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STATE OF MARYLAND

BOARD OF LIQUOR LICENSE COMMISSIONERS

FOR BALTIMORE CITY
200 ST. PAUL PLACE, SUITE 2300
BALTIMORE, MARYLAND 21202-5994
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 may 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.