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STATE OF MARYLAND  
**BOARD OF LIQUOR LICENSE COMMISSIONERS**  
FOR BALTIMORE CITY  
231 E. BALTIMORE STREET, 6<sup>TH</sup> FLOOR  
BALTIMORE, MARYLAND, 21202-3258  
PHONE: (410) 396-4377

**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 (\$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.

If you have any questions or concerns about the status of your application or would like to submit additional information or documentation concerning the application, please contact administrative staff at 410-396-4377.