



## ***MARINE CONTRACTORS LICENSING BOARD***

*c/o Maryland Department of the Environment*  
1800 WASHINGTON BLVD., BALTIMORE, MD 21230  
(410) 537-3249

### **Marine Contractors 2024-2025 Renewal Instructions & Application Forms**

Please find in this document:

1. Renewal Application Instructions including:
  - a. Information on required **License Category** selection
  - b. Continuing Education.
  
2. Renewal Application Form, including:
  - a. Attachment 1, '*The Four Marine License Categories*'
  - b. Attachment 2, '*Supplemental Information for Category Selection*'
  - c. Renewal Remittance Form

If you have any questions, please contact Mike Eisner, the Board's Administrator at:

[Mike.eisner@maryland.gov](mailto:Mike.eisner@maryland.gov) or 410.537.3249



## **MARYLAND MARINE CONTRACTORS LICENSING BOARD**

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### **2024 - 2025 Marine Contractors License Renewal Instructions**

#### **NEW: LICENSE CATEGORY SELECTION REQUIRED WITH THIS RENEWAL OF YOUR MARINE CONTRACTORS LICENSE**

On March 18, 2024, MDE issued regulations for the Marine Contractors Licensing Board. These are in the Code of Maryland Regulations (COMAR) 26.30. Among other things, these regulations established four (4) license categories (see Attachment 1). **New applicants** for a Marine Contractors License are now required to apply for a specific Category of Marine Contractors License. **Currently, licensed Marine Contractors** are required to apply for a license Category when they renew their current license.

**Since your license is now up for renewal, you are now required to go through the License Category selection and Board approval process.**

In the included Renewal Application, you or your company is required to select a single License Category and submit documentation to support your selection. Your License Category selection should be based on the work experience and history of you or your company's Representative. You will not be required to go through this License Category selection and approval process in future renewals unless you change your Representative or you want to apply for a different License Category.

Your License Category selection is subject to the Board's review and approval.

#### **License Category Selection Information**

**The four license categories are:**

**Category 1: Heavy Marine Construction** (also authorizes Cats. 2, 3, & 4 services )

**Category 2: Residential and Commercial Marine Construction** (also authorizes Cats. 3 & 4 services)

**Category 3: Limited Marine Construction** (authorizes a specific subset of Category 2 activities. For example, Boat Lifts).

**Category 4: Incidental Marine Contractor Services** (authorizes specific marine contractor activities. For example, directional drilling).

**ATTACHMENT 1 LISTS THE FOUR LICENSE CATEGORIES AS FOUND IN THE REGULATIONS.**

In your renewal application, you will select a License Category that best fits the marine contractor services performed, and that can be supported with documentation. It is therefore the work experience of your Company's Representative that should guide your License Category selection. Required documentation includes providing locations/sites where marine contractor services were performed that support your License Category selection.

**Documents Required:** Submit a *minimum* of 5 work locations supporting your Category selection.

**Optional Documents:** You may submit additional information/documentation to support the License Category selected. Please see Attachment 2 for a list of documents you may want to consider submitting.

**Category 3 and Category 4: Additional Requirement:** In these two categories, you will need to identify which marine contractor activity(s)/specialty(s) you are applying for licensure.

*A Category 3 and Category 4 License will only authorize the specific marine contractor service(s) specifically stated/identified in YOUR License*

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### **Further Information Regarding License Renewal Requirements:**

A Marine Contractors License is valid for two years. The License will identify the issuance and expiration dates. The License should be signed by the licensee or representative shown on the License. The bottom portion of the License should be conspicuously displayed in the office of the individual or entity shown on the License. The top portion of the License may be carried by the individual licensee or entity representative.

- **Keeping Licensee Information Current:** The Board must be notified of any changes in the licensee's contact information or the named entity representative on the License. If an entity's representative is no longer a part of the company, then a new representative must be appointed by the entity. The Marine Contractors Licensing Board (MCLB) should be notified in writing of the new entity representative within 5 days. The new representative shall submit an application to the MCLB and pass the license test within 45 days of the change in representative.
- **Renewal Notice:** Licensees are responsible for keeping the License current. Licensees will be sent a renewal notice 60 days prior to the expiration date of the License. If a License has expired for greater than 45 days, then the former Licensee will need to submit a new License application to the Board.

**Vehicle Marking:** The License number needs to be marked on at least one truck or piece of heavy equipment in at least three-inch block lettering. The marked vehicle should be on any work site during the work day. Magnetic License numbers may be used to transfer from one piece of equipment to another.

- **Insurance Requirements:** The licensee must carry commercial general liability insurance with a \$300,000 total aggregate minimum and carry workers' compensation insurance unless exempt by law. **A current Certificate of Insurance must be submitted with the renewal application showing Marine Contractors Licensing Board as the Certificate Holder**

## **Continuing Education Requirements to Maintain Your License**

### ***12 Hours Required***

To renew a Marine Contractors License a licensee needs to submit to the MCLB, at the time of License renewal, satisfactory proof of completion of 12 hours of approved continuing education. Approved continuing education needs to be completed by the individual licensee or entity representative named on the License. Continuing education must be performed during the current License period.

Approved continuing education may consist of participation in any of the following types of training provided the representative receives satisfactory proof of completion, such as a certificate, attendance record, or other approved document. Acceptable continuing education can be any training that is related to business, construction, or engineering, such as (1) College level courses, (2) Courses, seminars, workshops, or lectures, (3) Extension studies and/or correspondence courses, (4) Continuing education courses, and (5) Any other training approved by the MCLB. The representative may attend several training events over the course of the 2-year license period which will equal the equivalent of 12 hours of training.

Listed below are examples of the types of Continuing Education acceptable to the MCLB. The list is not comprehensive. If you are in doubt whether a training course is acceptable, contact the MCLB for review and approval. Documentation of attendance and number of hours awarded are needed from the training authority.

- Business accounting, administration, or any business management training.
- First aid or CPR Certification training.
- Materials vendor training (training in the use and installation of pressure-treated lumber, boat lift mechanisms, plant materials, etc.).
- Marine contractor online training modules on the Marine Contractor Licensing Board webpage. There are two training modules found at the link below.

The Marine Contractors Safety Training: [6 Hours of approved education credits](#)  
The NEW Tidal Wetlands Authorization Training: [3 hours of approved credits](#)

<http://mesgis.com/marinecontractors/marinelogin.aspx>

- Maryland Erosion and Sediment Control “Green Card” certification. It is a self-paced Online course.  
<http://mderpc.mde.state.md.us/Account/login.aspx> [3 hours of approved credits](#)
- OSHA safety training or heavy equipment operator training. The Mid Atlantic OSHA Training Institute Education Center is located in Baltimore and performs training courses throughout the year.
- OSHA Online training opportunities. Classes in Barge Safety and Construction. Registration Page: <https://www.oshatrain.org/>  
Courses: <https://www.oshatrain.org/pages/professional-training-courses.html>
- Federal, state, or local regulatory compliance training.
- Safe handling of hazardous materials and spill control and response.
- Coast Guard safety and compliance for vessels as well as navigation training.
- Living Shorelines Academy has an Online self-paced course called "Living Shorelines Project Planning and Implementation." [There are 2 Parts and each is approved by MCLB for 3 continuing education hours.](#) The Academy will issue a certificate at completion of the course.

*Parts I and Part II* <https://livingshorelinesacademy.org/index.php/learn>

Part I <https://livingshorelinesacademy.org/index.php/property-owners> 3 hours

Part II <https://livingshorelinesacademy.org/index.php/for-design-and-constuction> 3 hours

- State of Delaware self-paced online training covering Living Shorelines found at <https://www.delawarelivingshorelines.org/trainings-workshops/2018/1/3/living-shorelines-academy-for-property-owners-e2y92> approved for 3 hours
- Vendor Equipment Maintenance/Operation training.
- University courses or seminars associated with business skills.



## **MARYLAND** **MARINE CONTRACTORS LICENSING BOARD**

C/O MARYLAND DEPARTMENT OF THE ENVIRONMENT  
1800 WASHINGTON BLVD., SUITE 430, BALTIMORE, MD 21230  
410-537-3249 MDE.MCLB@maryland.gov

### **2024 - 2025 MARINE CONTRACTOR LICENSE RENEWAL APPLICATION**

PLEASE PRINT *NEATLY* OR TYPE ALL INFORMATION

**NOTE:** On March 18, 2024, MDE promulgated regulations for the Marine Contractors Licensing Board. These are in the Code of Maryland Regulations (COMAR) 26.30. Among other things, these regulations establish license categories.

There are now **Four** Categories of Marine Contractor Services (see Attachment 1).

For this renewal application, your company is required to select a single license Category, and submit documentation to support your selection.

**Your license Category selection is subject to the Board's review and approval. Your selection should be based on the work experience and history of your company.**

#### **Section 1: LICENSEE INFORMATION**

License Number (This number can be found on your License Certificate): \_\_\_\_\_

Are you renewing your license as an  **Individual** or  **Entity**? (Shown as an (I) or (E) next to the license number)

- An **Entity** is a business that employs more than one individual to provide marine contractor services in the State. If you are renewing your license as an Entity, the name below should be the designated representative shown on the license certificate to file the renewal application on behalf of the business. The license certificate will show the business representative.
- ***Please note below any changes in the information that is on file (Address, Phone or Email)***

**Licensee Representative** (as it appears on present license):

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ M.I. \_\_\_\_\_

Business Name (if applicable):

\_\_\_\_\_

Business Address:

\_\_\_\_\_

Mailing Address (if different from Business Address):

\_\_\_\_\_

Primary Tel. No.: \_\_\_\_\_ Secondary or Cell Phone No.: \_\_\_\_\_

Email Address:  
\_\_\_\_\_

**Section 2: BUSINESS INFORMATION**

Federal Tax Identification Number: \_\_\_\_\_

I do not have a federal tax identification number. Use my Social Security Number on file.

Do you have commercial general liability insurance with a \$300,000 total aggregate minimum and workers' compensation insurance?  **Yes**       **No**

**Attach A Copy of Your Certificate Of Insurance.**

**NOTE: Certificate Holder must be: Marine Contractors Licensing Board**

If you are exempt from obtaining workers' compensation insurance, please indicate the reason (i.e. No Employees):  
\_\_\_\_\_

**Section 3: LICENSE CATEGORY SELECTION**

*In this section, you will select the license Category that you are applying for and provide documentation to support your Category selection. Documentation of work performed by your company is required to support your Category selection.*

**Please sign below next to your company's Category selection.** Select Only One License Category

See Attachment 1 For More Information on These Four License Categories

\_\_\_\_\_ Category 1: Heavy Marine Construction

\_\_\_\_\_ Category 2: Residential and Commercial Marine Construction

\_\_\_\_\_ Category 3: Limited Marine Construction

\_\_\_\_\_ *Work activity/specialty(s) applying for (required)*

\_\_\_\_\_ Category 4: Incidental Marine Contractor Services

\_\_\_\_\_ *Work activity/specialty(s) applying for (required)*



**Section 4: DOCUMENTATION TO SUPPORT CATEGORY SELECTION**

**I. Required Documentation**

List a minimum of five (5) locations/sites where you have provided marine contractor services in Maryland that support your Category selection. Please show the site owner's name, site address, type of work performed, and any state, federal, or local permit numbers (if known).

Be as specific as possible about the type of marine contractor work performed by your company at each worksite. *Providing this detailed worksite information in an attachment is encouraged.*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

How many years has this company been in business? \_\_\_\_\_

How many years has the current Representative been with this company? \_\_\_\_\_

**II. Additional Documentation**

**Attachment 2 is a list of documents you may want to consider submitting to support your Category selection. *This is not required.***

**The following information/documentation is submitted in support of our Category selection:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 5: CONTINUING EDUCATION**

**In accordance with the Marine Contractors Law (Title 17 of the Environment Article) to maintain your marine contractor’s license you must complete 12 hours of continuing education training offered by a qualified instructor or conducted by an educational institution.**

**Please list and attach documentation of at least 12 hours of continuing education instruction covering marine contractor subject matter:**

<b>Name of training</b>	<b><u>Number of hours</u></b>
_____	_____
_____	_____
_____	_____
_____	_____

**Section 6: CONFIRMATION**

I hereby affirm that this application contains no willful misrepresentations or falsifications and that the information given herein is true and complete to the best of my knowledge and belief. I will, if necessary, submit affidavits to substantiate character, education, and practical experience claimed. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application may be disapproved, or my license, if already issued, may be revoked.

Please be advised under Environment Article Title 17-403 penalties may be assessed for any person who violates any provision of Title 17. Marine Contactors, or any regulation adopted under this title.

\_\_\_\_\_  
Signature (Representative listed on License)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please Mail this Renewal Application Form to:**

Marine Contractors Licensing Board  
c/o Maryland Department of the Environment  
1800 Washington Boulevard, Suite 430  
Baltimore, MD 21230

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***Do Not Send License Renewal Fee with this Renewal Application Form.***  
*Mail the attached Remittance Form and Check Separately to the indicated PO Box*

## ATTACHMENT 1

### *The four (4) Marine Contractor License Categories.*

The following is in the Code of Maryland Regulations (COMAR) 26.30.

**Category 1: Heavy Marine Construction.** This license category is suitable for contractors who perform, or solicit to perform, the following marine contractor services:

- (a) Bridges and highways, large-scale commercial development, commercial dredging, cargo and naval wharves, beach renourishment, heavy salvage, and any other large-scale marine services, as approved by the Board.
- (b) Marine contractors licensed under Category 1 may also perform any of the marine contractor services authorized under Categories 2, 3, and 4 of this section.

**Category 2: Residential and Commercial Marine Construction.** This license category is suitable for contractors who perform, or solicit to perform, the following marine contractor services:

- (a) Piers, docks, wharves, marinas, boathouses, pile driving, moorings, boat lifts, floating docks, riprap revetments, bulkheads, weirs, seawalls, boat ramps, living shorelines, beach nourishment, dunes, dredging, salvage, and any other medium to small scale marine contractor services, as approved by the Board.
- (b) Marine contractors licensed under Category 2 may also perform any of the marine contractor services authorized under Categories 3 and 4 of this section.

**Category 3: Limited Marine Construction.** This license category is suitable for contractors who only perform, or solicit to perform, a limited subset of the marine contractor services listed in Category 2.

A Category 3 License only authorizes the specific marine contractor services identified in the License, as issued by the Board.

**Category 4: Incidental Marine Contractor Services.** This license category is suitable for contractors who perform or solicit to perform, the following marine contractor services: directional boring, aquaculture, submerged aquatic vegetation and wetland grass planting, and any other related marine contractor services, as approved by the Board.

## ATTACHMENT 2

### *Supplemental Information to Support Category Selection.*

**The following is a list of documents you may submit to support your license Category selection. Please Note: submission of any of these documents is *optional*. However, we do recommend reviewing this list and consider submitting these additional documents if you think they will support your Category selection.**

#### **Documentation that may support your Category selection include:**

Copies of executed contracts.

Copies of Tidal Wetlands authorizations.

The size of your crew.

The number of crews you can field at the same time.

The Equipment your company owns and the type of projects that can be done,  
for example, driving piles

Length of piles your company is equipped to drive

Depth of water experienced to provide marine construction services

Examples of Type of work your company has provided: For example,

- Shoreline stabilization projects  
Types of materials used

- Pier construction projects  
Types of materials used

Boatlifts: Modular and/or pile driving done.

Further information on your Workman's Compensation policy - A copy of your last audit

Documentation of Longshoreman's Insurance.

Photos of jobs performed; company owned equipment

Other documentation that you feel supports your Category selection.



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## **2024 & 2025 LICENSE RENEWAL REMITTANCE FORM**

- Complete this Remittance Form and the License Renewal Form.
- Submit this Form with your **\$600 (note new Fee)** license renewal fee to the address below.
- Submit the License Renewal Form to the address noted on that form (different address).
- Make the check payable to: Maryland Department of the Environment.
- **Include on your check: PCA 13910, AGY/OBJ 5625 (VERY IMPORTANT).**

Date: \_\_\_\_\_

License Number: \_\_\_\_\_

Contractor Representative Name (shown on current license): \_\_\_\_\_

Business Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- Please bring to our attention to any recent changes in phone, email or business address.
- NOTE: LICENSE FEE IS NOW \$600.00

### **PLEASE MAIL THIS FEE, WITH THIS REMITTANCE FORM TO:**

**Maryland Department of the Environment**  
**P.O. Box 2057**  
**Baltimore, Maryland 21203-2057**

The information below must be on the check to ensure routing to the proper fund:

**PCA 13910, AGY/OBJ 56**

