



CALVERT COUNTY LIQUOR BOARD

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Board of Commissioners
Mike Hart
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Linda A. Tayman, Secretary

February 12, 2018

Dear Licensee:

We hope this correspondence finds you looking forward to the new year and enjoying continued success in your business ventures.

Beginning on February 22, 2018, all Liquor Board hearings will be held at the Harriet E. Brown Community Center located at 901 Dares Beach Road, Room 113, Prince Frederick, Maryland at 7 o'clock p.m.

For those that have not yet met our liquor inspector, allow us to introduce him to you. His name is Mike Stevens. Mr. Stevens retired from the Maryland State Police in 2004 and has spent nine years working for the Sheriff's Office since then.

We are writing this in an effort to head off any issues that may arise during the coming year's inspections. While the Liquor Board expects compliance with all State and County laws and regulations, we have a strong desire to promote business within the county. To that end, we would like to spell out the main items that will be checked during inspections of your businesses. All of these items are taken directly from the Annotated Code of Maryland and the Calvert County Rules and Regulations.

If you have any questions regarding this or any other issue pertaining to your liquor license, please do not hesitate to call Mr. Stevens at 410-535-2800 for clarification.

Items that will be checked during each inspection:

1. You must have your current license behind glass and conspicuously displayed.
2. You must have your State issued Retail Sales Tax license behind glass and conspicuously displayed.

3. If applicable, your Health Department permit must be behind glass and conspicuously displayed.

4. At least one employee with a current Tips/Tams certification must be on the premises while you are open. On a side note, the Liquor Board in conjunction with the Health Department has implemented a program where the Tips/Tams classes for certification are free to businesses in Calvert County. That means any establishment with a liquor license can have ALL of its employees trained and certified at no cost to the licensee.

5. If your business sells kegs, you must keep and maintain a Comptroller issued keg log.

6. You must keep at least the last two years of original invoices on your premises and they must be organized.

7. You must keep a copy of the Calvert County Liquor Board Rules and Regulations on your premises.

8. Your business must be maintained in an orderly manner.

9. Your inventory should be current. This includes beer and any other product with an expiration date.

10. Your inventory must match your invoices as you are only allowed to purchase alcohol products from an authorized wholesaler.

11. You must display, at the sales point in a conspicuous manner, a sign indicating that you do not serve minors.

12. You must display at the entrance of your business a sign that you do not serve minors.

13. You must display a sign at your business that there is no drinking allowed in any parking lot. For businesses that do serve alcoholic beverages, a sign indicating "No alcohol beyond this point" will suffice.

14. You may only refill bottles with a Growler Permit.

These are the primary laws and regulations that the Liquor Board intends to enforce on a regular basis. There are additional laws that may apply and these are available for review at the Annotated Code of Maryland and the Calvert County Rules and Regulations.

We hope this clears up any confusion or misconception that anyone might have regarding inspections. As always if there is anything the Liquor Board can do to assist you in your endeavors please do not hesitate to contact us.

Very truly yours,



Robert D. Arscott, Sr., Chairman



Frank B. Stall, Member



John H. Smack, Member



Mike Stevens, Inspector