



CHARLES COUNTY GOVERNMENT
Department of Planning & Growth Management

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WEB PERMIT CREDIT CARD INFORMATION FORM

Complete this form if you would like to set up a credit card on file for online trade permits.

Once you have completed the form, you can fax it to the Treasury Department at (301) 645-0704 or you can mail it to:

CHARLES COUNTY TREASURER'S OFFICE
ATTN: Web Permit Set Up
POST OFFICE BOX 2607
LA PLATA, MD 20646

1. Name as it appears on the Credit/Debit Card: _____
(If corporate card, name of contact person): _____
2. Full Card Number (16 digits): _____ Expiration Date: ____ / ____
3. Type of Card (please circle): VISA MASTERCARD DISCOVER AMERICAN EXPRESS
4. Contact Number for Card Holder: _____
5. Password: _____ (NOTE: passwords are case sensitive and can be up to 8 characters)
6. Applicable License Number:
Charles County Master Electrical License Number: _____ (Electrical Permits)
Maryland State Plumbing License Number: _____ (Plumbing Permits)
Maryland State HVAC License Number: _____ (HVAC Permits)
7. Type of License (please circle) (EL) Electrical (PG) Plumbing & Gas (ME) Mechanical/HVAC
8. Name of Person Holding the License: _____
(Please print)

If you have any questions about completing this form and/or to verify that the paperwork has been processed, you may contact the Treasury Department at (301) 645-0685 or (301) 870-2249.

Once your paperwork has been processed, you can apply for a web permit by going to www.charlescountymd.gov, click on **eServices**, and then click on **Web Permits**.