

LIQUOR BOARD LICENSES & DOCUMENTS

(DOCUMENTATION REQUIRED TO BE ON PREMISES AND EASILY ACCESSIBLE AT ALL TIMES)

Additional resources may be found here: <https://www.aacounty.org/boards-and-commissions/board-of-license-commissioners/>

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

- *1. **LIQUOR LICENSE (Annual):** Must be renewed every year in March (Effective May 1st – Expires April 30th).
- *2. **HEALTH DEPT. LICENSE (Annual):** Send or bring application, proof of Workman’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>
- *3. **TRADERS LICENSE (Annual):** Before liquor license is transferred or a new license issued, applicants 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. Recommend calling first to confirm all currently required documentation: (410) 222-1434. <https://www.circuitcourt.org/clerk-circuit-court/business-licenses>
- *4. **RETAIL SALES TAX LICENSE (No Expiration Date):** If operating in Maryland, you will need to obtain a sales and use tax license. To obtain, 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.
- *5. **CAPACITY SIGN (No Expiration Date):** You must contact the Fire Marshall’s office located at 2660 Riva Road, in the Heritage Complex center, (410) 222-7884 to request the capacity sign(s). If the establishment holds less than fifty people, a capacity sign will not be required. <https://www.aacounty.org/departments/fire-department/fire-marshal/>

(The following documents must be kept together on the licensed premises for presentation to your Liquor Board Inspector upon request)

- 6. **MANAGEMENT AGREEMENT (As Needed/Required/Must be Kept Current):** During operating hours, *there must always be a licensee or an individual on the premises who is formally trained on alcohol awareness and is named on the Management Agreement.* This form can be obtained online here: https://www.aacounty.org/boards-and-commissions/board-of-license-commissioners/forms-and-publications/LB_Management.pdf
- 7. **CERTIFICATE OF GOOD STANDING (Annual):** This certificate is issued by the Department of Assessments & Taxation and can be obtained by calling (410) 767-1330, 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.
- 8. **ALCOHOL AWARENESS (Must be Kept Current):** There must be one or more individuals (as required) employed in your establishment that has completed and received a certificate from one of the approved programs (any individual(s) named on the Management Agreement must have alcohol awareness training). Certificates expire at different times (usually two-, three- or four-year intervals). Certificates are one of the required documents for the renewal of your liquor license and must be kept up to date.
- 9. **WORKMENS COMPENSATION (Annual):** 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 that no such insurance is required by your establishment.
- 10. **OUTDOOR SERVICE (Annual):** An Outdoor Approval Letter must be requested in writing and approved by the Board annually. Cost is currently \$100 per year. The approval letter must be on file at the establishment. (Please note that all gates, or other approved openings must NOT be used as an alternate entrance to the facility without the prior written consent of the Board. Also note that signage on any such approved gates must indicate “Emergency Exit Only”). When first applying for outside service or when any material changes are made thereafter, a rendering of the outside service area that provides the Board with clarity on the dimensions, seating, and overall composition of the area must be submitted.