

## HOW TO RENEW YOUR CONTRACTOR LICENSE WITH AN EXISTING CASE # IN THE NEW MOMENTUM SYSTEM

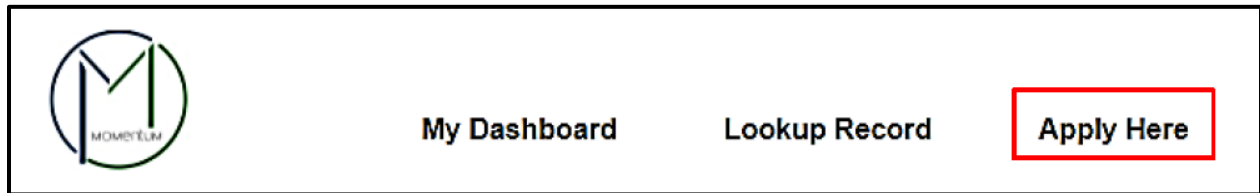
The purpose of this document is to outline the steps needed to renew your **contractor license** with your existing case number. This is a **one-time** renewal process used **only** if you have an existing case # from the old permitting and licensing system. This process is to help transition your existing case # into a Momentum application (Starts with APP-). Subsequent renewals will follow a different course of action outlined by the new Momentum system.

**Step 1:** Visit the website <https://momentumhome.princegeorgescountymd.gov/>

**Step 2:** Click on Create User Account.

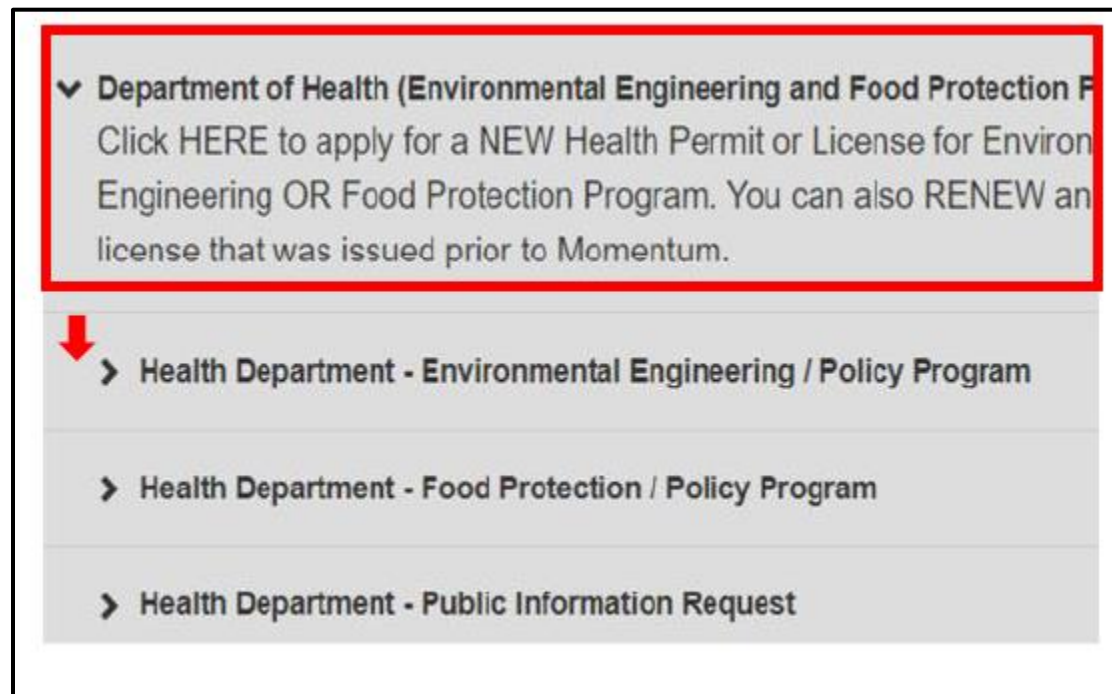
**Step 3:** Login with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don't have a login.

**Step 4:** From the Momentum Dashboard, Select "Apply Here"



**Step 5:** Select the Department of Health (Environmental Engineering and Food Protection Program)

**Step 6:** Select the Health Department – Environmental Engineering / Policy Program



## Step 7: Use the drop-down menus and select **Contractor / Operator**

▼ Department of Health (Environmental Engineering and Food Protection Program)  
Click [HERE](#) to apply for a NEW Health Permit or License for Environmental Engineering OR Food Protection Program. You can also RENEW an existing license that was issued prior to Momentum.

▼ Health Department - Environmental Engineering / Policy Program

**Contractor / Operator**

[Environmental Other Permit](#)

[Percolation Testing](#)

[Swimming Pool](#)


## Application Information

**Step 8:** Read the general instructions before proceeding to select your license application category.

- Depending on your Contractor license type, please select the appropriate renewal option that matches your license
  - Note: If you are renewing as a Scavenger Company you will be able to add your scavenger vehicles (if available) in the same application

Submit a New Application [Click here to save the progress](#)

1 2 3 4 5 6

Instructions 


**PLEASE READ THE FOLLOWING INSTRUCTIONS BELOW:**  
**Application Information Instructions:**

1. Please select the type of Contractor License you are applying for in the **License Category** field.
2. If you are renewing your existing license, please select the **renewal** option of the permit type.

For questions regarding your application please contact the Environmental Engineering/Policy Program at 301-883-7681.

*Fill in the application information. Fields with \* are Required*

What kind of application are you submitting?  
Contractor / Operator

License Category \* 


Select

- Percolation - Renewal**
- Pool Operator
- Pool Operator - Renewal**
- Scavenger
- Scavenger - Renewal**
- Septic Contractor
- Septic Contractor - Renewal**

Back Save & Continue

**Quick Links** **Using this Site**

[Report a Website Problem](#) [My Dashboard](#)



## Complete Application Fields

**Step 9:** Complete all the required application fields as listed on the APPLICATION FORM SECTION.

NOTE: At the end of the first section, carefully review the Acknowledgement section for required fees, documents, and important information.

**Step 10:** Type the name of the person who completed the application

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

**Signature (Please type your full name) \***

## APPLICATION SECTION: Enter your Prince George's County Registration # and your Existing License # HERE

**Step 11:** Provide your existing case # in field #1 (please enter exactly as it is listed including the dashes (e.g. 12345-2021-0)

**Step 12:** If you already have an existing Registration # (Starts with REG-) then you may provide the number in Field #2. Otherwise, leave this field blank and you will be able to apply for a registration in the next section of the application.

Enter Your Prince George's County Registration # and Your Existing License # HERE: ^

1. Please provide the license # that you wish to renew. \*

2. Enter your Prince George's County Registration # here. (e.g REG-XXXXX)

If you do not have a Registration #, please proceed to the Registration section below.


**Step 13:** If you **do not** have a registration, continue to the next **REGISTER HERE** section and complete all required fields as listed on the application. This will complete your registration process and you will receive a separate registration # (REG-) once it has been reviewed.

**Step 14:** Click Save and Continue

## Review Application

**Step 15:** Review Application and, if needed, click on the Edit icon to make changes.

**Review Information**  
Please carefully review the information below. If you need to make any changes, click the edit button.

Application Information  Edit

After reviewing application, scroll down and click Submit.


[Back](#) [Submit](#)

Once application is submitted a new Momentum application # will be generated.

**PLEASE NOTE: YOUR APPLICATION IS NOT YET COMPLETE. YOU MAY NEED TO UPLOAD REQUIRED DOCUMENTS AND PAY THE RENEWAL FEE IN ORDER TO COMPLETE YOUR APPLICATION SUBMITTAL.**

**Step 16:** Click on the application # link to view outstanding tasks.

**Application Confirmation**  
Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

 [APP0001-2021-SCAV](#)

If your application Status says Processing and the Current Milestone says Completeness Review, then your application has been successfully submitted to the Health Department for review. You will be notified via email if there is any additional information needed.