



**MONTGOMERY COUNTY GOVERNMENT
OFFICE of CONSUMER PROTECTION**

100 Maryland Avenue, Room 3600
Rockville, Maryland 20850
240-777-3636 (Office)
240-777-3468 (Fax)
<http://montgomerycountymd.gov/ocp>



Ensuring Integrity
in our Marketplace

**NEW HOME BUILDER REGISTRATION
APPLICATION CHECKLIST**

(This checklist should be completed and submitted with the application)

- 1. **New** Registration Application
OR
 Renewal Registration Application
- 2. Maryland Home Builder Registration #: _____
- 3. Montgomery County Government Fee (\$805) **Check#:** _____
- 4. State of Maryland Guaranty Fund Fee (\$250) **Check#:** _____
- 5. State Department of Assessments and Taxation (SDAT) ID#: _____
 SDAT is in Good Standing
- 6. All Sections (A-G) Completed (write "N/A" for all items that are not applicable)
- 7. Application Signed and Dated
- 8. Certificate of Insurance (\$500,000 minimum)
OCP must be listed as Certificate Holder
- 9. Mailing Address *(if different from Business Address)*

NOTE:

Applications missing any of the items on this checklist are considered **INCOMPLETE and will not be processed and will be discarded.**

FOR NEW APPLICATION ONLY

- 10. Three (3) Material Suppliers/Credit References
- 11. Letter from Bank (on Bank letterhead)
- 12. Resume
- 13. Copy of any additional Builders Licenses or Registrations



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NEW HOME BUILDER REGISTRATION

Formerly Building Contractors License Application

New Registration

Renewal Registration

Registration #: _____

Expiration Date: _____

Maryland Home Builder

Registration #: _____

(Required to waive \$250 Guaranty Fund Fee)

- *New and renewal registrations expire **two (2) years** from date of issuance.*
- *A non-refundable, non-waivable registration fee in the amount of **\$805** is required for every registration.*
- *A non-refundable, non-waivable State Guaranty Fund fee in the amount of **\$250** is required for every registration, **unless the applicant is currently registered with the Maryland Home Builder Registration Unit.***

Registration Fees **MUST** be paid by check or money order payable to "Montgomery County, MD"

Guaranty Fund Fees **MUST** be paid by check or money order payable to "Office of the Attorney General"

BOTH PAYMENTS MUST ACCOMPANY THE REGISTRATION APPLICATION

SECTION A – IDENTIFICATION

Your Application will not be Complete if any Information in this Application is Omitted or Incorrect.

Business Type: Corporation Limited Liability Company Partnership Sole Proprietor

Business Name: _____

Business name MUST match the name listed on the corporate documents and the certificate of insurance.

Other Names: _____

*List **ALL** other names under which the applicant does business, including trade names.*

Business Address: _____

Business Phone #: _____ **Business Email:** _____

Mailing Address: _____

Only if different than Business Address.

SECTION B – BUSINESS OWNERSHIP INFORMATION

Changes in ownership or owner address **MUST** be reported to OCP within 30 days of change.

I. **CORPORATION AND LIMITED LIABILITY COMPANIES**

Complete this section if your home building business is formed as a **CORPORATION** or **LIMITED LIABILITY COMPANY(LLC)**.

NAME OF CORPORATION/OR LLC: _____

State of Incorporation / Organization: _____ Date of Incorporation / Organization: _____

Federal Employer Identification Number (FEIN): _____

Address: _____

Phone #: _____ Contact Email Address: _____

MARYLAND RESIDENT AGENT (Full name): _____

Address: _____ Phone #: _____

COMPLETE ONLY FOR LIMITED LIABILITY COMPANIES

If the LLC has an Operating Agreement identifying a Managing Member, provide a copy of the section of the agreement which identifies the Managing Member and identify below. If no Operating Agreement list all members of the LLC.

LLC MANAGING MEMBER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

PRESIDENT / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

VICE PRESIDENT / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

TREASURER / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

SECRETARY / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

List all other persons, officers, members, entities holding more than a 10% interest in the business. Use Supplement B if necessary.

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

II. **PARTNERSHIP**

Complete this section if your home building business is formed as a **PARTNERSHIP**. Provide the names of all partners holding more than a 10% partnership interest. If the partnership is a limited partnership, identify the general partner.

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

GENERAL PARTNER (if applicable): _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

III. **SOLE PROPRIETOR**

Complete this section if your home building business is a **SOLE PROPRIETOR**.

FULL NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____

SECTION C – BUILDER DESIGNEE

Changes in Builder Designee **MUST** be reported to OCP within 30 days of change.

The Builder Designee must be an individual designated by your home building business that is a partner, officer, director, or manager of your homebuilding business and is the individual responsible for on-site building activity. This individual must be authorized by you to enter into binding agreements on behalf of the homebuilding business. A sole proprietor is automatically the Builder Designee.

NAME OF BUILDER DESIGNEE: _____

Business Address: _____

Home Address: _____

Business Phone #: _____ Business Email: _____

Home Phone #: _____ Personal Email: _____

SECTION D – LEGAL ACTION OR INTEREST IN OTHER HOME BUILDING ENTITIES

Your Application will not be Complete If any Information in this Section is Omitted.

- 1) Has this business or any individuals or companies named in Section B, had any interest in any other new home building companies in Montgomery County or any other jurisdiction in the past ten years?
Yes **No** *(If yes, please list their names and the companies involved in Supplement D)*

- 2) Has this business or any individuals or companies named in Section B, had any building or construction related license suspended, revoked, surrendered, or not renewed for cause in Montgomery County or any other jurisdiction?
Yes **No** *(If yes, please explain in Supplement D)*

- 3) Does this business or any individuals or companies named in Section B, have any unresolved Consumer Protection complaints pending in Montgomery County or any jurisdiction?
Yes **No** *(If yes, please explain in Supplement D)*

- 4) Does this business or any individuals or companies named in Section B, have any pending law suits or outstanding unsatisfied judgments?
Yes **No** *(If yes, please explain in Supplement D)*

- 5) Does this business have any outstanding building code violations?
Yes **No** *(If yes, please explain in Supplement D)*

- 6) Has any officer, director or owner holding a financial interest of 10% or more in this homebuilding business ever filed for bankruptcy?
Yes **No** *(If yes, please provide an explanation and resolution and list their names and the companies involved in Supplement D)*

- 7) Has any officer, partner, building designee, or owner been convicted of a felony in the last ten years?
Yes **No** *(If yes, please explain in Supplement D)*

SECTION E – BUILDING EXPERIENCE (FOR NEW REGISTRANTS ONLY)

Your Application will not be Complete If any Information in this Section is Omitted.

- 1) Furnish in detail the experience of the business or the qualifications of the Builder Designee responsible for construction upon which the company's ability to build in Montgomery County is based. Resumes may be attached:

2) List the most recent new home construction experience:

| Project Address | County | Type: (SF/TH/Condo) | No. of Units | Date Completed |
|------------------------|---------------|----------------------------|---------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3) Was the above referenced construction experience as a new homebuilder, subcontractor, employee, and owner? Please explain in detail:

4) List your building projects planned for the next year:

| Project Address | County | Type: (SF/TH/Condo) | No. of Units |
|------------------------|---------------|----------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

5) List any pending building permits for new home construction in Montgomery County:

6) List membership in any trade associations related to construction:

SECTION F – REFERENCES AND FINANCIAL RESPONSIBILITIES

Your Application will not be Complete If any Information in this Section is Omitted.

- 1) **New Registrants and Renewals:** Provide a copy of the certificate of insurance liability (minimum \$500,000) and workman's compensation insurance is not required if you have less than two employees. Note: Montgomery County Office of Consumer Protection **MUST** be listed as Certificate Holder. All documentation must have the exact name of the registrant.
- 2) **New Registrants must** provide three material Supplier Reference Forms from suppliers of construction materials as credit reference using the forms that are attached to this application. **Two of the references must list the total credit limit.**
- 3) **New Registrants must** provide a current letter of reference from a bank or other lender indicating that the registrant maintains an account in good standing.

SECTION G – REGISTRANT SIGNATURE

Your Application will not be Complete If not Signed.

I HEREBY CERTIFY that I have read and fully comprehend this form in its entirety and that the information herein provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or the revocation of any registration that may be issued. By signing this application, I do solemnly declare and affirm under the penalties of perjury, that the contents of this application are true and correct. I understand that if there are any changes in information provided, I must notify the Department within 30 days of the change. Failure to do so may result in the suspension or revocation of my registration. I hereby certify that I am authorized to sign on behalf of the business organization applying for this license.

Signature

Date

Print or Typed Name of Above Signature

Title

Submit completed application to:
Montgomery County Office of Consumer Protection
Licensing & Registration Unit
100 Maryland Avenue, Suite 3600
Rockville, MD 20850

Check or money order MUST be made payable to Montgomery County, MD. All fees are NON-REFUNDABLE and NON-TRANSFERABLE.

SUPPLEMENT B

List all other persons, officers, members, entities holding more than a 10% interest in the business.

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

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NAME: _____

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Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

SUPPLEMENT D

Use to provide written explanations to the questions in Section D

- 1) Has this business or any individuals or companies named in Section C, had any interest in any other new home building companies in Montgomery County or any other jurisdiction in the past ten years?

Yes No

- 2) Has this business or any individuals or companies named in Section B, had any building or construction related license suspended, revoked, surrendered, or not renewed for cause in Montgomery County or any other jurisdiction?

Yes No

- 3) Does this business or any individuals or companies named in Section B, have any unresolved Consumer Protection complaints pending in Montgomery County or any jurisdiction?

Yes No

4) Does this business or any individuals or companies named in Section B, have any pending law suits or outstanding unsatisfied judgments?

Yes **No**

5) Does this business have any outstanding building code violations?

Yes **No**

6) Has any officer, director or owner holding a financial interest of 10% or more in this homebuilding business ever filed for bankruptcy?

Yes **No**

7) Has any officer, partner, building designee, or owner been convicted of a felony in the last ten years?

Yes **No**
