

How to Renew a Pet License on the Planning, Permitting, and Licensing (PPL) Website

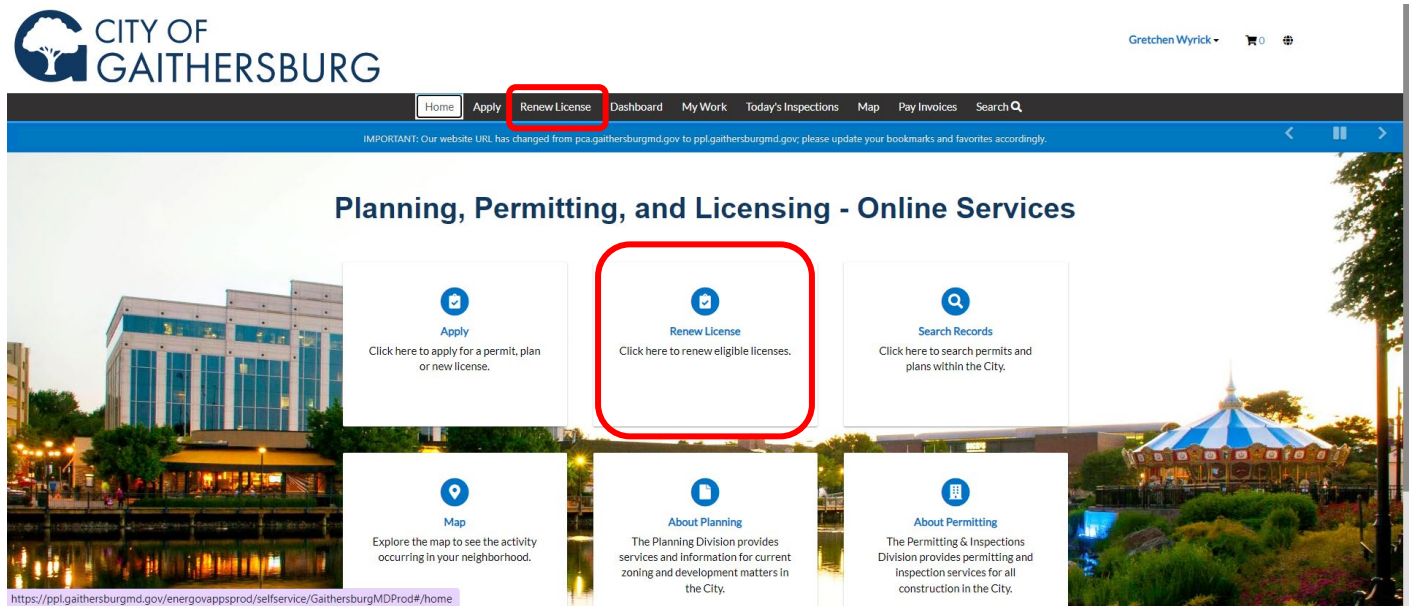
Navigate to: <https://ppl.gaithersburgmd.gov/>

Click **Login or Register**.

Please Note: If you have not registered for a user account, refer to the **How-to Setup a User Account Instructions Guide**.



Once logged in, click **Renew License** on either the top header bar or the shortcut on the homepage.



Click **Renew** at the bottom of the license card for the license you wish to renew.

My Licenses

<p>Expired</p> <p>7</p> <p>DAYS</p> <hr/> <p>Benjamin Galther</p> <p>No. ANIM-43700-2024</p> <p>Type: ...</p> <p>Renew</p>	<p>Expired</p> <p>2</p> <p>DAYS</p> <hr/> <p>Gretchen Wyrlick</p> <p>No. RENT-43515-2024</p> <p>Type: Single Family Dwell...</p> <p>Renew</p>	<p>Draft</p> <p>0</p>
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[View My Licenses](#)

My Permits

<p>Attention</p> <p>1</p> <hr/> <p>Mechanical Residen... 1</p>	<p>Pending</p> <p>0</p>	<p>Active</p> <p>0</p>	<p>Recent</p> <p>1</p> <hr/> <p>Mechanical Residen... 1</p>	<p>Draft</p> <p>0</p>
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e/0ae61b1e-f560-4467-886b-860c45af6f78

Step 1: Type

The *License Type* will auto populate.

Please Note: The Description field is not required to be completed.

The *License Holder* auto-populates with the current Pet Owner.

Click **Next**.

Renew License - Dog *REQUIRED

1 — 2 — 3

Type — Attachments — Review and Submit

LICENSE DETAILS

The description is not required, please click the **NEXT** button.

License Type: Dog

Description:

License Holder: Benjamin Gaither

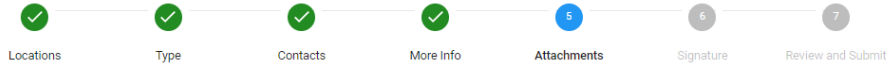
Next

Step 5: Attachments

Click **Add Attachment**

Required attachments will be labeled as such and must be included.

Apply for License - Dog *REQUIRED



Attachments

All attachment cards displayed below must be provided. Click "Add Attachment" to add any required or applicable attachments.

As required by State and City Code, a current rabies vaccination certificate or proof rabies vaccination expiration date for your pet must be provided. If your pet's rabies vaccination is current, please upload a copy of their current rabies vaccination certificate.

If you're applying for a new license and your pet has been spayed or neutered, or if the alteration occurred since your last application or renewal, please upload a spay or neuter certificate, unless this information is included on your rabies vaccination certificate.

Rabies Vaccination Certificate

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

Back

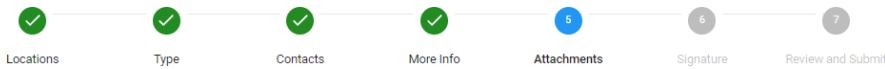
Create Template

Save Draft

Next

Apply for License - Dog

*REQUIRED



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Rabies Vaccination Certificate

Rabies Certificate.pdf

Size: 33.77 KB

Remove

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

Back

Create Template

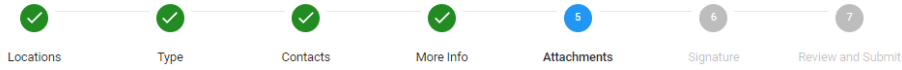
Save Draft

Next

To add additional attachments, click **Select Type** on the attachment card, a list of attachment types will appear, click on the specific type, then click **Add Attachment** on that card. If it is not listed, select **Miscellaneous Other**.

Apply for License - Dog

*REQUIRED



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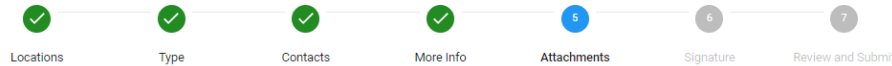
The attachment card shows a PDF icon, the title "Rabies Vaccination Certificate", the filename "Rabies Certificate.pdf", and the size "Size: 33.77 KB". A "Remove" button is at the bottom. A blue dropdown menu is open, showing "Select Type" at the top, followed by "Miscellaneous Other", "Rabies Vaccination Certificate", and "Spay/Neuter Certificate" (which is highlighted). Below the menu, supported file formats are listed: ".pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text".

[Back](#) [Create Template](#)

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

Apply for License - Dog

*REQUIRED



Attachments

All attachment cards displayed below must be provided. Click "Add Attachment" to add any required or applicable attachments.

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Two attachment cards are shown. The first is "Rabies Vaccination Certificate" with filename "Rabies Certificate.pdf" and size "Size: 33.77 KB", with a "Remove" button. The second is "Spay/Neuter Certificate" with filename "Spay Certificate.pdf" and size "Size: 33.77 KB", with a "Remove" button. To the right is a blue "Add Attachment" card with a white plus sign and a dropdown menu set to "Spay/Neuter Certificate". Below the plus sign, supported file formats are listed: ".pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text".

[Back](#) [Create Template](#)

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

Step 6: Review and Submit

This step shows a summary of all items entered.

If the user wishes to make a change, click **Back** to access the previous screens.

Once reviewed, if the information is correct, click **Submit**.

Renew License - Dog *REQUIRED

✓ Attachments 3 Review and Submit

Type

[Submit](#)

Locations

Location	31 S SUMMIT AVE, Gaithersburg, MD., 20877
Parcel Number	160900834963

Basic Info

Type	Dog
Description	
Applied Date	10/16/2024
License Holder	Benjamin Gaither

Contacts

Pet Owner	Benjamin Gaither 31 S SUMMIT AVE, GAITHERSBURG, MD., 20877
Pet Owner	Benjamin Gaither 31 S SUMMIT AVE, GAITHERSBURG, MD., 20877

Attachments

Miscellaneous Other	Health Report.pdf
Rabies Vaccination Certificate	Rabies Certificate.pdf

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

The license will load on the Civic Access Website, click **Add to Cart**

Home Apply Renew License Dashboard My Work Today's Inspections Map Pay Invoices Search

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

License Number: ANIM-43700-2024 [Add to Cart](#)

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

License Details | Tab Elements | Main Menu

License Details

License Holder:	Benjamin Gaither	License Type:	Dog	Applied Date:	10/16/2024
District:	None	Account Number:		Period Start Date:	
Issued By:		Status:	Received Online	Expiration Date:	
Description:					

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

Locations | Next Tab | License Details | Main Menu

Locations Sort: Main

Type: Location

US
31 S SUMMIT AVE,
Gaithersburg, MD, 20877

[Main Address](#)

Parcel Number
160900834963

[Main Parcel](#)

Click **Go to Cart**

Home Apply Renew License Dashboard My Work Today's Inspections Map Pay Invoices Search

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

License Number: ANIM-43700-2024 [In Cart](#)

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License Details | Tab Elements | Main Menu

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

Locations | Next Tab | License Details | Main Menu

Locations Sort: Main

Type: Location

US
31 S SUMMIT AVE,
Gaithersburg, MD, 20877

[Main Address](#)

Parcel Number
160900834963



[Main Parcel](#)

Add cart result


1 item(s) added to cart

[Continue](#) [Go To Cart](#)

Online cart will load, click **Check out**

Payments | City of Gaithersburg  

Review your cart items


 License: ANIM-43700-2024 | Invoice: 99060 \$10.00
[View details](#) [Remove](#)



Cart summary

Subtotal \$10.00
Additional fees may be applied at checkout


[Check out](#)

Find more items to pay

 [Return to City of Gaithersburg](#)

Select the method of payment, then click **Continue**.

Payments | City of Gaithersburg 

Enter your payment information

How are you going to pay?

Enter new credit card

Enter new eCheck

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Summary

Subtotal \$10.00
An additional fee may be charged based on your method of payment

