**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**  Send or bring application, proof of Workmen’s Compensation Insurance (or a certificate of eligibility) and all appropriate fees to the Health Department on Harry Truman Parkway. For additional information call (410) 222-7238 or 7239. [http://www.aahealth.org](http://www.aahealth.org)
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. [http://www.clerkannearundel.org](http://www.clerkannearundel.org)
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](http://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

**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. [http://www.aacounty.org/fire/firemarshal](http://www.aacounty.org/fire/firemarshal)
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](http://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](http://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](http://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.
Annually

**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. 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