



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

Marine Contractors 2025-2026 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

Also - this application is 'fillable.' With this you can:

- 1) Fill it out online, then print it and mail it with other supporting documents, or
- 2) Submit your renewal application and supporting documents to me here via email, Note: for online submission you will need to digitally sign the online form.

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

Mike.eisner@maryland.gov or (410)-537-3249



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

2025 - 2026 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 at Code of Maryland Regulations (COMAR) 26.30. Among other things, these regulations established four (4) License Categories (see **Attachment 1**).*

Licensed Marine Contractors are required to apply for a License Category when they renew their current license.

Since your license is 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

Category 1: Heavy Marine Construction (Including Category 2, 3, & 4 services)

Category 2: Residential and Commercial Marine Construction (Including Category 3 & 4 services)

Category 3: Limited Marine Construction (authorizes specific activities within Category 2, such as Boat Lifts).

Category 4: Incidental Marine Contractor Services (authorizes specific Marine Contractor activities, such as directional drilling).

ATTACHMENT 1 DEFINES 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 that support your License Category selection were performed.

Required: Submit a minimum of 5 work locations/sites that support 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.

Additional Requirement (Categories 3 & 4): 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

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 or entity Representative's contact information. 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 the number of hours awarded is 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](#)

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

- Maryland Erosion and Sediment Control “Green Card” self-paced online certification. [3 Hours of approved credits](#)

Login Page: <http://mderpc.mde.state.md.us/Account/login.aspx>

- 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.

(Continued on Next Page)

- OSHA Online training opportunities. Classes in Barge Safety and Construction.

Registration Page: <https://www.oshatrain.org/>

Courses Page: <https://www.oshatrain.org/pages/professional-training-courses.html>

- Federal, state, or local regulatory compliance training.
- Safe handling of hazardous materials and spill control/response.
- Coast Guard safety and compliance for vessels, as well as navigation training.
- Vendor Equipment Maintenance/Operation training.
- University courses or seminars associated with business or technical skills.



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

2025 - 2026 MARINE CONTRACTOR LICENSE RENEWAL APPLICATION

NOTE: On March 18, 2024, MDE promulgated regulations for the Marine Contractors Licensing Board at Code of Maryland Regulations (COMAR) 26.30. Among other things, these regulations established four License Categories. (See **Attachment 1**)

In this Application, the designated Representative member is required to select, on behalf of their company, a single License Category that they qualify for. This selection is subject to the Board's review of the work examples submitted and determination that these marine services support their Category selection.

Section 1: APPLICANT INFORMATION

Your Maryland Marine Contractors License Number: _____

Representative Member: First Name _____ Last Name _____ M.I. _____

Trade Name / Business Name of entity: _____

Business Address: _____

Mailing Address (if different from Business Address): _____

Primary Phone No.: _____ Secondary or Cell Phone No.: _____

Email Address: _____

Representative Member Date of Birth: _____

Representative Member Social Security Number: _____

Section 2: BUSINESS INFORMATION

Federal Tax Identification Number: _____

☐ **I do not have a federal tax identification number**

Do you have commercial general liability insurance with a \$300,000 total aggregate minimum?

☐ **Yes** ☐ **No (Required for issuance and to maintain license)**

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:

Section 3: LICENSE CATEGORY SELECTION

See Attachment 1 For Definitions Of The Four License Categories As Found In The Regulations.

Select the License Category that best fits **your Representative's Marine Contractor work experience**, and that can be supported with documentation. **Reminder:** In Section 4, it is the work experience of your Representative that must guide your Category selection.

Category 3 and Category 4 Licenses: For these two License Categories, you must identify which Marine Contractor activity(s)/specialty(s) for which you are applying for licensure. These category licenses will only authorize the specific Marine Contractor service(s) that will be stated/identified in your License.

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 your Representative has provided Marine Contractor services in Maryland or any other States. Please include the site owner's name, site address, type of work performed, and any state, federal, or local permit numbers (if known).

Details of the work performed are essential for the Board's evaluation. Copies of relevant pages of permits/licenses can be included if they provide details on the work performed. Photographs may also be included, but must be labeled.

To **provide sufficient information, an attachment for this information is encouraged.** Be as specific as possible about the Marine Contractor work performed by the applicant for the Representative.

As a reminder, only include work locations that demonstrate Marine Contractor activities that support your Category selection.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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:

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

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 Contractors, or any regulation adopted under this title.

Signature (Representative listed on License)

Typed 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

Do Not Send the 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 Marine Contractor License Categories.

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 wharfs, 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, wharfs, 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, 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 considering submitting these additional documents if you think they will support your Category selection.

Documentation that may support your Category selection includes:

- 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 the 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



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

2025 & 2026 LICENSE RENEWAL REMITTANCE FORM

- **Complete this Remittance Form and the License Renewal Form.**
- **Submit this Form with your **\$600** 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 any recent changes in phone, email, or business address
- NOTE: LICENSE FEE IS \$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 present on the check to ensure proper routing:

PCA 13910, AGY/OBJ 56

