

INSURANCE REQUIREMENTS

1. **LICENSEE'S NAME:** Licensee's PERSONAL NAME must be shown under "Name of Insured" on the certificate. Certificates in company name only will NOT be accepted.
2. **COVERAGE REQUIRED:**
 - A. BODILY INJURY - \$300,000 Each Occurrence and \$300,000 Aggregate
 - B. PROPERTY DAMAGE - \$100,000 Each Occurrence and \$100,000 Aggregate
 - C. COMPLETED OPERATIONS
 - D. CONTRACTUAL LIABILITY

NOTE If Bodily Injury and Property Damage Limits are COMBINED, the insurance certificate must show a COMBINED COVERAGE of \$400,000.

3. **30 DAY CANCELLATION NOTICE:** The Certificate of Insurance shall provide that Howard County be given at least 30 day written notice prior to cancellation, intention not to renew, or material change in provisions.
4. **NAME OF CERTIFICATE HOLDER SHALL BE:**
Department of Inspections, Licenses and Permits
Licenses and Permits Division
3430 Courthouse Drive (Attn: Plumbing)
Ellicott City, MD 21043
5. **ORIGINAL SIGNATURE:** Certificate of Insurance must be originally signed by an authorized representative of the Insurance Company. Photo copied signatures will not be accepted.
6. **CORRECTION OR ADDITIONS:** Any corrections or additions made on a Certificate of Insurance must be originally initialed by the authorized representative of the Insurance Company.

NOTE CERTIFICATE OF INSURANCE MUST SPECIFICALLY MEET ALL OF THE ABOVE REQUIREMENTS OR THEY WILL BE REJECTED.

LICENSEES ARE REQUIRED TO SUBMIT NEW CERTIFICATES OF INSURANCE UPON THE EXPIRATION OF INSURANCE. FAILURE TO DO SO WILL RESULT IN REJECTION OF APPLICATIONS FOR PLUMBING PERMITS.