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STATE OF MARYLAND

BOARD OF LIQUOR LICENSE COMMISSIONERS

FOR BALTIMORE CITY
231 E. BALTIMORE STREET, 6TH FLOOR
BALTIMORE, MARYLAND, 21202-3258
PHONE: (410) 396-4377
FAX: (410) 396-4382

CHECKLIST FOR APPLICANTS

Corporate/Trade Name: _____

Location Address: _____

TO ALL LICENSE APPLICANTS:

It will be necessary to submit to the Board, at the same time your application is filed, the following documents:

- COMPLETE APPLICATION (*all questions answered*)
- FLOOR PLAN DIAGRAM
- FINANCIAL FORMS (all applicants – *not needed for Expansions – No change of Licensee*)
- CORPORATE PAPERS (Articles of Incorporation)
- CERTIFICATE OF INCORPORATION
- BACKGROUND CHECK CONFIRMATION REPORT
- PROOF OF PAYMENT FROM ZONING (Expanded uses – Outdoor Seating/Live Entertainment)
- APPLICATION FEE (\$500.00/*after June 1, 2016* \$600.00 hearing fee included)
- AGREEMENT OF SALE (if applicable)

SPECIAL ITEMS:

- Class C Only: BY-LAWS
- New Class B Only: PRELIMINARY CAPITAL INVESTMENT BREAKDOWN
- New Class B Only: SAMPLE MENU

IMPORTANT NOTE: Applications will not be scheduled for hearings until the above documents are received by the Board of Liquor License Commissioners for Baltimore City.

Office Use only Below this Line

Received Date: _____ BLLC Staff Initials _____	Contact Date(s) : _____ BLLC Staff Initials _____
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Application is Complete: Yes No Application is Complete, but HOLD: Yes No
Application is Incomplete: Yes Date: _____

Comments, as to why application is on hold or Incomplete (Staff shall fill out):