

BOARD OF LICENSE COMMISSIONERS FOR ANNE  
ARUNDEL COUNTY



**INFORMATION TO BE SUBMITTED FOR ALCOHOLIC BEVERAGE LICENSE  
(TRANSFER)**

1. Original and four (4) copies of the financial information form for each applicant and investor.
2. Original and four (4) copies of the Application form that has been completed by each applicant and the owner of the property and notarized.
3. Check for \$600.00 made payable to Anne Arundel County. This covers the cost of the hearing, advertising, and the sign for posting of the property.
4. Original and four (4) copies of the following: Articles of Incorporation, by-laws, minutes of the stockholders meeting, stock certificates issued to the applicants, a list of all stockholders, an original Certificate of Good Standing from the State Department of Assessments and Taxation, Franchise Agreement if applicable, any and all exhibits that will be presented at hearing.
5. Original and Four (4) copies of a current legible floor plan including furniture and fixtures to scale with dimensions.
6. Original and Four (4) copies showing proof of residency in the State of Maryland for the resident agent.
7. Five (5) photocopies of driver's license for each applicant.
8. Original and Four (4) copies of an Affidavit signed by the applicants appointing and authorizing a resident of the county to accept service on behalf of the establishment and licensee(s).
9. One (1) set of the following: Workers Compensation, Alcohol Awareness Certificate, Certificate of Use, Occupancy Permit, Retail Sales License, Traders License, Health Department License, and Copy of Application for Special Occupational Tax Stamp, Bulk Permit, Bulk Affidavit and Capacity Sign, if the Board approves the application for the transfer.
10. The present licensee (s), along with all of the above information, and the current license must be brought to the Board of License Commissioners office, 2011-D Commerce Park Drive, Annapolis, Maryland, so that we may make the necessary changes.