

LICENSES & DOCUMENTS
(REQUIRED TO BE ON PREMISES AND EASILY ACCESSIBLE AT ALL TIMES)

* MUST BE DISPLAYED ON WALL (READABLE AT EYE LEVEL) BEHIND GLASS OR PLEXIGLASS

- *1. LIQUOR LICENSE Needs to be renewed every year in March.
Annually
- *2. HEALTH DEPT. LICENSE Take completed application, occupancy permit, and HACCP approval to the Health Department on Harry Truman Parkway to obtain license for additional information call (410) 222-7238 or 7239.
Annually
- *3. TRADERS LICENSE Before liquor license is transferred or a New license issued, applicant must go to the Circuit Court to obtain either a new license or transfer the old one to the new licensees. Traders license will be issued that day to you as a NEW license. Cost depends on what is listed on your application for your establishment, call first to see what you need to bring with you (410) 222-1434.
Annually
- *4. RETAIL SALES TAX LICENSE If you will make sales in Maryland, you will need to obtain a sales and use tax license. To obtain one, complete a Combined Registration Application. www.marylandtaxes.com The application provides a one-stop method for registering a variety of tax accounts, including the sales and use tax license. No Expiration
No Expiration
- *5. CAPACITY SIGN You must contact the Fire Marshall's office located at 2660 Riva Road, in the Heritage Complex center, (410) 222-7884 so you can arrange to obtain your capacity sign. If the establishment holds less than fifty people, it is possible that a capacity sign will not be required, but must obtain a letter stating that.
No Expiration
6. MANAGEMENT AGREEMENT This is required if you have someone in your establishment working in the capacity of a manager, assistant, etc. in your absence. This form can be obtained online. www.aacounty/liquorboard
As Needed/Required
7. CERTIFICATE OF USE You can get this certificate at anytime prior to opening business. This is obtained from Planning and Code Enforcement, located at the Heritage Complex, Riva Road, Annapolis. Cost is \$50.00, for additional information call (410) 222-7446 or www.aacounty.org (forms-zoning enforcement). If applying for a new license you can obtain a copy of the approval from PACE from our office to take with you to help speed the process.
No Expiration
8. CERTIFICATE OF OCCUPANCY After final approval from ALL departments, wait 24 hours then with your final approval go to Planning and Code Enforcement to obtain permit (for information call (410) 222-7730).
No Expiration
9. CERTIFICATE OF GOOD STANDING This certificate is issued by Assessments & Taxation and can be obtained by calling (410) 767-1330, go in person to 301 W. Preston Street, Room 801, Baltimore, MD 21201 or www.dat.state.md.us (certificates). When calling this number please listen to the messages and they will instruct you on how to obtain certificate by mail or fax.
Annually
10. ALCOHOL AWARENESS There must be one or more (as required) employed in your establishment that has completed and received a certificate from one of the approved programs. Certificates expire at different times, two, three or four years. Please check your certificates carefully, for this is a requirement (to have a current certification on file at your establishment) and is one of the required documents for the renewal of your liquor license.
11. WORKMENS COMPENSATION A Certificate of Compliance can be obtained from your Insurance Agency whether MAIF, IWIF or an independent company. If you have no paid employees, a letter must be posted with your other licenses stating it.
Annually
12. AMUSEMENT: LICENSE/STAMPS State and/or County Amusement Licenses. STAMPS required annual for amusements. Contact Commercial Licensing (410) 222-7788.
Annually
13. OUTDOOR SERVICE Must be requested and approved by Board every year. Approval letter must be on file at the establishment. All gates or approved openings must NOT be used as entrance. Required signage on approved gates must indicate "Emergency Exit Only."
Annually