed my/our name(s) as the CONTRACTOR on the permit application to perform the subject work at the above building site address.

I/we have received (attached) the following information:

- a. State of Maryland requirements concerning licensing of home improvement contractors.
- b. List indicating the type of home improvement work requiring a license.
- c. I/we will be physically doing the subject construction work on site such as concrete, carpentry, drywall, etc.
- d. I/we understand that I am not allowed to perform electrical, mechanical or plumbing work and that, as the contractor of record, it is my responsibility to confirm that all sub-contractors are properly licensed by the State of MD.
- e. I/we understand that acting as the contractor; I/we will be on site for various inspections and resolving any construction or inspection issues and be responsible for the subject project.

I/we will comply with Maryland State Law, applicable Building Codes, the Code of the City of Annapolis and the above referenced items.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR CITY USE ONLY

Issued by \_\_\_\_\_ Date \_\_\_\_\_ Permit number \_\_\_\_\_