

User Manual

Citizen Self Service (CSS) Applying for Licenses User Guide

Electronic Permitting Application System

June 2020 | Version 1.0



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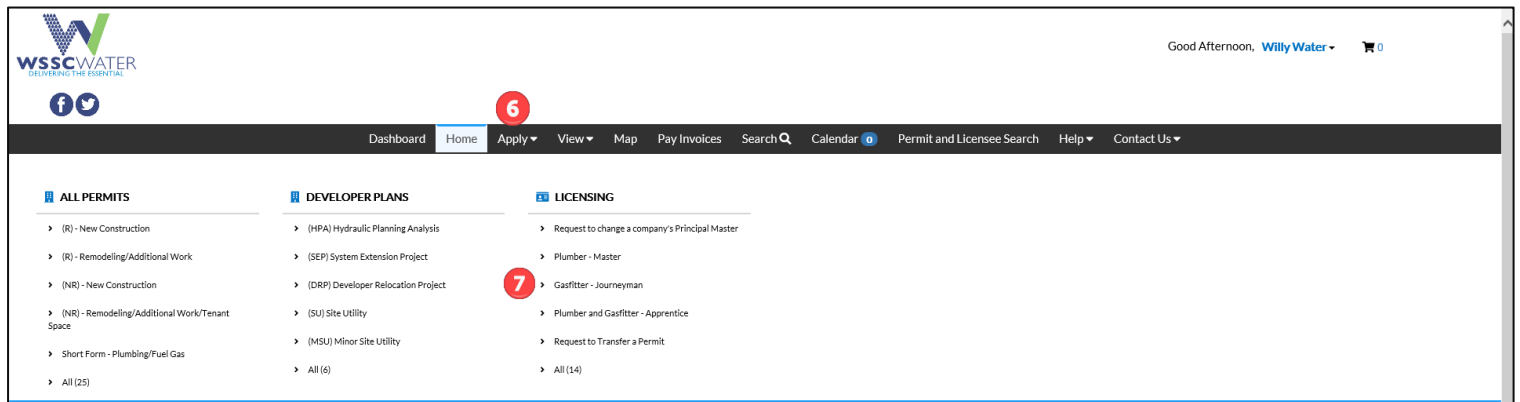
1. Applying for a Gasfitter – Journeyman License

Note that an applicant who is applying as a Principal Master or Principal Sewer and Drain Cleaner will be required to provide additional information such as company name and insurance information.

To log into CSS, please see [Getting Started User Guide \(Steps 1-5\)](#).

6. Click on the **Apply** dropdown

7. You will see six license types listed, to see additional types click on All to display the total list of license types and definitions available that you are able to apply for in this application. In this example, we will apply for a **Gasfitter – Journeyman License**.



8. Click the **+** sign to Add a specific location.

Note: It is **HIGHLY** recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common license that you find yourself applying for, you are able to create a template that will be saved each time you create this specific type of license.

☆ **Save Draft:** If you are not quite finished yet, but you need to step away, you are able to simply click the Save Draft button and you will be able to revisit this license application later.

Apply for License - Gasfitter - Journeyman

***REQUIRED**

1

2

3

4

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Please enter same address as provided on your registration.

Click on the ADD LOCATION card to enter the address. On the next screen, click the ENTER MANUALLY button. Type the address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these Instructions, please call WSSC Permit Services Section at 301-206-8588.

Location

Add Location

8

+

REQUIRED

Create Template

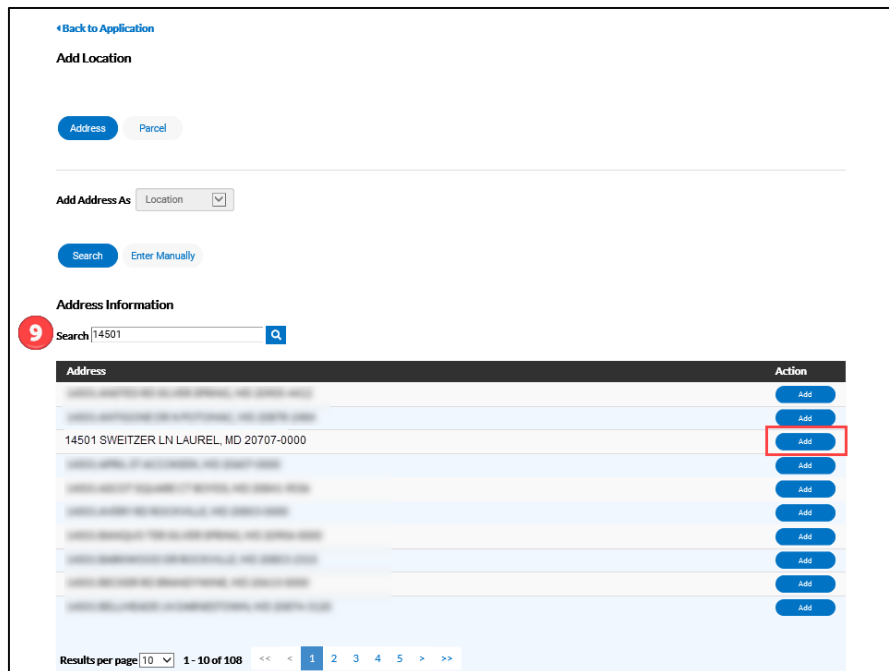
Save Draft

Next

9. You will be prompted to enter the address in the **Search** textbox. You can search with the entire address *location i.e. 14501 Sweitzer Lane* or search by a keyword *i.e. 14501 Sweitzer*. It is recommended you search by the street number and street name (do not enter the street type, such as 'Lane.' Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

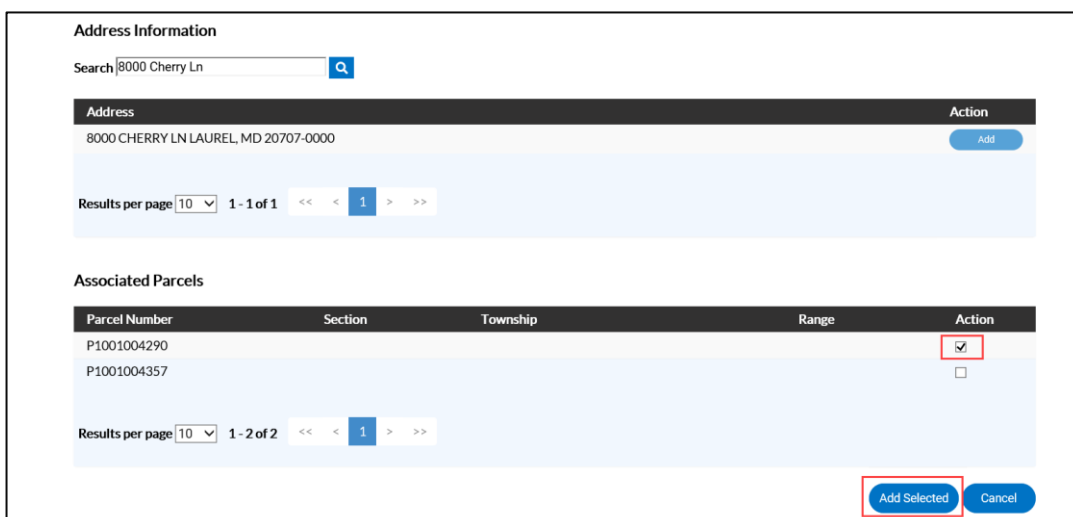


[Back to Application](#)
Add Location
 Address Parcel
 Add Address As Location ☒
 Search Enter Manually
Address Information
 9 Search 14501

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
14501 SWEITZER LN LAUREL, MD 20707-0000	Add

 Results per page 10 1 - 10 of 108 << < 1 2 3 4 5 > >>

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

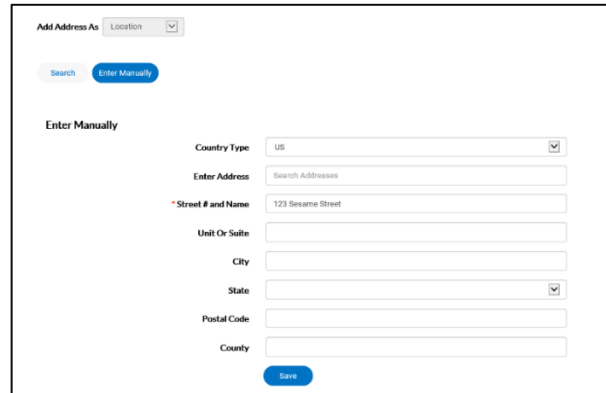
Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

 Results per page 10 1 - 1 of 1 << < 1 > >>
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

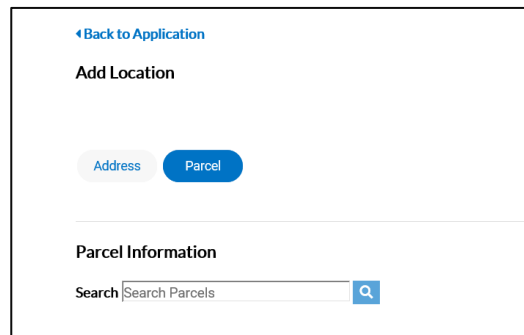
 Results per page 10 1 - 2 of 2 << < 1 > >>

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Address' form with the 'Location' dropdown selected. The 'Enter Manually' tab is active. The form includes fields for Country Type (US), Enter Address (Search Addresses), Street # and Name (123 Sesame Street), Unit Or Suite, City, State, Postal Code, and Country. A 'Save' button is at the bottom.

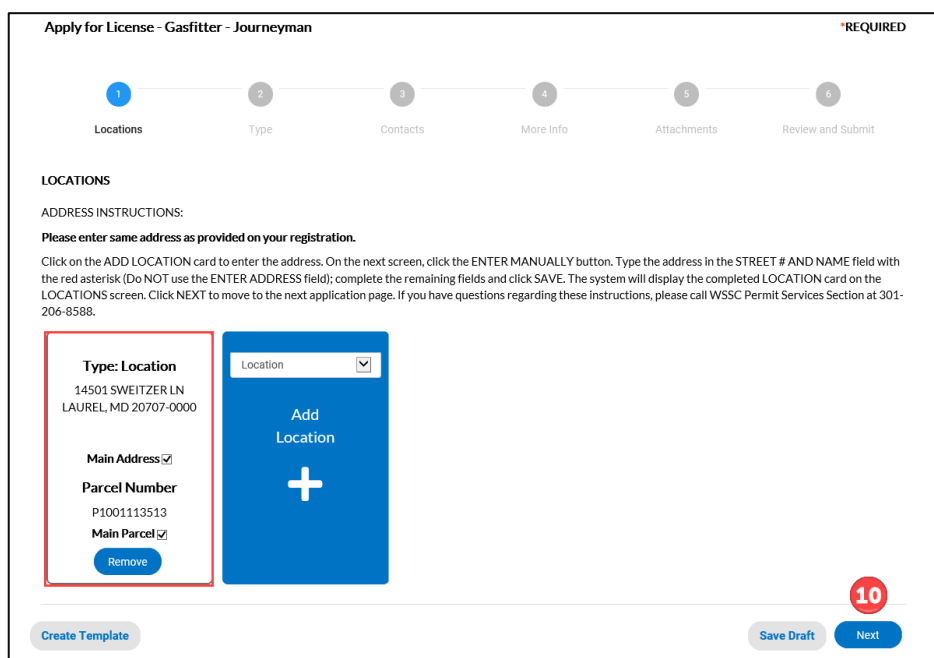
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Location' form with the 'Address' and 'Parcel' tabs. The 'Parcel' tab is active. Below the tabs is a 'Parcel Information' section with a search bar labeled 'Search' and 'Search Parcels'.

You will see that the Location has successfully been added. You are able to add more than one location, if needed.

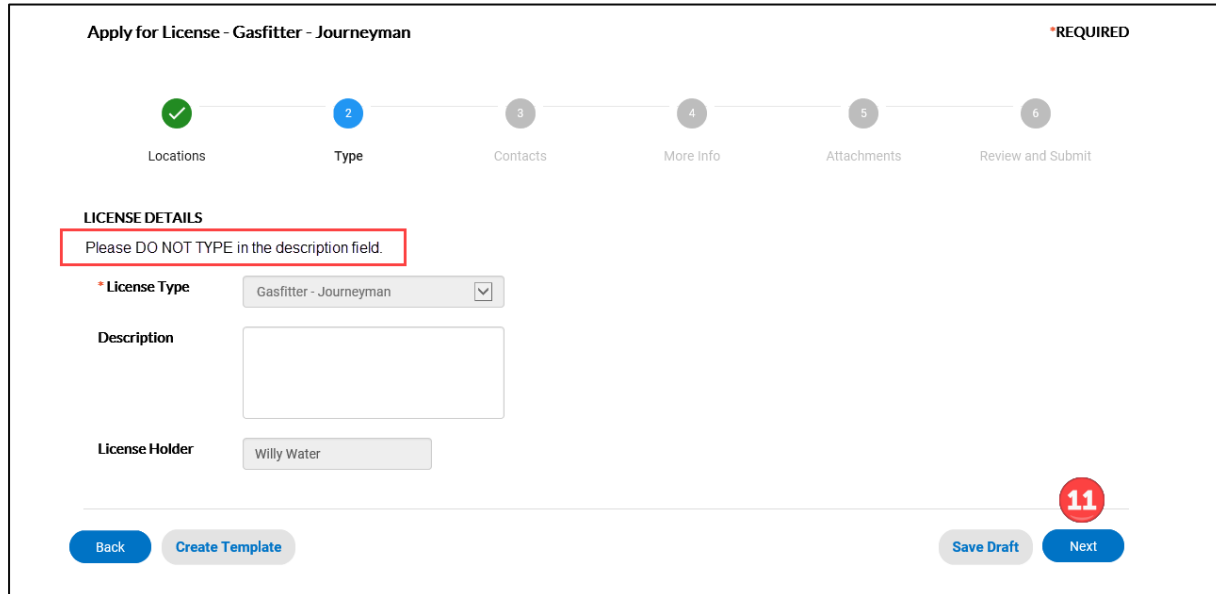
10. Click **Next**



The screenshot shows the 'Apply for License - Gasfitter - Journeyman' application page. It features a progress bar with six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The 'LOCATIONS' section is active, showing address instructions and a list of locations. A location card is highlighted with a red border, showing details like 'Type: Location', '14501 SWEITZER LN', 'LAUREL, MD 20707-0000', 'Main Address', 'Parcel Number', and 'Main Parcel'. A 'Remove' button is at the bottom of the card. A blue 'Add Location' button with a plus sign is also visible. At the bottom right, there is a red circle with the number '10' and a 'Next' button.

11. Click next on the License Details page

****On the License Type page, IF the License Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



Apply for License - Gasfitter - Journeyman *REQUIRED

Progress: 1. Locations (✓) 2. Type (2) 3. Contacts 4. More Info 5. Attachments 6. Review and Submit

LICENSE DETAILS

Please DO NOT TYPE in the description field.

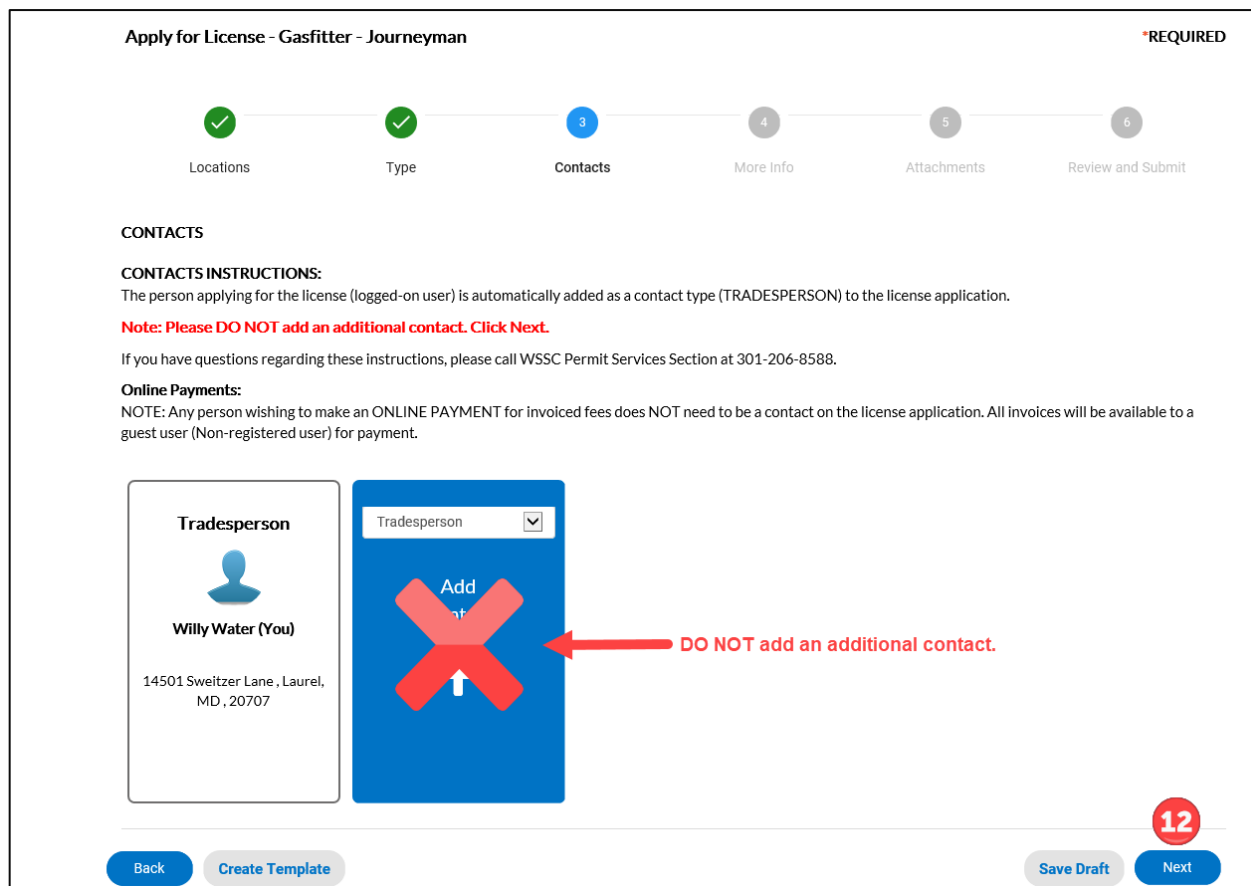
*License Type: Gasfitter - Journeyman

Description:

License Holder: Willy Water

Back Create Template Save Draft **11** Next

12. On the Contacts page, the user will automatically be added as the primary contact as Tradesperson. **Please DO NOT add an additional contact.** Click **Next**.



Apply for License - Gasfitter - Journeyman *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (3) 4. More Info 5. Attachments 6. Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:
The person applying for the license (logged-on user) is automatically added as a contact type (TRADESPERSON) to the license application.
Note: Please DO NOT add an additional contact. Click Next.

If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

Online Payments:
NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the license application. All invoices will be available to a guest user (Non-registered user) for payment.

Tradesperson
Willy Water (You)
14501 Sweitzer Lane, Laurel, MD, 20707

Add Contact

DO NOT add an additional contact.

Back Create Template Save Draft **12** Next

13. Enter the necessary information in the **More Info** section

1. Verify that all of the information has been entered correctly. Click **Next**.

Note: The fields with a red asterisk (*) are required for entry

Apply for License - Gasfitter - Journeyman

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Review and Submit

MORE INFO

13

Provide comments for clarification if needed:

[\[Top \]](#)
[Main Menu](#)

In order to serve you better, WSSC recommends that all fields be completed, even when they are not marked as a required field (with a red asterisks).

1. Do you already have an existing WSSC license OR had one previously and are applying for a different type of license? (Note: IF the answer is YES to any of these questions, please select YES in the drop down menu below).

*Applying for Different License Type?

Applying for Different License Type? is required.

Provide existing/previous WSSC License #

2. What exam results, qualification(s) or license from other jurisdiction are you using to obtain the WSSC license? (select all that apply)

WSSC Examinee

☐

MD Reciprocating

☐

VA Reciprocating

☐

Other Reciprocating

☐

3. If WSSC examinee, attach a copy of your score sheet at the end of this application.

4. If reciprocating, provide your state license number and attach a copy of your license at the end of this application.

State License Number

5. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

*Acknowledge Application Certification

Acknowledge Application Certification is required.

6. Licensee Certification: I certify that I have read, understand and agree to follow the current WSSC Plumbing & Fuel Gas Code and any amendments or superseding editions adopted hereafter. I also certify that I will abide by all rules and regulations pertaining to the type(s) of work authorized by the license(s) I obtain from WSSC, and I agree that I will not perform or attempt to perform any work not explicitly authorized by the license obtained from WSSC.

*Acknowledge Licensee Certification

Acknowledge Licensee Certification is required.

14

Back

Create Template

Save Draft

Next

- Adding a State Issued ID or Driver's License attachment is **REQUIRED**. Please keep in mind that different license types have different attachment requirements. Please follow the below steps on how to add an attachment. Click the **+** to add an attachment.

Apply for License - Gasfitter - Journeyman *REQUIRED

✓

✓

✓

✓

5

6

Locations
 Type
 Contacts
 More Info
 Attachments
 Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Journeyman:

- Current State Issued ID or Driver's License
- Reciprocal License or WSSC Test Score(s)
- Current Cross Connection Certification (for Plumbing Applicants)

To add an attachment:
Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

State Issued ID or Driver's License
 Add Attachment

15

+

 Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx
 REQUIRED

Cross Connection Certi
 Add Attachment

+

 Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back

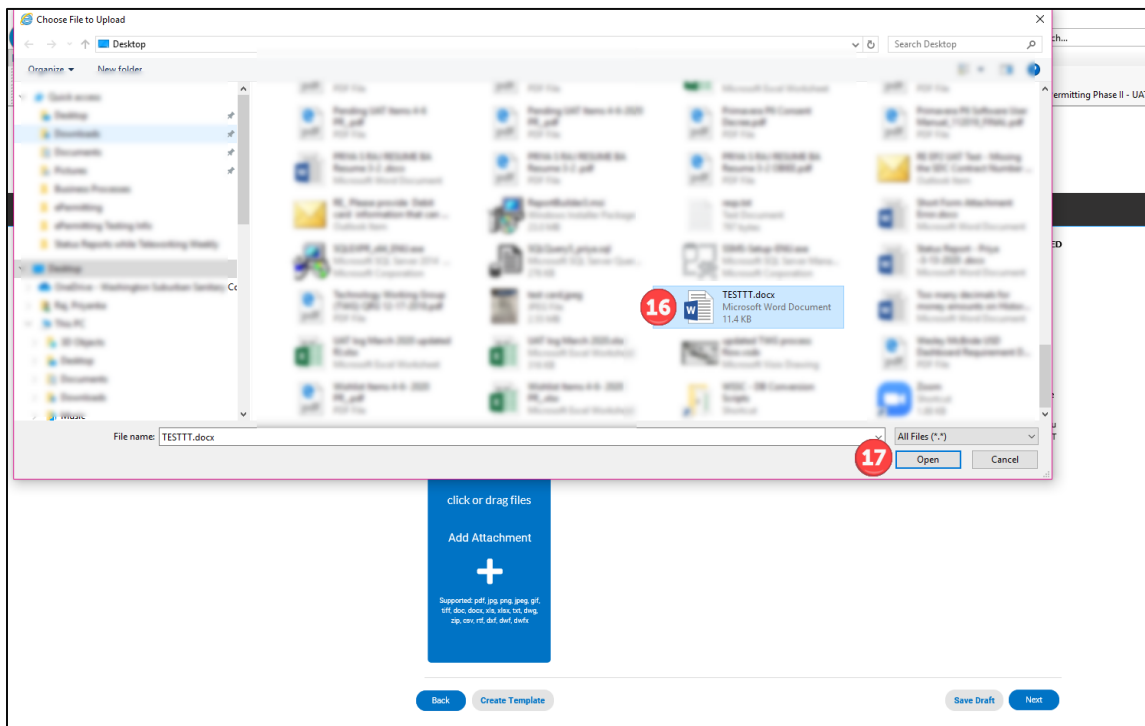
Create Template

Save Draft

Next

- You will be prompted to find the attachment that you would like to add in support of your application.

- Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

18. Click **Next**

Apply for License - Gasfitter - Journeyman

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Journeyman:

- Current State Issued ID or Driver's License
- Reciprocal License or WSSC Test Score(s)
- Current Cross Connection Certification (for Plumbing Applicants)

To add an attachment:
 Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

W

State Issued ID or Driver's License

TESTTT.docx

Size: 11.45 KB

Remove

Cross Connection Certifi

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Create Template

Save Draft

18
Next

19. Verify that all of the information entered, is correct. Click **Submit**.

☆**Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Apply for License - Gasfitter - Journeyman

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

Locations

Location

14501 SWEITZER LN LAUREL, MD 20707-0000

Parcel Number

P1001113513

Basic Info

Type

Gasfitter - Journeyman

Description

Applied Date

05/05/2020

License Holder

Willy Water

Contacts

Tradesperson

Willy Water
14501 Sweitzer Lane , Laurel, MD , , 20723

More Info

Provide comments for clarification if needed:

[Top | Main Menu](#)

In order to serve you better, WSSC recommends that all fields be completed, even when they are not marked as a required field (with a red asterisks).

1. Do you already have an existing WSSC license OR had one previously and are applying for a different type of license? (Note: IF the answer is YES to any of these questions, please select YES in the drop down menu below).

Applying for Different License Type?

No

Provide existing/previous WSSC License #

2. What exam results, qualification(s) or license from other jurisdiction are you using to obtain the WSSC license? (select all that apply)

WSSC Examinee

☐

MD Reciprocating

☐

VA Reciprocating

☐

Other Reciprocating

☐

3. If WSSC examinee, attach a copy of your score sheet at the end of this application.

4. If reciprocating, provide your state license number and attach a copy of your license at the end of this application.

State License Number

5. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

Acknowledge Application Certification

AGREE

6. Licensee Certification: I certify that I have read, understand and agree to follow the current WSSC Plumbing & Fuel Gas Code and any amendments or superseding editions adopted hereafter. I also certify that I will abide by all rules and regulations pertaining to the type(s) of work authorized by the license (s) I obtain from WSSC, and I agree that I will not perform or attempt to perform any work not explicitly authorized by the license obtained from WSSC.

Acknowledge Licensee Certification

AGREE

Attachments

State Issued ID or Driver's License

TESTTT.docx

Back

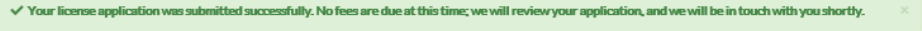
Create Template

Save Draft

Submit

20. Congratulations! Your application was submitted successfully. No fees are due at this time – WSSC Water will review your application and will be in touch with you shortly.

Note: You are able to access CSS to view the status of your license application. Once your license has been reviewed, you are able to pay the required fees. Please see [Section 7: Paying for a Fee](#).



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License Number: FG-82045

• License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder:	Willy Water	License Type:	Gasfitter - Journeyman	Applied Date:	05/05/2020
District:	WSSC	Period Start Date:			
Status:	Pending	Expiration Date:			
Description:					

Locations

Fees

Inspections

Attachments

Contacts

Holds

More Info

[Locations](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Locations

Type: Location

P
 14501 SWEITZER LN,
 LAUREL, MD, 20707-0000

Main Address ☒

Parcel Number
 P1001113513

Main Parcel ☒

Sort: Main 

WSSC Water | Citizen Self Service (CSS) Applying for Licenses

11

Note: When you go back to your dashboard, you will see that your license is in a Pending state but has successfully been added to your applied licenses.

FG-82045	14501 SWEITZER LN LAUREL, MD 20707-0000	Pending	Gasfitter - Journeyman	WSSC	5/5/2020
----------	---	---------	---------------------------	------	----------

Once your license has been validated, your fees will be assessed, and the status will change to **Awaiting Payment**. Please see [Section 7: Paying for a Fee](#).

FG-82045	14501 SWEITZER LN LAUREL, MD 20707-0000	Awaiting Payment	Gasfitter - Journeyman	WSSC	5/5/2020
----------	---	---------------------	---------------------------	------	----------

Once your fee has been paid, the status of your license will change to **Final Processing**.

FG-82045	14501 SWEITZER LN LAUREL, MD 20707-0000	Final Processing	Gasfitter - Journeyman	WSSC	5/5/2020
----------	---	---------------------	---------------------------	------	----------

After WSSC Water fully processes your application, your license is now in an **Active** status.

FG-82045	14501 SWEITZER LN LAUREL, MD 20707-0000	Active	Gasfitter - Journeyman	WSSC	5/5/2020
----------	---	--------	---------------------------	------	----------

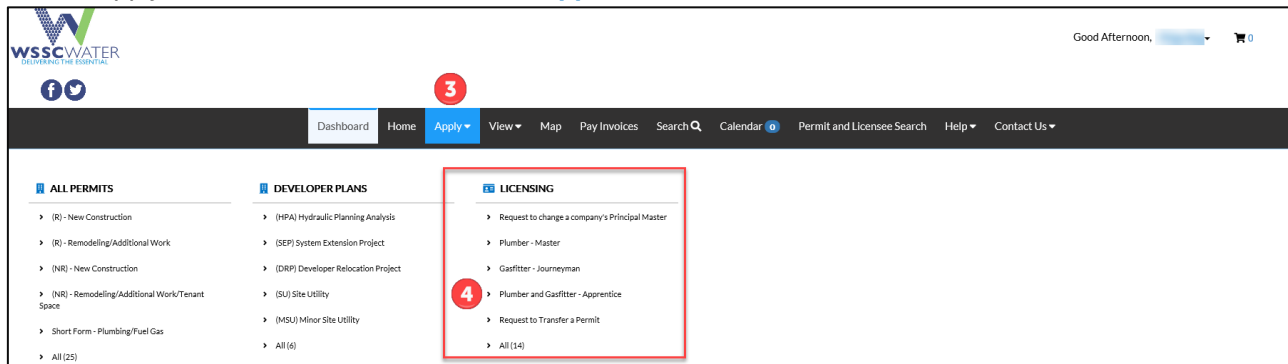
2. Applying for a Plumber – Gasfitter – Apprentice Professional License

Note that an applicant who is applying as a Principal Master or Principal Sewer and Drain Cleaner will be required to provide additional information such as company name and insurance information.

To log into CSS, please see [Section 2: Getting Started User Guide \(Steps 1-2\)](#).

3. Click on the **Apply** dropdown

4. You will see the licenses that you are able to apply for in this application. In this example, we will apply for a **Plumber and Gasfitter – Apprentice License**.



5. Click the **+** sign to Add a specific location.

Note: It is **HIGHLY** recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common license that you find yourself applying for, you are able to create a template that will be saved each time you create this specific type of license.

☆ **Save Draft:** If you are not quite finished yet, but you need to step away, you are able to simply click the Save Draft button and you will be able to revisit this license later.

Apply for License - Plumber and Gasfitter - Apprentice *REQUIRED

1
Locations

2
Type

3
Contacts

4
More Info

5
Attachments

6
Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Please enter same address as provided on your registration.

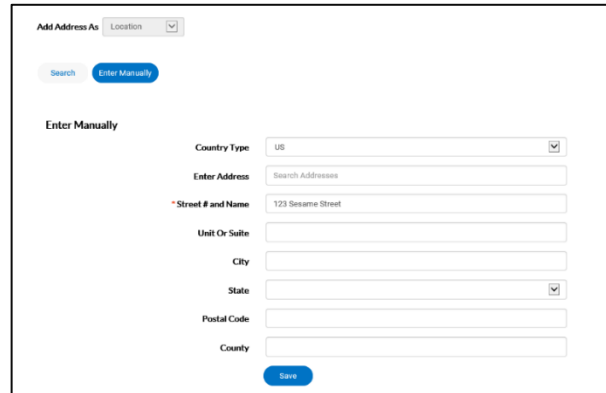
Click on the ADD LOCATION card to enter the address. On the next screen, click the ENTER MANUALLY button. Type the address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

Location
▼

Add Location
+
REQUIRED

Create Template
Save Draft
Next

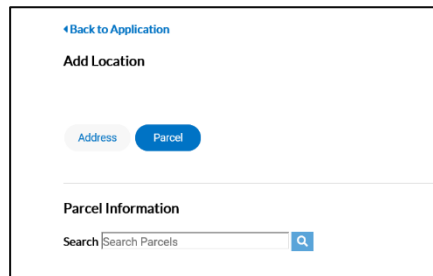
OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Address As' form with the 'Location' dropdown selected. The 'Enter Manually' tab is active. The form contains the following fields:

- Country Type: US (dropdown)
- Enter Address: Search Addresses (text input)
- Street # and Name: 123 Sesame Street (text input)
- Unit Or Suite: (text input)
- City: (text input)
- State: (dropdown)
- Postal Code: (text input)
- Country: (text input)
- Save (button)

OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**

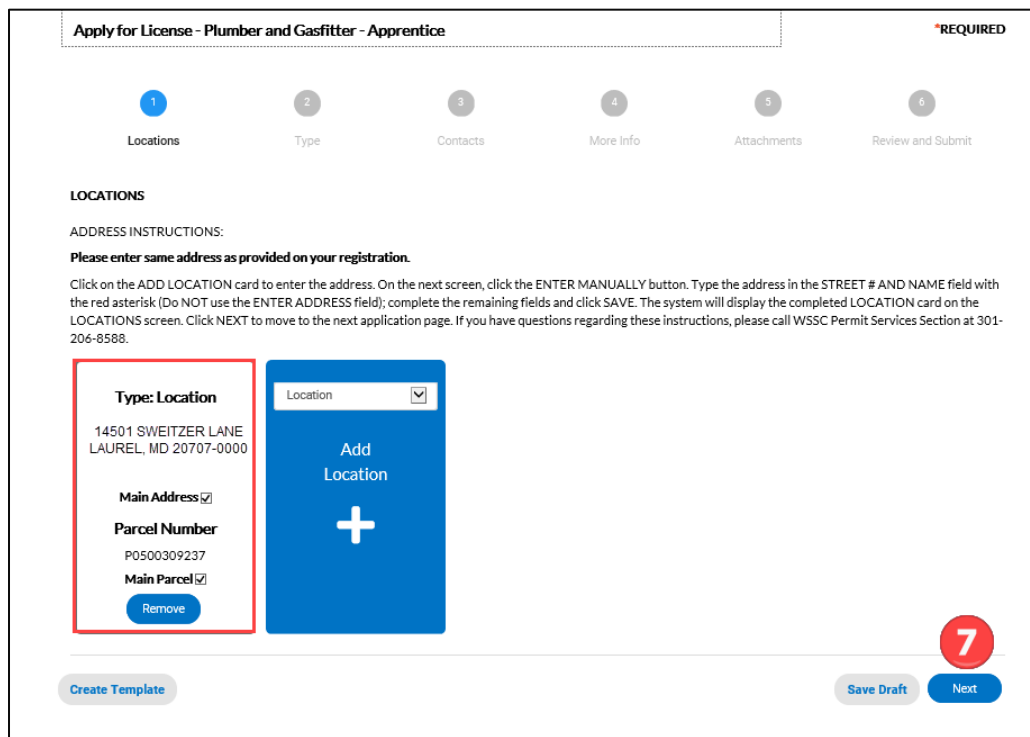


The screenshot shows the 'Add Location' form with the 'Address' and 'Parcel' tabs. The 'Parcel' tab is active. The form contains the following fields:

- Back to Application (link)
- Add Location (text input)
- Address (button)
- Parcel (button)
- Parcel Information (text input)
- Search (button)

You will see that the Location has successfully been added. You are able to add more than one location, if needed.

7. Click **Next**

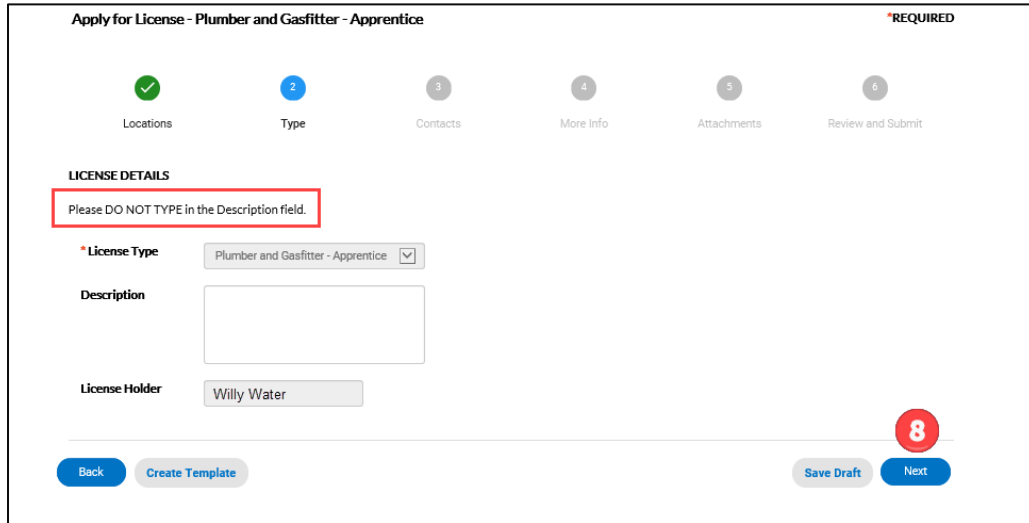


The screenshot shows the 'Apply for License - Plumber and Gasfitter - Apprentice' form. The 'Locations' step is highlighted in the progress bar. The form contains the following sections:

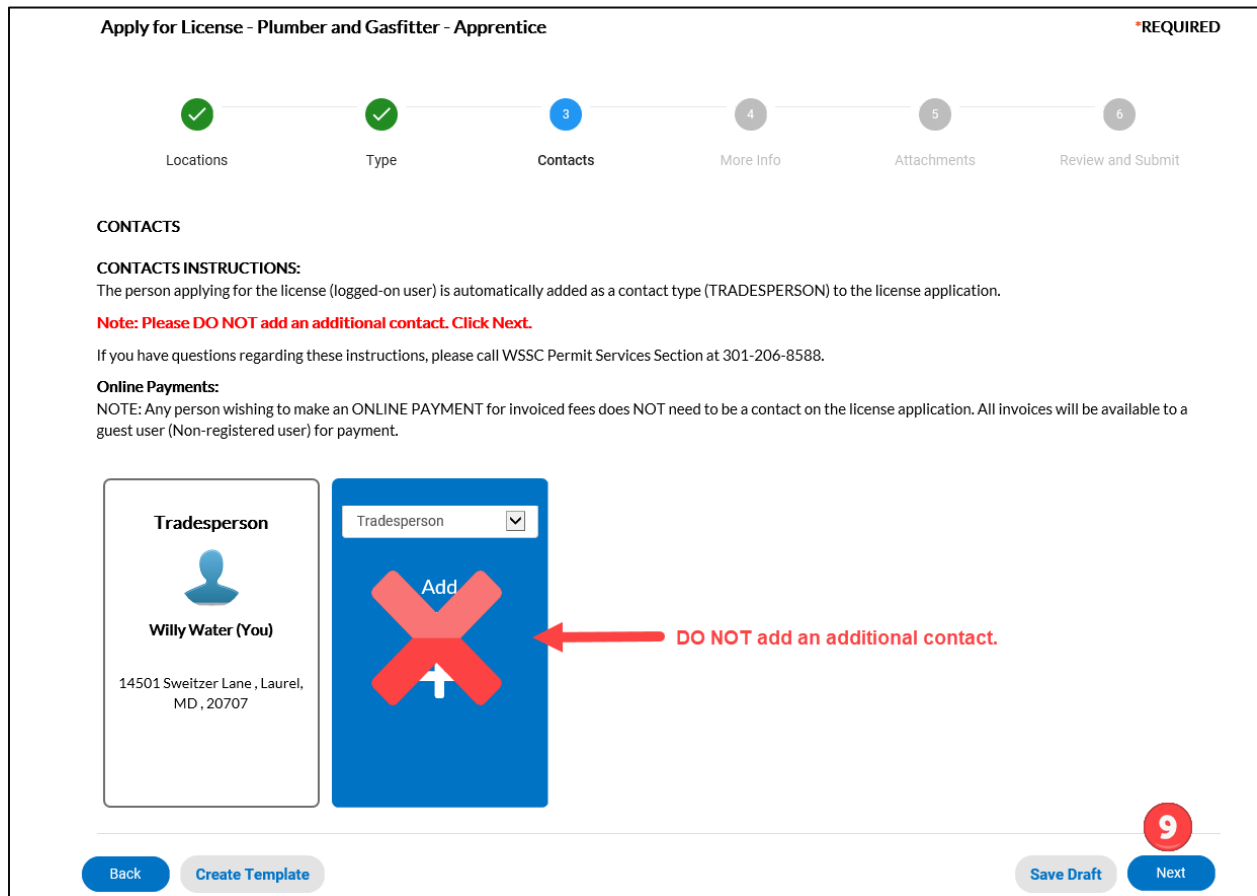
- LOCATIONS**
- ADDRESS INSTRUCTIONS:**
 - Please enter same address as provided on your registration.
 - Click on the ADD LOCATION card to enter the address. On the next screen, click the ENTER MANUALLY button. Type the address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.
- Location Card:**
 - Type: Location
 - 14501 SWEITZER LANE
 - LAUREL, MD 20707-0000
 - Main Address ☒
 - Parcel Number: P0500309237
 - Main Parcel ☒
 - Remove (button)
- Add Location Card:**
 - Location (dropdown)
 - Add Location (text input)
 - +
- Buttons:**
 - Create Template (button)
 - Save Draft (button)
 - Next (button)

8. Click **Next** on the License Details page

****On the License Type page, IF the License Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



9. On the Contacts page, the user will automatically be added as the primary contact. **Please DO NOT add an additional contact.** Click **Next**.



10. Enter the necessary information in the **More Info** section
11. Verify that all of the information has been entered correctly. Click **Next**.

Apply for License - Plumber and Gasfitter - Apprentice

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Review and Submit

MORE INFO

10

Provide comments for clarification if needed:

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In order to serve you better, WSSC recommends that all fields be completed, even when they are not marked as a required field (with a red asterisks).

1. Do you already have an existing WSSC license OR had one previously and are applying for a different type of license?

*Applying for Different License Type?

☐

Applying for Different License Type? is required.

Provide existing/previous WSSC License #

2. What exam results, qualification(s) or license from other jurisdiction are you using to obtain the WSSC license? (select all that apply)

WSSC Examinee

☐

MD Reciprocating

☐

VA Reciprocating

☐

Other Reciprocating

☐

3. If WSSC examinee, attach a copy of your score sheet at the end of this application.

4. If reciprocating, provide your state license number and attach a copy of your license at the end of this application.

State License Number

5. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

*Acknowledge Application Certification

☐

Acknowledge Application Certification is required.

6. Licensee Certification: I certify that I have read, understand and agree to follow the current WSSC Plumbing & Fuel Gas Code and any amendments or superseding editions adopted hereafter. I also certify that I will abide by all rules and regulations pertaining to the type(s) of work authorized by the license(s) I obtain from WSSC, and I agree that I will not perform or attempt to perform any work not explicitly authorized by the license obtained from WSSC.

*Acknowledge Licensee Certification

☐

Acknowledge Licensee Certification is required.

11

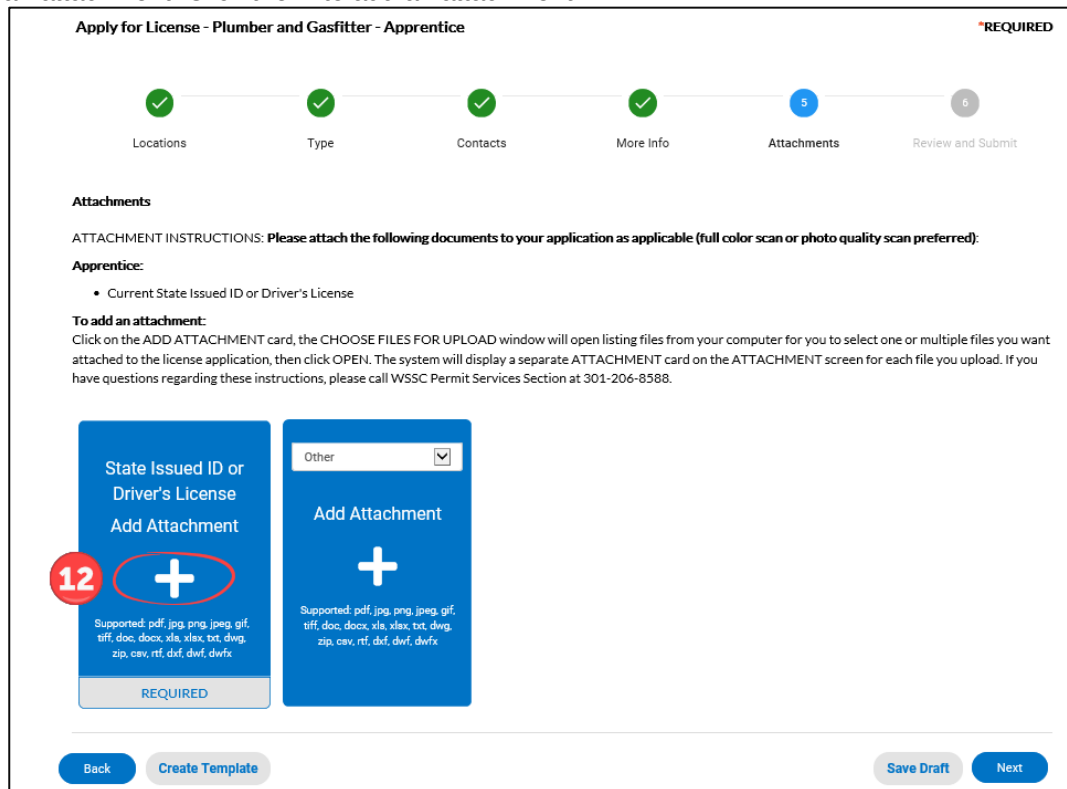
Back

Create Template

Save Draft

Next

12. Adding a State Issued ID or Driver's License attachment is **REQUIRED**. Please keep in mind that different license types have different attachment requirements. Please follow the below steps on how to add an attachment. Click the **+** to add an attachment.



Apply for License - Plumber and Gasfitter - Apprentice *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Apprentice:

- Current State Issued ID or Driver's License

To add an attachment:
Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

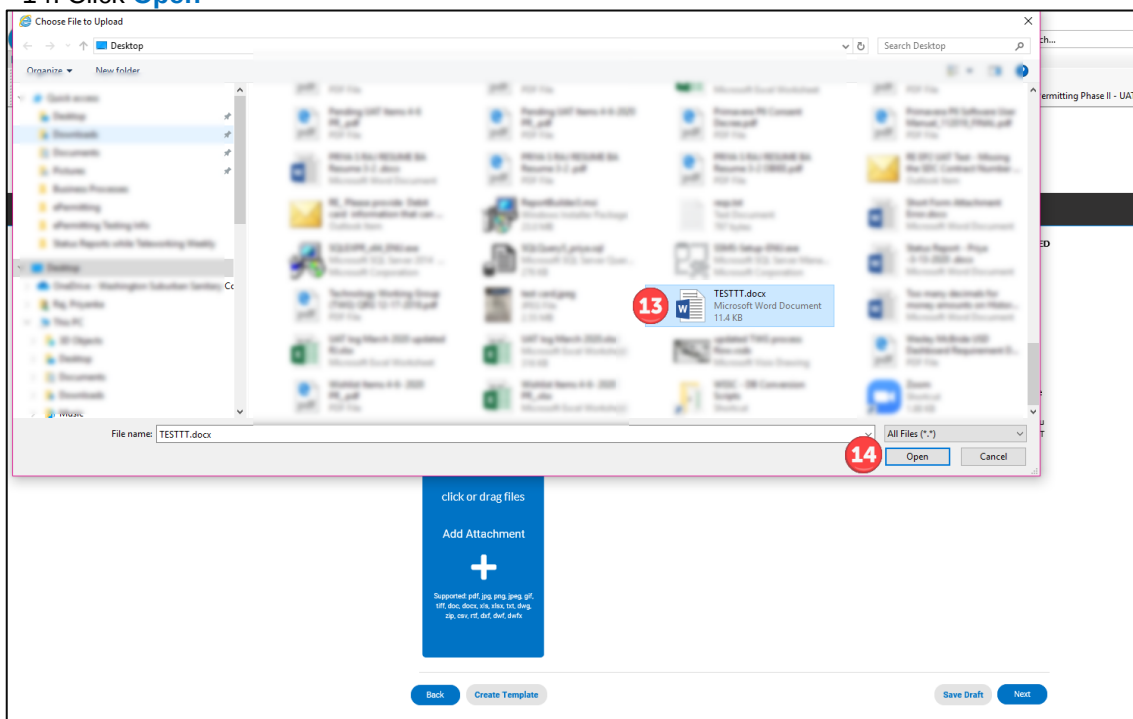
12 **State Issued ID or Driver's License Add Attachment**
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx
REQUIRED

Add Attachment
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back Create Template Save Draft Next

13. You will be prompted to find the attachment that you would like to add in support of your application.

14. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

15. Click **Next**

Apply for License - Plumber and Gasfitter - Apprentice

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Apprentice:

- Current State Issued ID or Driver's License

To add an attachment:
Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

W

State Issued ID or Driver's License

TESTTT.docx

Size: 11.45 KB

Remove

Other

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back

Create Template

Save Draft

Next

15

3. Verify that all of the information entered, is correct. Click **Submit**.

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Apply for License - Plumber and Gasfitter - Apprentice

REQUIRED

✓

✓

✓

✓

✓

✖

Locations

Type

Contacts

More Info

Attachments

Review and Submit

Submit

Locations

Location

14501 Sweitzer Lane, Laurel, 20707-0000

Parcel Number

P0500309237

Basic Info

Type

Plumber and Gasfitter - Apprentice

Description

Applied Date

04/15/2020

License Holder

Willy Water

Contacts

Tradesperson

Willy Water

WSSC

14501 Sweitzer Lane, Laurel, USA

More Info

Provide comments for clarification if needed:

test

In order to serve you better, WSSC recommends that all fields be completed, even when they are not marked as a required field (with a red asterisks).

1. Do you already have an existing WSSC license OR had one previously and are applying for a different type of license?

Applying for Different License Type?

No

Provide existing/previous WSSC License #

123456

2. What exam results, qualification(s) or license from other jurisdiction are you using to obtain the WSSC license? (select all that apply)

WSSC Examinee

☐

MD Reciproating

☐

VA Reciproating

☐

Other Reciproating

☐

3. If WSSC examinee, attach a copy of your score sheet at the end of this application.

4. If reciproating, provide your state license number and attach a copy of your license at the end of this application.

State License Number

5. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

Acknowledge Application Certification

AGREE

6. Licensee Certification: I certify that I have read, understand and agree to follow the current WSSC Plumbing & Fuel Gas Code and any amendments or superseding editions adopted hereafter. I also certify that I will abide by all rules and regulations pertaining to the type(s) of work authorized by the license (s) I obtain from WSSC, and I agree that I will not perform or attempt to perform any work not explicitly authorized by the license obtained from WSSC.

Acknowledge Licensee Certification

AGREE

Attachments

State Issued ID or Driver's License

TESTTT.docx

Back

Create Template

Save Draft

Submit

16

WSSC Water | Citizen Self Service (CSS) Applying for Licenses

20

4. Congratulations! Your application was submitted successfully. No fees are due at this time – WSSC Water will review your application and will be in touch with you shortly.

Note: You are able to access CSS to view the status of your license application. Once your license has been reviewed, you are able to pay the required fees. Please see [Paying Fees User Guide](#).



License Number: PFG-81998

17



- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder:	Willy Water	License Type:	Plumber and Gasfitter - Apprentice	Applied Date:	04/16/2020
District:	WSSC	Period Start Date:			
Status:	Pending	Expiration Date:			
Description:					

Locations

Fees

Inspections

Attachments

Contacts

Holds

More Info

[Locations](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Locations

Sort:
 Main
 

Type: Location
 p
 14501 SWEITZER LN.
 LAUREL, MD, 20707-0000
Main Address ☒

Parcel Number
 P1001113513
Main Parcel ☒

Note: When you go back to your dashboard, you will see that your license is in a Pending state has successfully been added to your applied licenses.

PFG-81998	14501 SWEITZER LN LAUREL, MD 20707- 0000	Pending	Plumber and Gasfitter - Apprentice	WSSC	04/15/2020
------------------	--	---------	---	------	------------

Once your license has been validated, your fees will be assessed, and the status will change to **Awaiting Payment**. Please see [Section 7: Paying for a Fee](#).

PFG-81998	14501 SWEITZER LN LAUREL, MD 20707- 0000	Awaiting Payment	Plumber and Gasfitter - Apprentice	WSSC	04/15/2020
------------------	--	---------------------	---	------	------------

Once your fee has been paid, the status of your license will change to **Final Processing**.

PFG-81998	14501 SWEITZER LN LAUREL, MD 20707- 0000	Final Processing	Plumber and Gasfitter - Apprentice	WSSC	04/15/2020
------------------	--	---------------------	---	------	------------

After WSSC Water fully processes your application, your license is now in an **Active** status.

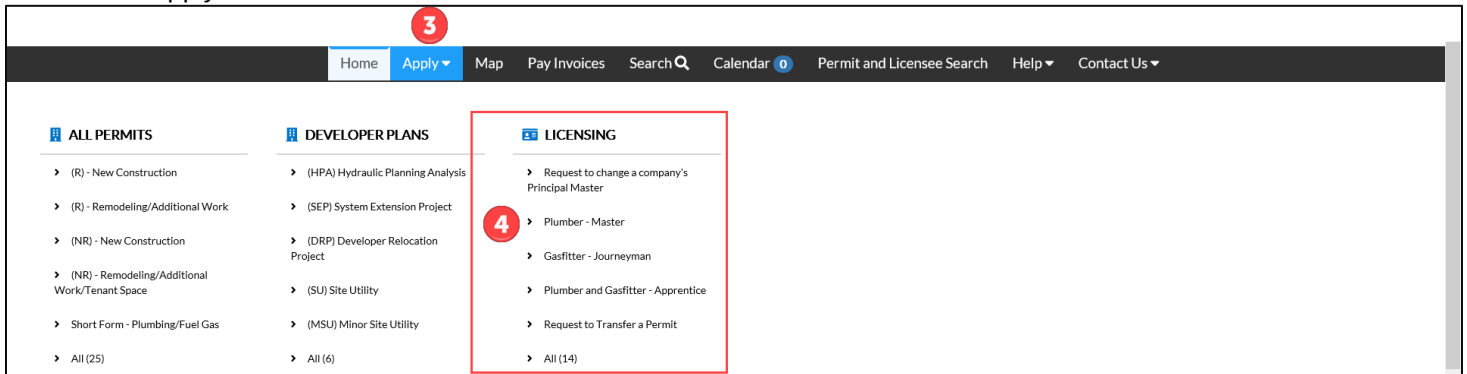
PFG-81998	14501 SWEITZER LN LAUREL, MD 20707- 0000	Active	Plumber and Gasfitter - Apprentice	WSSC	04/15/2020
------------------	--	--------	---	------	------------

3. Applying for a Plumber – Master License

To log into CSS, please see [Section 2: Getting Started User Guide \(Steps 1-2\)](#).

3. Click on the **Apply** dropdown

4. You will see the licenses that you are able to apply for in this application. In this example, we will apply for a **Plumber – Master License**.



5. Click the **+** sign to Add a specific location.

Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common license that you find yourself applying for, you are able to create a template that will be saved each time you create this specific type of license.

☆ **Save Draft:** If you are not quite finished yet, but you need to step away, you are able to simply click the Save Draft button and you will be able to revisit this license later.

Apply for License - Plumber - Master

REQUIRED

1

2

3

4

5

6

Locations
 Type
 Contacts
 More Info
 Attachments
 Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Please enter same address as provided on your registration.

Click on the ADD LOCATION card to enter the address. On the next screen, click the ENTER MANUALLY button. Type the address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

Location

+

5

REQUIRED

Create Template

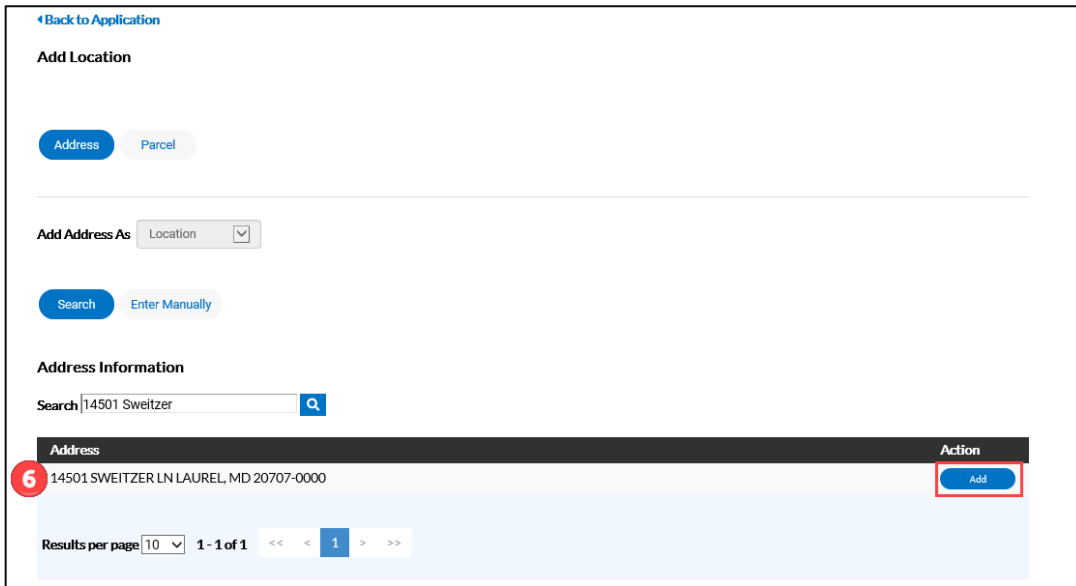
Save Draft

Next

6. You will be prompted to enter the address in the **Search** textbox. You can search with the entire address *location i.e. 14501 Sweitzer Lane* or search by a keyword *i.e. 14501 Sweitzer*. It is recommended you search by the street number and street name (do not enter the street type, such as 'Lane.' Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

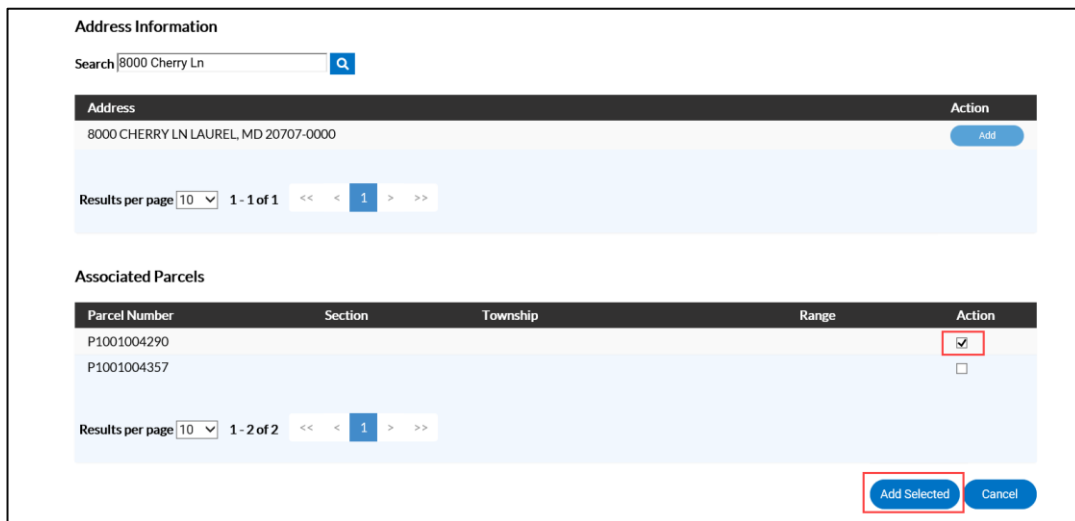


[Back to Application](#)
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
 Address Information
 Search 14501 Sweitzer

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	☒ Add

 Results per page 10 1 - 1 of 1

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

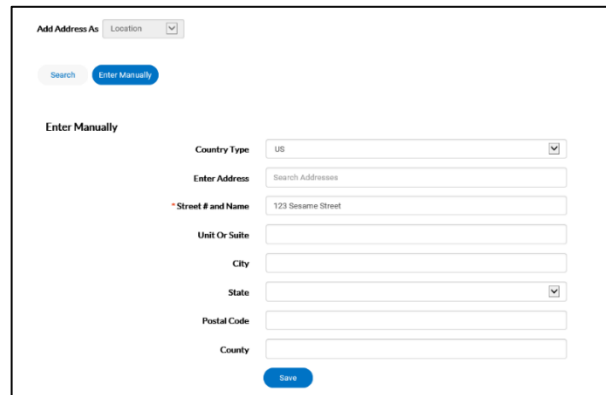
Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	☒ Add

 Results per page 10 1 - 1 of 1
 Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

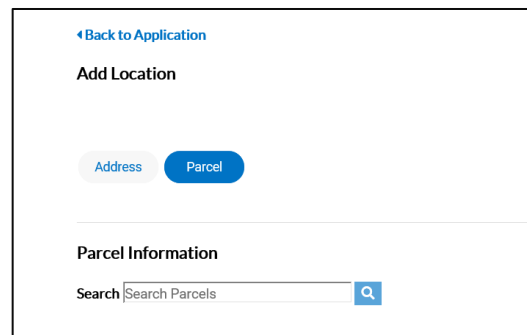
 Results per page 10 1 - 2 of 2
 Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Address' form with the 'Location' dropdown selected. The 'Enter Manually' tab is active. The form includes fields for Country Type (US), Enter Address (Search Addresses), Street # and Name (123 Sesame Street), Unit Or Suite, City, State, Postal Code, and Country. A 'Save' button is at the bottom.

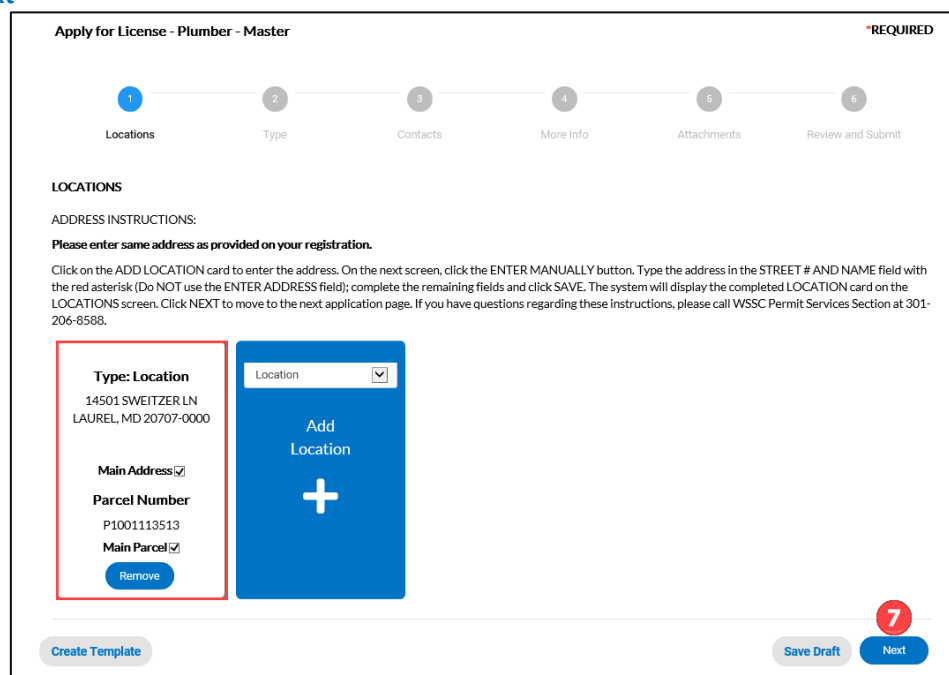
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Location' form with the 'Address' and 'Parcel' tabs. The 'Parcel' tab is active. Below the tabs is a 'Parcel Information' section with a search bar labeled 'Search' and a placeholder 'Search Parcels'.

You will see that the Location has successfully been added. You are able to add more than one location, if needed.

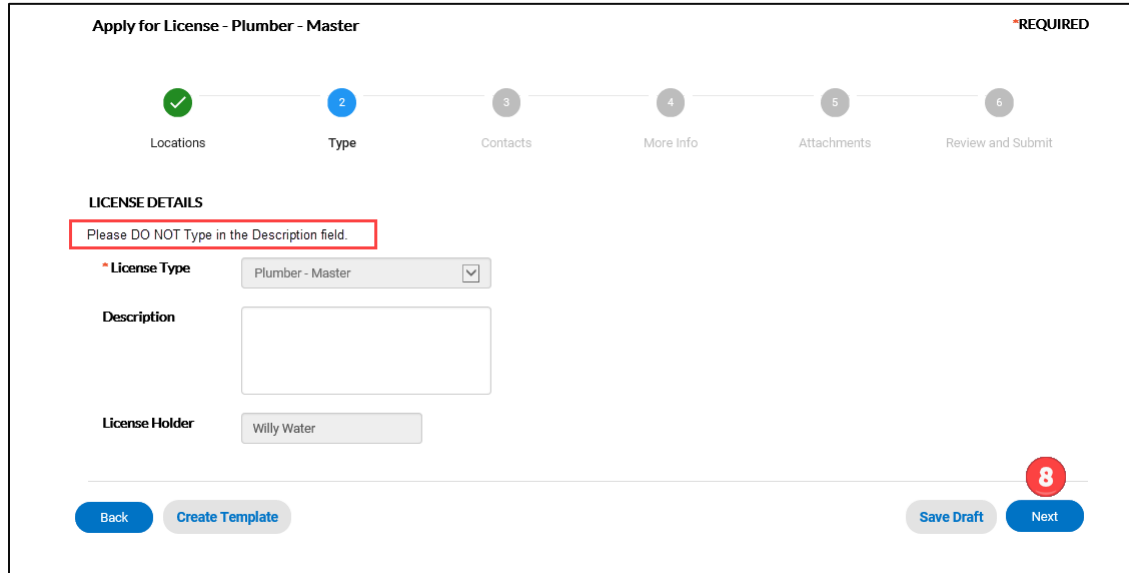
7. Click **Next**



The screenshot shows the 'Apply for License - Plumber - Master' application page. It features a progress bar with six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The 'LOCATIONS' section is active, showing 'ADDRESS INSTRUCTIONS' and a list of locations. A red box highlights the first location card, which includes details like 'Type: Location', '14501 SWEITZER LN', 'LAUREL, MD 20707-0000', 'Main Address' (checked), 'Parcel Number' (P1001113513), 'Main Parcel' (checked), and a 'Remove' button. To the right is an 'Add Location' button with a plus sign. At the bottom, there are buttons for 'Create Template', 'Save Draft', and 'Next' (highlighted with a red circle and the number 7).

8. Click [Next](#) on the License Details page

****On the License Type page, IF the License Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



Apply for License - Plumber - Master *REQUIRED

Progress: 1. Locations (✓) 2. **Type** 3. Contacts 4. More Info 5. Attachments 6. Review and Submit

LICENSE DETAILS

Please DO NOT Type in the Description field.

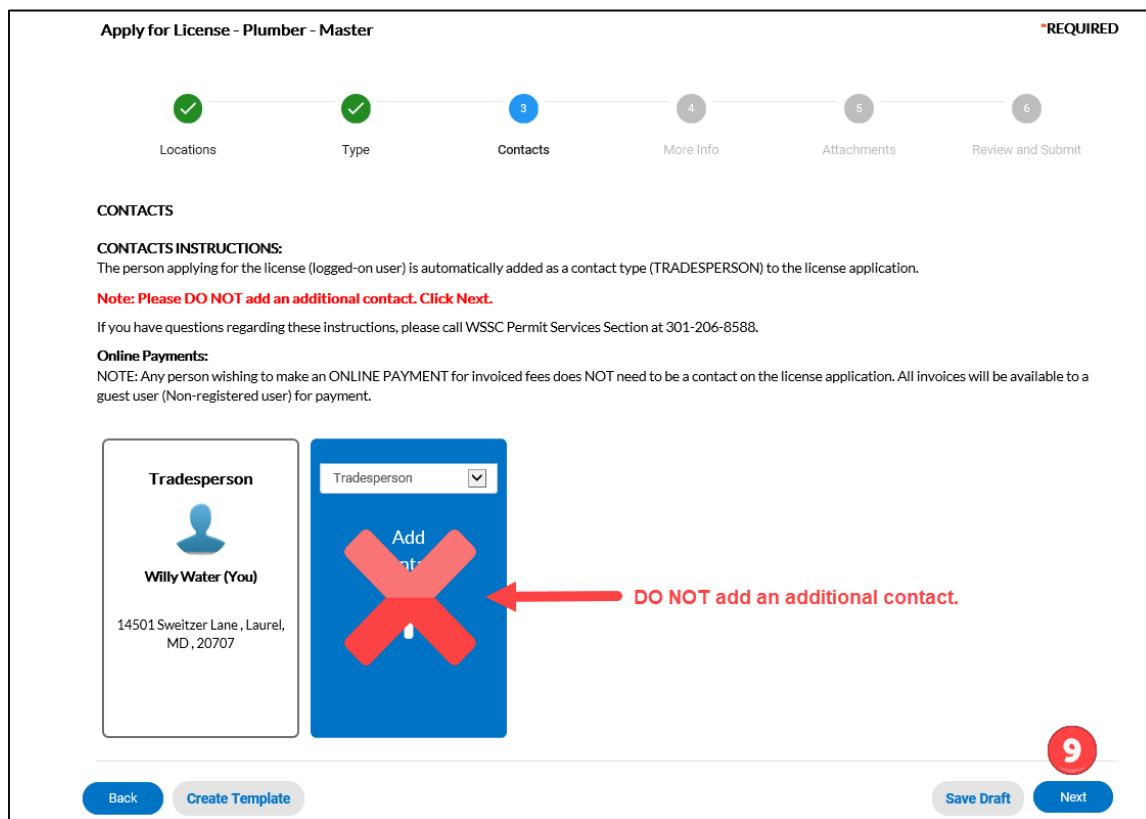
* License Type: Plumber - Master

Description:

License Holder: Willy Water

Buttons: Back, Create Template, Save Draft, **Next** (8)

9. On the Contacts page, the user will automatically be added as the primary contact. Click [Next](#).



Apply for License - Plumber - Master *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. **Contacts** 4. More Info 5. Attachments 6. Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:
 The person applying for the license (logged-on user) is automatically added as a contact type (TRADESPERSON) to the license application.
Note: Please DO NOT add an additional contact. Click Next.
 If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the license application. All invoices will be available to a guest user (Non-registered user) for payment.

Tradesperson: Willy Water (You)
 14501 Sweltzer Lane, Laurel, MD, 20707

Add Contact (X) **DO NOT add an additional contact.**

Buttons: Back, Create Template, Save Draft, **Next** (9)

10. Enter the necessary information in the **More Info** section
11. Verify that all of the information has been entered correctly. Click **Next**.

Apply for License - Plumber - Master *REQUIRED


 Locations


 Type


 Contacts


 More Info


 Attachments


 Review and Submit

MORE INFO

10

Provide comments for clarification if needed:

[| Top](#) | [Main Menu](#)

In order to serve you better, WSSC recommends that all fields be completed, even when they are not marked as a required field (with a red asterisk).

1. Do you already have an existing WSSC license OR had one previously and are applying for a different type of license? (Note: IF the answer is YES to any of these questions, please select YES in the drop down menu below).

*Applying for Different Licence Type?

Yes

▼

Provide existing/previous WSSC License #

2. Will you be representing a plumbing and/or gas fitting services company for which permits will be purchased under your WSSC license number?

*Representing Plumbing and/or Gas Fitting Company?

Yes

▼

3. If you are the Principal of your company, attach current Certificate of Insurance that names WSSC as the certificate holder and enter your insurance info below (if the "Insurance Expiration Date" field is not applicable, please leave blank):

Insurance Expiration Date (e.g., 12/25/2025)

📅

Insurance Provider

Insurance Policy #

4. Trading As (only applies to Principals)

5. What exam results, qualification(s) or license from other jurisdiction are you using to obtain the WSSC license? (select all that apply)

WSSC Examinee ☐

MD Reciprocating ☐

VA Reciprocating ☐

Other Reciprocating ☐

6. If WSSC examinee, attach a copy of your score sheet at the end of this application.

7. If reciprocating, provide your state license number and attach a copy of your license at the end of this application

State License Number

8. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

*Acknowledge Application Certification

8. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

*Acknowledge Application Certification

9. Licensee Certification: I certify that I have read, understand and agree to follow the current WSSC Plumbing & Fuel Gas Code and any amendments or superseding editions adopted hereafter. I also certify that I will abide by all rules and regulations pertaining to the type(s) of work authorized by the license(s) I obtain from WSSC, and I agree that I will not perform or attempt to perform any work not explicitly authorized by the license obtained from WSSC.

*Acknowledge Licensee Certification

11

Back Create Template Save Draft Next

12. Adding a State Issued ID or Driver's License attachment is **REQUIRED**. Please keep in mind that different license types have different attachment requirements. Please follow the below steps on how to add an attachment. Click the **+** to add an attachment.

Apply for License - Plumber - Master *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Master:

- Current State Issued ID or Driver's License
- Reciprocal License or WSSC Test Score(s)
- Current Cross Connection Certification (for Plumbing Applicants)
- If Principal Master - Current Certificate of Insurance (WSSC listed as Certificate Holder)
- If WSSC examinee - A copy of your score sheet
- Letter from your company stating you are its designated Principal Master under whose license permits will be pulled

To add an attachment:
Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

State Issued ID or Driver's License

Add Attachment

12

Supported pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

REQUIRED

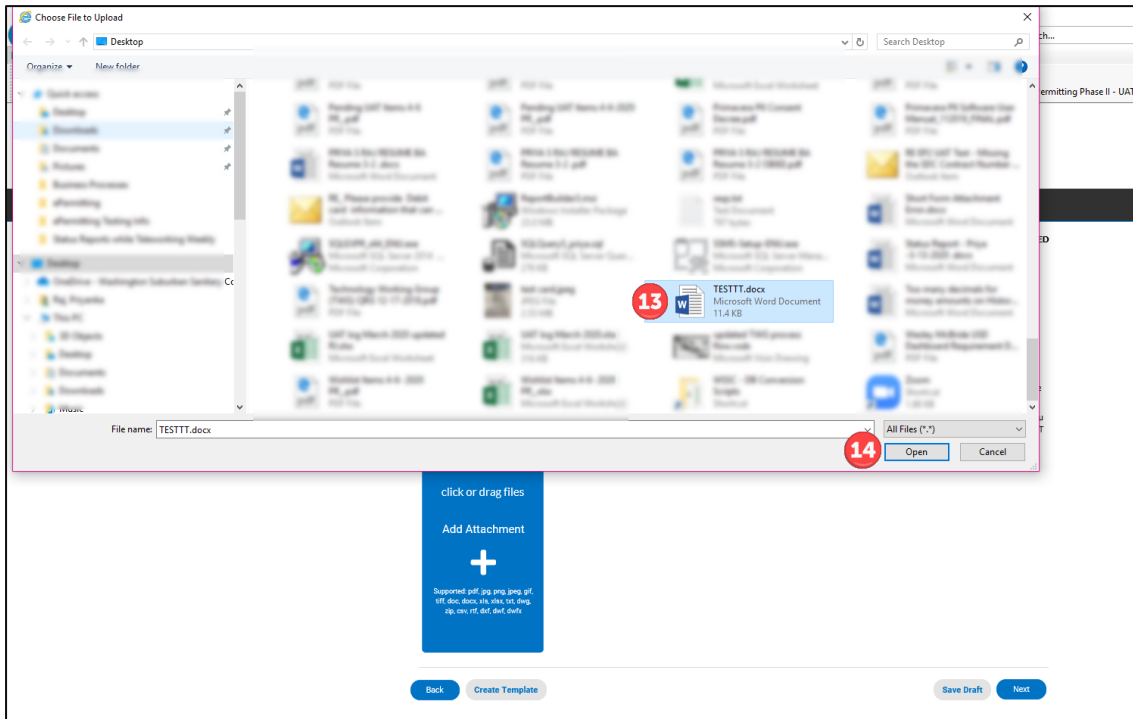
Business Letter

Add Attachment

Supported pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back Create Template Save Draft Next

13. You will be prompted to find the attachment that you would like to add in support of your application.
14. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

15. Click **Next**

Apply for License - Plumber - Master

REQUIRED

✓

✓

✓

✓

5

6

Locations
 Type
 Contacts
 More Info
 Attachments
 Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Master:

- Current State Issued ID or Driver's License
- Reciprocal License or WSSC Test Score(s)
- Current Cross Connection Certification (for Plumbing Applicants)
- If Principal Master - Current Certificate of Insurance (WSSC listed as Certificate Holder)
- If WSSC examinee - A copy of your score sheet
- Letter from your company stating you are its designated Principal Master under whose license permits will be pulled

To add an attachment:
Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.



State Issued ID or Driver's License
TESTTT.docx
Size: 11.45 KB

Remove

Business Letter

Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Create Template

Save Draft

Next

16. Verify that all of the information entered, is correct. Click **Submit**.

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Apply for License - Plumber - Master

REQUIRED

✓

✓

✓

✓

✓

✗

Locations
Type
Contacts
More Info
Attachments
Review and Submit

Submit

Locations

Location	14501 SWEITZER LN LAUREL, MD 20707-0000
Parcel Number	P1001113513

Basic Info

Type	Plumber - Master
Description	
Applied Date	05/11/2020
License Holder	Willy Water

Contacts

Tradesperson	Willy Water 14501 Sweitzer Lane, Laurel, MD., 20723
--------------	--

More Info

[Top](#) | [Main Menu](#)

Provide comments for clarification if needed:

In order to serve you better, WSSC recommends that all fields be completed, even when they are not marked as a required field (with a red asterisk).

1. Do you already have an existing WSSC license OR had one previously and are applying for a different type of license? (Note: If the answer is YES to any of these questions, please select YES in the drop down menu below).

Applying for Different Licence Type?

Provide existing/previous WSSC License #

2. Will you be representing a plumbing and/or gas fitting services company for which permits will be purchased under your WSSC license number?

Representing Plumbing and/or Gas Fitting Company?

3. If you are the Principal of your company, attach current Certificate of Insurance that names WSSC as the certificate holder and enter your insurance info below (if the "Insurance Expiration Date" field is not applicable, please leave blank):

Insurance Expiration Date (e.g., 12/25/2025)

Insurance Provider

Insurance Policy #

4. Trading As (only applies to Principals)

5. What exam results, qualification(s) or license from other jurisdiction are you using to obtain the WSSC license? (select all that apply)

WSSC Examinee ☐

MD Reciprocating ☐

VA Reciprocating ☐

Other Reciprocating ☐

6. If WSSC examinee, attach a copy of your score sheet at the end of this application.

7. If reciprocating, provide your state license number and attach a copy of your license at the end of this application

State License Number

8. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

Acknowledge Application Certification

9. Licensee Certification: I certify that I have read, understand and agree to follow the current WSSC Plumbing & Fuel Gas Code and any amendments or superseding editions adopted hereafter. I also certify that I will abide by all rules and regulations pertaining to the type(s) of work authorized by the license (s) I obtain from WSSC, and I agree that I will not perform or attempt to perform any work not explicitly authorized by the license obtained from WSSC.

Acknowledge Licensee Certification

Attachments

State Issued ID or Driver's License	TESTTT.docx
-------------------------------------	-------------

Back

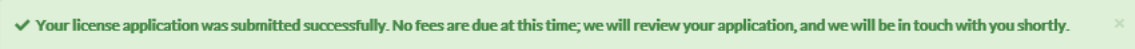
Create Template

Save Draft

Submit

17. Congratulations! Your application was submitted successfully. No fees are due at this time – WSSC Water will review your application and will be in touch with you shortly.

Note: You are able to access CSS to view the status of your license application. Once your license has been reviewed, you are able to pay the required fees. Please see [Paying for Fees User Manual](#).



17



License Number: P-82046

- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder:	Willy Water	License Type:	Plumber - Master	Applied Date:	05/11/2020
District:	WSSC	Period Start Date:			
Status:	Pending	Expiration Date:			
Description:					

Locations

Fees

Inspections

Attachments

Contacts

Holds

More Info

[Locations](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Locations

Sort: Main 

Type: Location

P

14501 SWEITZER LN,
LAUREL, MD, 20707-0000

Main Address ☒

Parcel Number

P1001113513

Main Parcel ☒

Note: When you go back to your dashboard, you will see that your license is in a Pending state has successfully been added to your applied licenses.

P-82046	14501 SWEITZER LN LAUREL, MD 20707- 0000	Pending	Plumber - Master	WSSC	05/11/2020
---------	--	---------	---------------------	------	------------

Once your license has been validated, your fees will be assessed, and the status will change to **Awaiting Payment**. Please see [Paying for Fees User Manual](#).

P-82046	14501 SWEITZER LN LAUREL, MD 20707- 0000	Awaiting Payment	Plumber - Master	WSSC	05/11/2020
---------	--	---------------------	---------------------	------	------------

Once your fee has been paid, the status of your license will change to **Final Processing**.

P-82046	14501 SWEITZER LN LAUREL, MD 20707- 0000	Final Processing	Plumber - Master	WSSC	05/11/2020
---------	--	---------------------	---------------------	------	------------

After WSSC Water fully processes your application, your license is now in an **Active** status.

P-82046	14501 SWEITZER LN LAUREL, MD 20707- 0000	Active	Plumber - Master	WSSC	05/11/2020
---------	--	--------	---------------------	------	------------

4. Renewing a Professional License

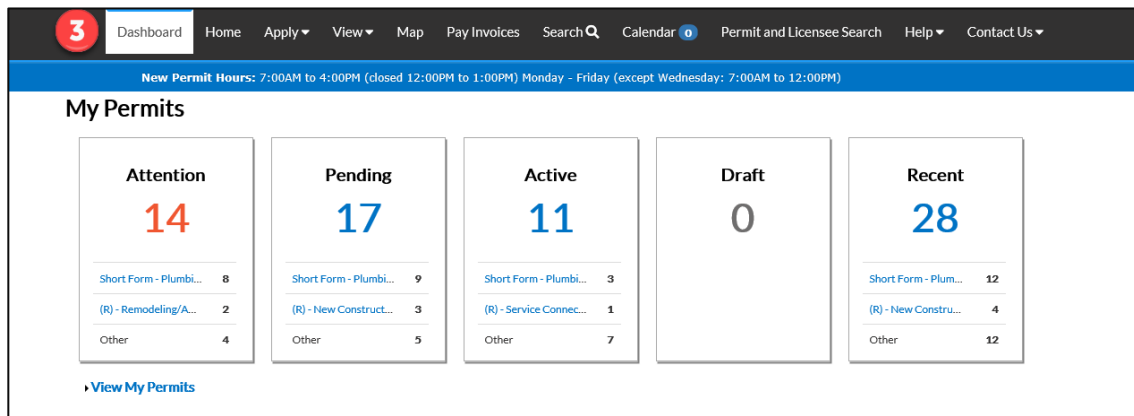
We will cover how to renew an existing WSSC plumber, gasfitter, and sewer/drain cleaner license. You will receive an email when your license is about to expire in 45 days. The Apprentice License Classification does not have an expiration date.

Note: You are able to renew the following License Classifications online:

- **Master**
- **Journeyman**
- **Principal**
- **Non-Principal**

To log into your CSS account, please refer to [Getting Started User Guide \(Steps 1-2\)](#).

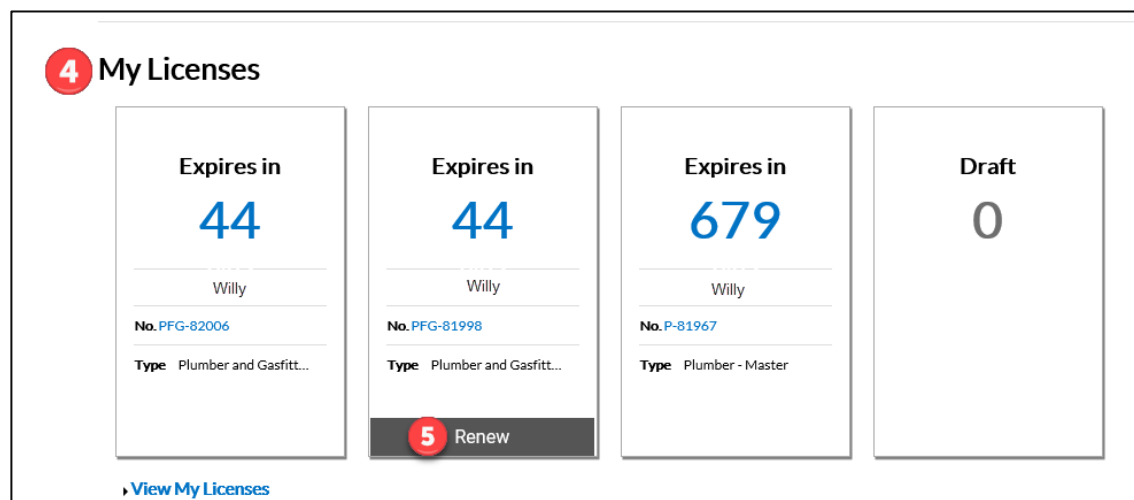
3. Click on your **Dashboard** and scroll down until you see your Licenses.



The screenshot shows the 'My Permits' section of the WSSC Water dashboard. At the top, there is a navigation bar with 'Dashboard' highlighted. Below the navigation bar, a blue banner displays 'New Permit Hours: 7:00AM to 4:00PM (closed 12:00PM to 1:00PM) Monday - Friday (except Wednesday: 7:00AM to 12:00PM)'. The 'My Permits' section contains five cards: 'Attention' (14), 'Pending' (17), 'Active' (11), 'Draft' (0), and 'Recent' (28). Each card lists sub-categories and counts: 'Short Form - Plumbi...' (8, 9, 3, 12), '(R) - Remodeling/A...' (2, 3, 1, 4), and 'Other' (4, 5, 7, 12). A link 'View My Permits' is at the bottom.

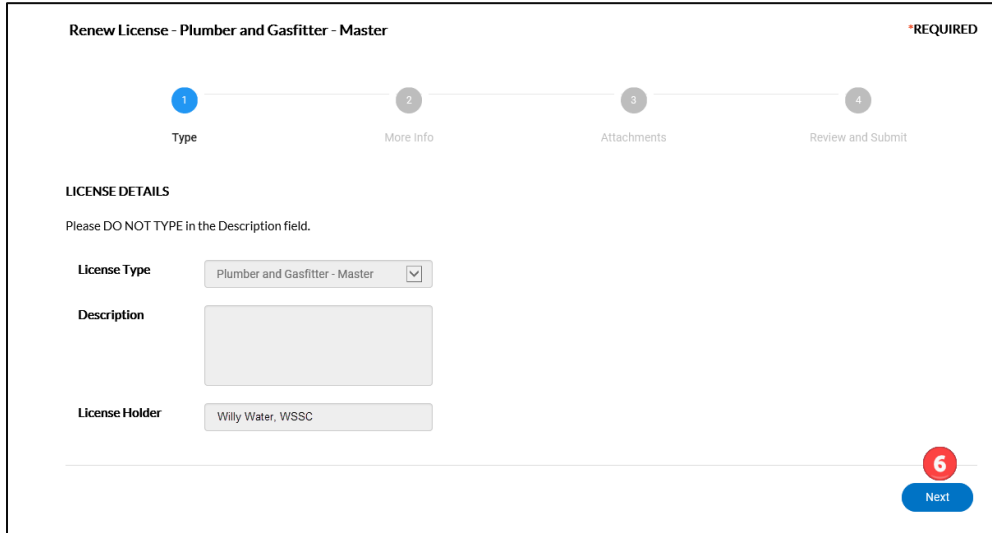
4. Scroll down until you see **My Licenses**

5. Click on the **License** that you would like to renew ('Renew' must be indicated)



The screenshot shows the 'My Licenses' section of the WSSC Water dashboard. It features four cards. The first three cards show 'Expires in' counts: 44, 44, and 679. Each card lists the name 'Willy', a license number (No. PFG-82006, No. PFG-81998, No. P-81967), and the type 'Plumber and Gasfitt...'. The first two cards have a 'Renew' button with a red '5' icon. The fourth card shows 'Draft' (0). A link 'View My Licenses' is at the bottom.

6. The Renew License page will appear, click **Next**.



Renew License - Plumber and Gasfitter - Master *REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS

Please DO NOT TYPE in the Description field.

License Type: Plumber and Gasfitter - Master

Description:

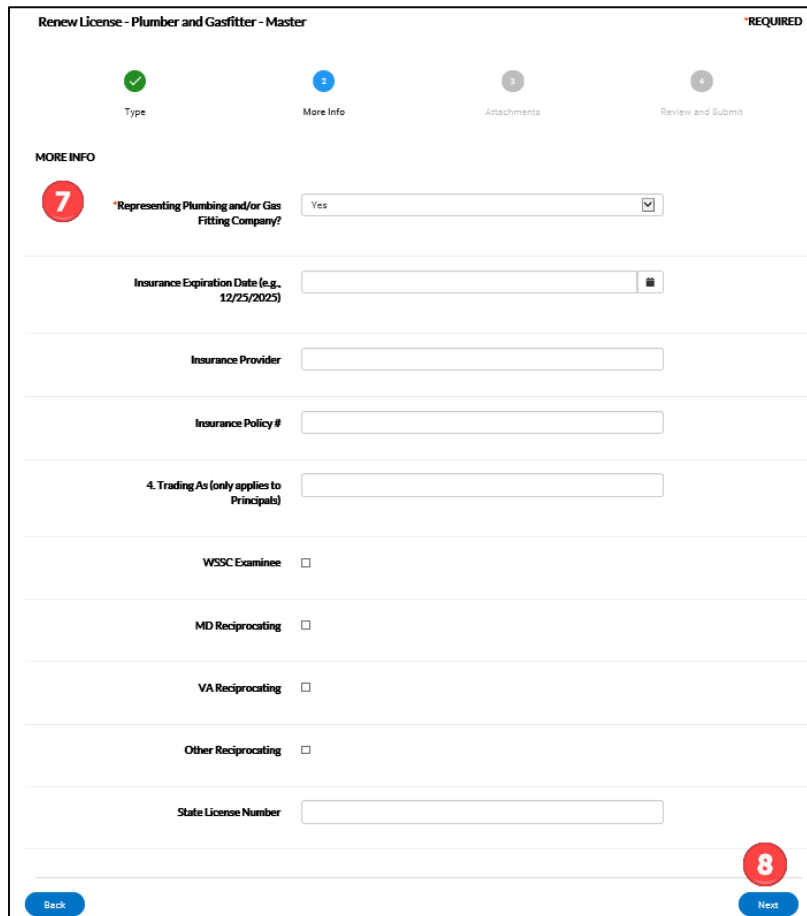
License Holder: Willy Water, WSSC

6 Next

7. Enter the necessary information in the **'More Info'** section.

Note: The fields with a red asterisk (*) are required for entry. In order to get your license renewed with little to no issues, please enter as much information as possible to the best of your knowledge (i.e. Insurance Provider, Insurance Policy #, etc.).

8. Click **Next**



Renew License - Plumber and Gasfitter - Master *REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

MORE INFO

7 *Representing Plumbing and/or Gas Fitting Company? Yes

Insurance Expiration Date (e.g., 12/25/2025):

Insurance Provider:

Insurance Policy #:

4. Trading As (only applies to Principals):

WSSC Examinee: ☐

MD Reciprocating: ☐

VA Reciprocating: ☐

Other Reciprocating: ☐

State License Number:

8 Next

Back

14. Your license renewal application was submitted successfully. No fees are due at this time, WSSC Water will review your application and will be in touch with you shortly.

✓ Your license application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

License Number: PFG-81998

14 ✓

• License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder:	Willy Water	License Type:	Plumber and Gasfitter - Master	Applied Date:	04/16/2020
District:	WSSC	Period Start Date:			
Status:	Renewal	Expiration Date:			
Description:					

[Locations](#)
[Fees](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Holds](#)
[More Info](#)

[Locations](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Locations

Sort Main

Type: Location
 P
 14501 SWEITZER LN.
 LAUREL, MD, 20707-0000
Main Address ✓

Parcel Number
 P1001113513
Main Parcel ✓

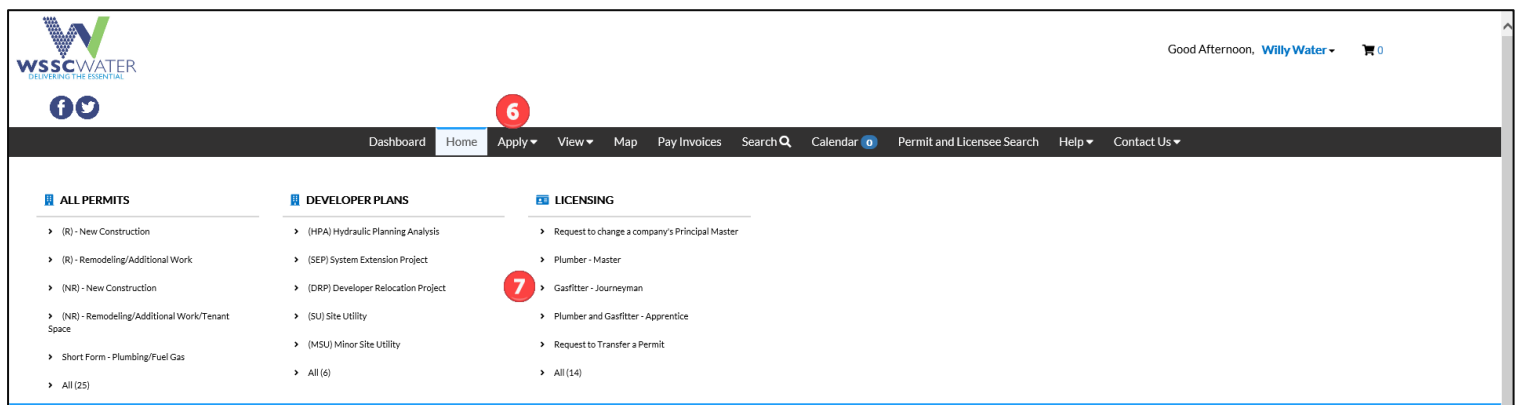
5. Upgrade of Current License Type:

If you have an existing WSSC license and recently passed a Plumbing and/or Fuel Gas exam, then you will need to Upgrade your License. **Please DO NOT select 'Renew License,'** but apply for a new license and please follow steps on what upgrade of license type you are applying for.

To log into CSS, please see [Getting Started User Guide \(Steps 1-5\)](#).

6. Click on the **Apply** dropdown

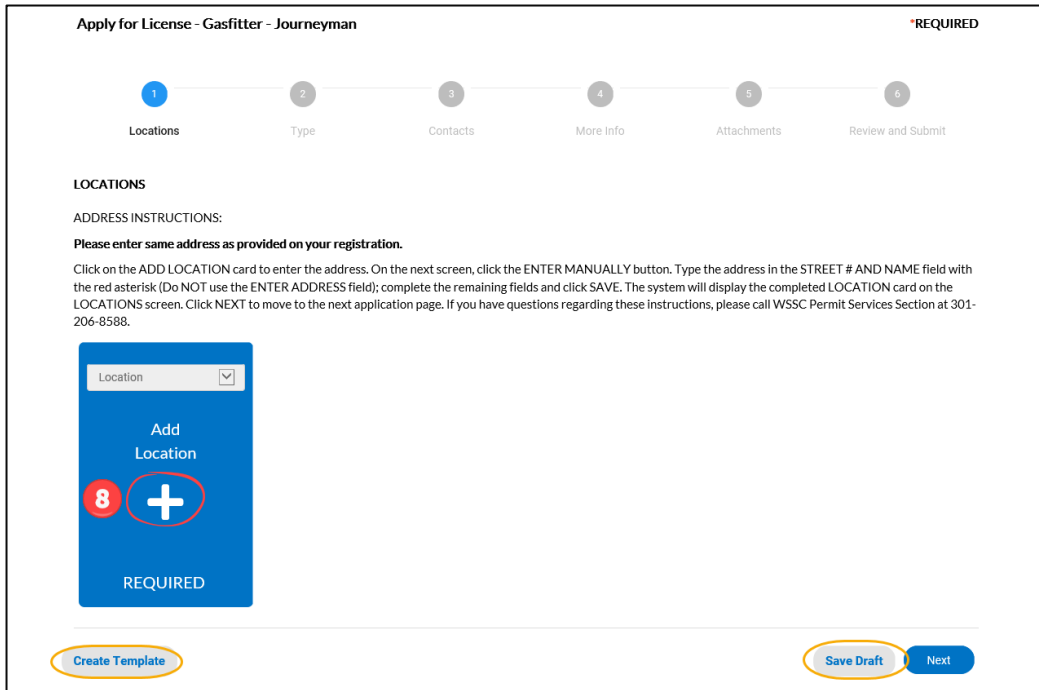
7. You will see six license types listed, to see additional types click on All to display the total list of license types and definitions available that you are able to apply for in this application. In this example, we will apply for a **Gasfitter – Journeyman License**.



8. Click the + sign to Add a specific location.

Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

- ☆ **Create Template:** If this is a common license that you find yourself applying for, you are able to create a template that will be saved each time you create this specific type of license.
- ☆ **Save Draft:** If you are not quite finished yet, but you need to step away, you are able to simply click the Save Draft button and you will be able to revisit this license application later.



Apply for License - Gasfitter - Journeyman *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

Please enter same address as provided on your registration.

Click on the ADD LOCATION card to enter the address. On the next screen, click the ENTER MANUALLY button. Type the address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

Location

Add Location

8 +

REQUIRED

Create Template Save Draft Next

You will be prompted to enter the address in the **Search** textbox. You can search with the entire address *location i.e. 14501 Sweitzer Lane* or search by a keyword *i.e. 14501 Sweitzer*. It is recommended you search by the street number and street name (do not enter the street type, such as 'Lane.' Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

[Back to Application](#)
Add Location
 Address Parcel

Add Address As Location

Search Enter Manually

Address Information
 Search 14501

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	☒
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐

Results per page 10 1 - 10 of 108

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under 'Action' next to the associated parcel and click **Add Selected**.

Address Information
 Search 8000 Cherry Ln

Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	☐

Results per page 10 1 - 1 of 1

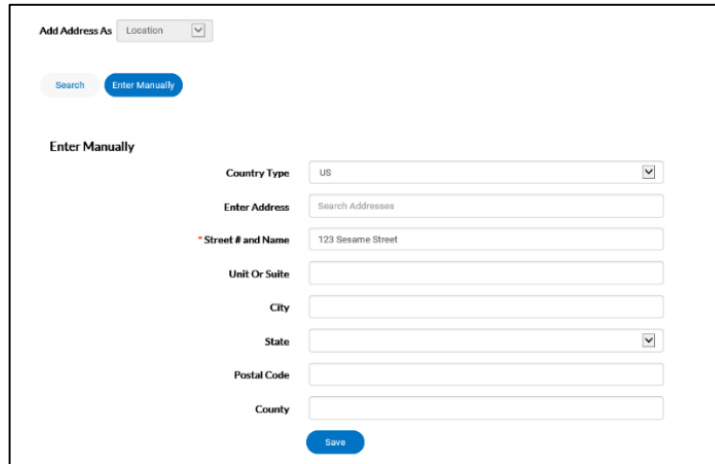
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

Results per page 10 1 - 2 of 2

Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**

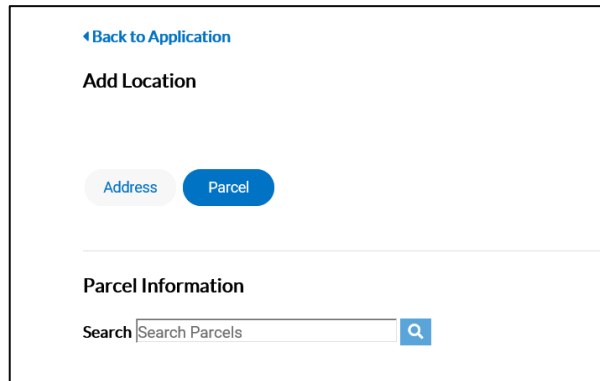


The screenshot shows a web form titled "Add Address As" with a dropdown menu set to "Location". Below this are two buttons: "Search" and "Enter Manually". The "Enter Manually" section contains the following fields:

- Country Type:** A dropdown menu with "US" selected.
- Enter Address:** A text input field with the placeholder "Search Addresses".
- *Street # and Name:** A text input field containing "123 Sesame Street".
- Unit Or Suite:** An empty text input field.
- City:** An empty text input field.
- State:** A dropdown menu.
- Postal Code:** An empty text input field.
- County:** An empty text input field.

A "Save" button is located at the bottom right of the form.

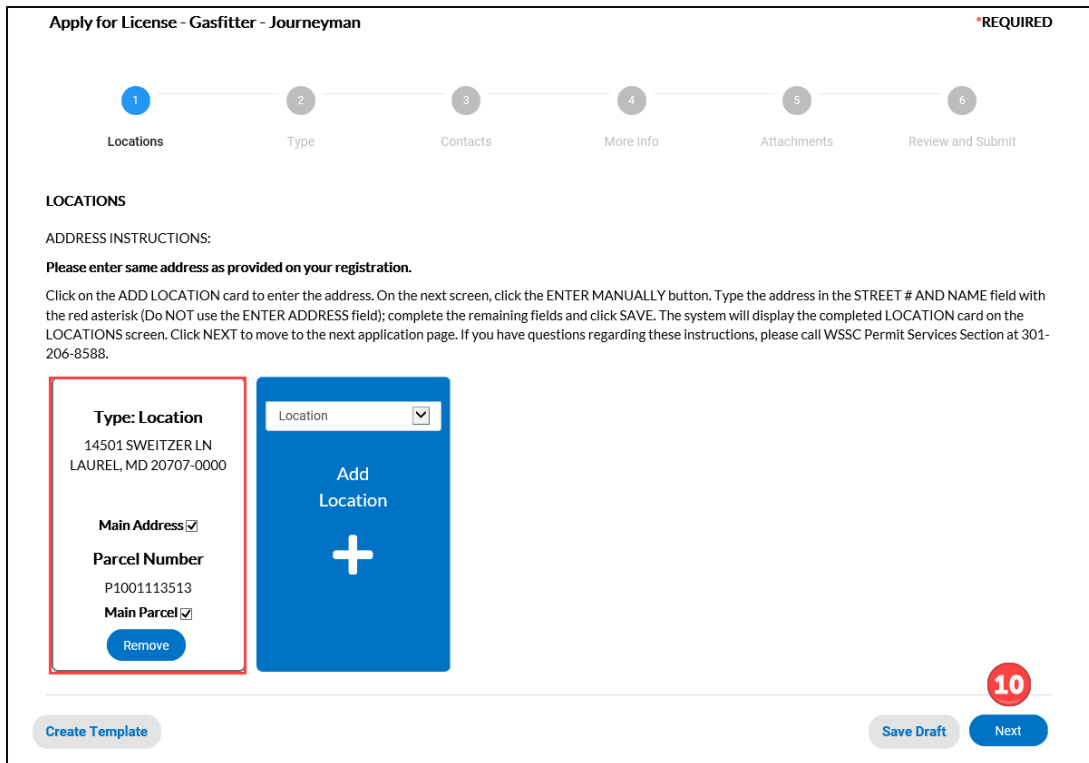
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows a web form titled "Add Location". At the top is a link "Back to Application". Below the title are two buttons: "Address" and "Parcel", with "Parcel" being the active tab. Under the "Parcel" tab, there is a section titled "Parcel Information" which contains a search bar with the placeholder "Search" and "Search Parcels", and a magnifying glass icon to the right.

You will see that the Location has successfully been added. You are able to add more than one location, if needed.

10. Click **Next**



Apply for License - Gasfitter - Journeyman *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More info Attachments Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
Please enter same address as provided on your registration.

Click on the ADD LOCATION card to enter the address. On the next screen, click the ENTER MANUALLY button. Type the address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

Type: Location
14501 SWEITZER LN
LAUREL, MD 20707-0000

Main Address ☒

Parcel Number
P1001113513

Main Parcel ☒

[Remove](#)

Location ▼

Add Location

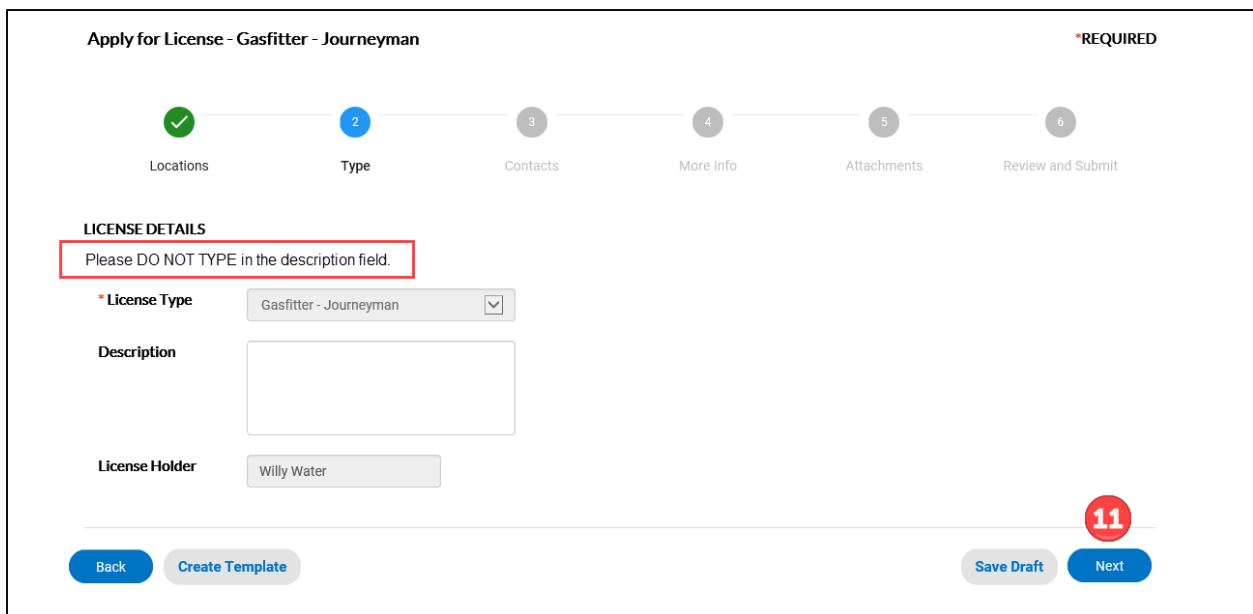
+

10

[Create Template](#) [Save Draft](#) [Next](#)

11. Click next on the License Details page

****On the License Type page, IF the License Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



Apply for License - Gasfitter - Journeyman *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More info Attachments Review and Submit

LICENSE DETAILS

Please DO NOT TYPE in the description field.

*** License Type** Gasfitter - Journeyman ▼

Description

License Holder Willy Water

11

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

12. On the Contacts page, the user will automatically be added as the primary contact as Tradesperson. Click [Next](#).

Apply for License - Gasfitter - Journeyman
REQUIRED

✓

Locations

✓

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:
The person applying for the license (logged-on user) is automatically added as a contact type (TRADESPERSON) to the license application. There is no need to add additional contacts unless you want others to have access to this license application. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

To Add Additional Contacts:
Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type, enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field).

Online Payments:
NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the license application. All invoices will be available to a guest user (Non-registered user) for payment.

Tradesperson



Willy Water (You)

14501 Sweitzer Lane, Laurel, MD, 20723

Tradesperson

Add Contact



Back
Create Template

12

Save Draft
Next

15. Adding a State Issued ID or Driver's License attachment is **REQUIRED**. Please keep in mind that different license types have different attachment requirements. Please follow the below steps on how to add an attachment. Click the **+** to add an attachment.

Apply for License - Gasfitter - Journeyman *REQUIRED

✓

✓

✓

✓

5

6

Locations
 Type
 Contacts
 More Info
 Attachments
 Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Journeyman:

- Current State Issued ID or Driver's License
- Reciprocal License or WSSC Test Score(s)
- Current Cross Connection Certification (for Plumbing Applicants)

To add an attachment:
Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

State Issued ID or Driver's License
 Add Attachment

15

+

 Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx
 REQUIRED

Cross Connection Certi...
 Add Attachment

+

 Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

Back

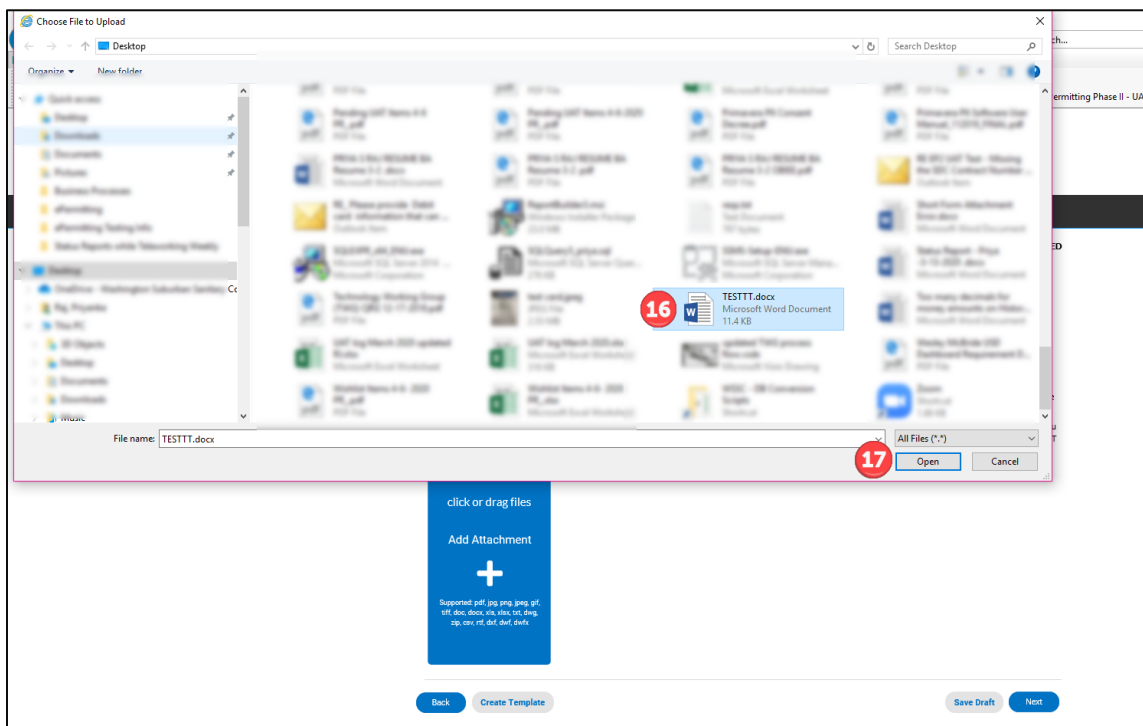
Create Template

Save Draft

Next

16. You will be prompted to find the attachment that you would like to add in support of your application.

17. Click **Open**



You will see that the Attachment of your choice has successfully been added to your application.

18. Click **Next**

Apply for License - Gasfitter - Journeyman

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS: Please attach the following documents to your application as applicable (full color scan or photo quality scan preferred):

Journeyman:

- Current State Issued ID or Driver's License
- Reciprocal License or WSSC Test Score(s)
- Current Cross Connection Certification (for Plumbing Applicants)

To add an attachment:

Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the license application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8588.

W

State Issued ID or Driver's License

TESTTT.docx

Size: 11.45 KB

Remove

Cross Connection Certifi

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Create Template

Save Draft

18
Next

19. Verify that all of the information entered, is correct. Click **Submit**.

Back Button: If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using   otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for License - Gasfitter - Journeyman

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

Locations

Location	14501 SWEITZER LN LAUREL, MD 20707-0000
Parcel Number	P1001113513

Basic Info

Type	Gasfitter - Journeyman
Description	
Applied Date	05/05/2020
License Holder	Willy Water

Contacts

Tradesperson	Willy Water 14501 Sweitzer Lane, Laurel, MD, , 20723
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More Info

[Top](#) | [Main Menu](#)

Provide comments for clarification if needed:

In order to serve you better, WSSC recommends that all fields be completed, even when they are not marked as a required field (with a red asterisks).

1. Do you already have an existing WSSC license OR had one previously and are applying for a different type of license? (Note: IF the answer is YES to any of these questions, please select YES in the drop down menu below).

Applying for Different License Type?	No
--------------------------------------	----

Provide existing/previous WSSC License #

2. What exam results, qualification(s) or license from other jurisdiction are you using to obtain the WSSC license? (select all that apply)

WSSC Examinee	☐
MD Reciprocating	☐
VA Reciprocating	☐
Other Reciprocating	☐

3. If WSSC examinee, attach a copy of your score sheet at the end of this application.

4. If reciprocating, provide your state license number and attach a copy of your license at the end of this application.

State License Number

5. Application Certification: I certify that all information submitted in this application is, to the best of my knowledge and belief, true, accurate and complete. I also understand that any false statement(s) or misrepresentation(s) provided in this application may result in the denial or revocation of a WSSC license.

Acknowledge Application Certification	AGREE
---------------------------------------	-------

6. Licensee Certification: I certify that I have read, understand and agree to follow the current WSSC Plumbing & Fuel Gas Code and any amendments or superseding editions adopted hereafter. I also certify that I will abide by all rules and regulations pertaining to the type(s) of work authorized by the license (s) I obtain from WSSC, and I agree that I will not perform or attempt to perform any work not explicitly authorized by the license obtained from WSSC.

Acknowledge License Certification	AGREE
-----------------------------------	-------

Attachments

State Issued ID or Driver's License	TESTTT.docx
-------------------------------------	-------------

Back

Create Template

Save Draft

19 Submit

20. Congratulations! Your application was submitted successfully. No fees are due at this time – WSSC Water will review your application and will be in touch with you shortly.

Note: You are able to access CSS to view the status of your license application. Once your license has been reviewed, you are able to pay the required fees. Please see [Paying for Fees User Manual](#).

 Your license application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

20



License Number: FG-82045

• License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder:	Willy Water	License Type:	Gasfitter - Journeyman	Applied Date:	05/05/2020
District:	WSSC	Period Start Date:			
Status:	Pending	Expiration Date:			
Description:					

[Locations](#)
[Fees](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Holds](#)
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Locations

Sort: Main

Type: Location
 p
 14501 SWEITZER LN,
 LAUREL, MD, 20707-0000

Main Address ☒

Parcel Number
 P1001113513

Main Parcel ☒