

# COUNTY FINANCE

## BALTIMORE COUNTY PLUMBING INSPECTION DEPARTMENT

410-887-3620

**TO: ALL MASTER PLUMBERS RE: COUNTY FINANCE PROCEDURES**

1. Mail (or hand carry) one copy of proposal or contract signed by all property owners (husband and wife if applicable, etc.) and yourself (master plumber's individual name) not company name. Specifying the cost of installing the sewer, the type of pipe, length of run and the pumping and backfilling of disposal system and stating all work will comply with Baltimore County Plumbing Code.  
With the proposal submit a signed letter of Authorization by both the homeowner(s) and plumber. Be sure **you, the plumber, mail** this plus a **\$5.00** check made out to Baltimore County for processing of paper work.
2. In about 10 days after the proposal and letter of authorization has been received by the County you will be notified from the Permits and Development Management Department that you may precede with the installation.
3. When the work is completed (job is inspected, approved, and permit is finalized and all backfilling has been done, send to this office **THREE** copies of your bill, **NOT THE PROPOSAL**, made out to Baltimore County referencing the homeowner's name and address. Plus a **COMPLETION LETTER SIGNED BY THE HOME OWNER**. Also include your **FEDERAL IDENTIFICATION NUMBER**.
4. If additional cost is incurred due to unforeseen circumstances such as rock, sand, water unknown dry wells etc, **THREE** separate bills for the additional charge, also signed by the property owners must be submitted at this time.

Include copies of all receipts involved in the additional costs such as: equipment rental, additional clean fill, stone etc.

**ALL ADDITIONAL FEES MUST BE VERIFIED AT THE TIME THEY ARE ENCOUNTERED BY BALTIMORE COUNTY PLUMBING INSPECTION.**

If water and sewer is to be performed at same property they cannot be submitted on the same proposal. A separate proposal with each authorization letter plus a \$5.00 check for both water and sewer applications is required.

All inquires should be made to:

Baltimore County Office Building  
Plumbing Inspection Office  
111 W. Chesapeake Avenue  
Towson, MD 21204  
Ph 410-887-3620