



*Licensing Division, MS 6006
Department of Inspections and Permits
2664 Riva Road, Annapolis, MD 21401
Telephone: (410) 222-7788
Fax: (410) 222-4488
www.aacounty.org*

APPLICATION FOR HVAC/R LICENSE – RECIPROCAL

State License Number _____

Name _____ License No. _____
LEAVE BLANK

Home Address _____ Home Phone _____
_____ Zip _____

Firm _____ Firm Phone _____

Firm Address _____
_____ Zip _____

Business E-mail Address _____

Have you ever held a HVAC license in Anne Arundel County prior to this application? _____
If so, please provide the license number here _____.

Are you a U. S. Citizen? YES NO If no, attach a copy of your employment authorization card.

INSTRUCTIONS

1. Applicants for the Anne Arundel County license must hold an active (insured) State license. If not, you must apply for an Inactive license.
2. Enclose a check or money order payable to Anne Arundel County, Maryland. The fee for an inactive license is \$35. The fee for an active license is \$85.
3. For an active license you must enclose a Certificate of Liability Insurance naming ANNE ARUNDEL COUNTY AS A CERTIFICATE HOLDER. Limits of liability are \$300,000 bodily injury and \$100,000 property damage. Show proof of Workers Compensation.
4. Enclose a copy of your current State of Maryland HVAC/R license.

Return to:

ANNE ARUNDEL COUNTY
INSPECTIONS & PERMITS, LICENSE SECTION MS 6006
2664 RIVA ROAD, ANNAPOLIS, MD 21401

Signature of Applicant

Date

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION