



Caroline County

MARYLAND

BOARD OF (LIQUOR) LICENSE COMMISSIONERS

HEALTH & PUBLIC SERVICES BLDG
403 S. 7TH STREET, SUITE 210
DENTON, MD 21629-1335
Tel: 410.479.8100
www.carolinemd.org

Procedures for New Alcoholic Beverage License

Required Documents Due at Time of Filing Application

- Application (all signatures notarized)
- \$500.00 Application Fee
- Advertising Fee (Publication in the Times Record for 2 weeks)
(this must be paid prior to the hearing date)
- Criminal Records Verification - State of MD and FBI (full search)
(this office will provide you with the LiveScan pre-registration application with the appropriate agency authorization numbers to take with you to a fingerprinting service for processing. Note: Each applicant must be present to complete the forms and show valid photo ID)
- Copy of Valid Photo Identification (acceptable forms of ID include: State Issued Driver's License or Identification Card, Passport, Military ID Card, Alien Registration Card, Certificate of Naturalization, Certificate of U.S. Citizenship)
- Articles of Incorporation (Corporation) or Articles of Organization (LLC)
- State certificate accepting Articles of Incorporation or Articles of Organization
- Corporate Resolution outlining officers, directors & stockholders of the corporation or LLC Operating Agreement
- Received and read copy of the Caroline County Rules & Regulations
(this will be a question on your application)
- Site Plan/Building Location Survey
(must show property lines, parking area, all buildings and must identify all areas where alcohol will be stored, sold and consumed)
- Contract of Sale or Lease Agreement
- Proof of Maryland Residency *(house or apartment lease or deed and a utility statement showing name and address of applicant)*

If Approved, Additional Documents Due Within 30 Days of Approval

- License Fee *(will be prorated quarterly)*
(license year runs from May 1 to April 30)
- Copy of Certification for Alcohol Awareness Program (TAM, TIPS, ServSafe, etc.)

- Environmental Health Department Approval and Copy of Food & Beverage Service Facility Permit – (410) 479-8045
- Copy of Notification Letter from IRS for Federal Employer Identification Number (FEIN) Form SS-4 is available on website: www.irs.gov
- Workman's Compensation Insurance Certificate – obtained from a private carrier or the Injured Worker's Insurance Fund (IWIF) @ (410) 494-2000 or a Certificate of Compliance from Maryland Workers' Compensation Commission (800) 492-0479 showing basis of exemption. The Certificate of Compliance Application is available on the CompHub portal on their website: www.wcc.state.md.us
- Maryland Sales & Use Tax License (Comptroller's Office) – (800) 492-1751 Register online at www.marylandtaxes.gov (Maryland Form CRA – Combined Registration Application)
- State of Maryland Business (Traders) License (Clerk of Circuit Court) – (410) 479-1811
- Proof of Registration with the Alcohol and Tobacco Tax and Trade Bureau (TTB) Form TTB F 5630.5d is available on website: www.ttb.gov
(Retailers of alcoholic beverages are required to file registration form TTB F 5630.5d and to maintain certain records. Retailers must file when beginning sales of alcohol, whenever there are changes to the previous registration, and when the retail alcohol business is discontinued.)
- Approval from the Office of the State Fire Marshal – (410) 822-7609
- Occupancy Permit from the municipality or county

The alcoholic beverage license will not be issued to a partnership, to a corporation, or to a limited liability company, but only to individuals authorized to act for a partnership, corporation, or limited liability company who shall assume all responsibilities as individuals, and be subject to all of the penalties, conditions and restrictions imposed upon licensees under the provisions of the Tax-General Article that relate to the alcoholic beverage tax and the provisions of the Alcoholic Beverages Article.

PARTNERSHIP – the license shall be applied for and be issued to all the partners as individuals, all of whom shall have resided in Maryland at the time of application and remain as such for the duration of the license.

CORPORATION OR CLUB (incorporated or unincorporated) – the license shall be applied for by and be issued to three of the officers of that corporation or club, as individuals, for the use of the corporation or club, at least one of whom shall have resided in Maryland at the time of application and remain as such for the duration of the license. *In the case of a corporation where there are less than three officers or directors of the corporation, all officers or directors shall make the application. In the event there are no officers or directors of a close corporation, at least one stockholder may make the application, if there is an affirmative vote of the stockholders holding a majority of the stock.*

LIMITED LIABILITY COMPANY – the license shall be applied for by and be issued to 3 of the authorized persons of that limited liability company, as individuals, for the use of the limited liability company, at least one of whom shall have resided in Maryland at the time of application and remain as such for the duration of the license. *In the case of a limited liability company in which there are less than 3 authorized persons of the limited liability company, all authorized persons shall make the application.*