

BOARD OF LICENSE COMMISSIONERS FOR CALVERT COUNTY

**(LIQUOR BOARD)
175 MAIN STREET
PRINCE FREDERICK, MD 20678
410-535-1600 EXT, 2306
WWW.CO.CA.MD.US**

GENERAL INFORMATION

APPLICATIONS MUST BE COMPLETED AND ACCOMPANIED BY THE APPROPRIATE AFFIDAVITS AND FEES AT THE TIME OF FILING. APPLICATIONS FILED ON OR BEFORE THE FIRST DAY OF A MONTH WILL BE HEARD ON THE FOURTH THURSDAY OF THAT MONTH, UNLESS THE HEARING HAS BEEN SPECIFICALLY SET OR POSTPONED. HEARING/FILING DATES CAN BE OBTAINED BY VISITING OUR WEBSITE: <http://www.co.cal.md.us/> OR BY CONTACTING OUR OFFICE AT 410-535-1600, EXT. 2306.

CURRENT FILING FEE:

All fees are paid by certified check, cashier's check, money order, or personal check, payable to the Calvert County treasurer. No cash will be accepted. Filing fee for:

New License/Application \$250.00
License Transfer Application \$250.00
(ownership or location)

The balance of the annual license fee is due at the time that the license is picked up by the applicant(s)/licensee(s).

PROOF OF LEGAL STATUS

Pursuant to Section 10-103 of Article 2B of the Annotated Code of Maryland, applicants for an alcoholic beverage license shall provide proof of the applicant's legal status at the time of filing the application. In order to meet the requirement, the Board will accept:

- 1.) a Maryland Driver's License
- 2.) a Maryland ID Card
- 3.) a U.S. Military ID Card
- 4.) a Passport or a Permanent Resident's Green Card
- 5.) a Birth Certificate or Naturalization certificate

RESIDENCY REQUIREMENTS:

All applicants who serve as resident agent on an alcoholic beverage license must be registered to vote in Calvert County, and have resided in Calvert County for two years prior to the filing of the application for an alcoholic beverage license. Residence and voting status must be maintained while the individual(s) remain on the license. Each application shall include evidence that a resident agent holds ten (10%) of the stock or ownership of the business entity, except those whose stock is authorized by the Securities and Exchange Commission. The name(s) of the person(s) who own the greatest number of shares in the corporation which makes application for a license

shall appear on the application as applicants. The applicant who is a resident of the county shall own at least 10% of the business. These requirements are in addition to any other requirements imposed by Article 2B of the Annotated Code of Maryland.

CORPORATION/LIMITED LIABILITY COMPANY

Article 2B, 9-102(m) states that the majority stockholder must be on the license, and a resident agent (if someone other than the majority stockholder). A managing member of an LLC can make the application on behalf of the LLC. A resident agent is required to be on every license.

CRIMINAL BACKGROUND INVESTIGATION CHECKS:

For each applicant for a new alcoholic beverage license or transfer of an existing license, the applicant(s) must obtain criminal records history verification from the Criminal Justice Information System Central Repository of the Department of Public Safety and Correctional Services (CJIS), requiring that each applicant be fingerprinted and forward his/her fingerprints to CJIS for a criminal records check. See Art. 2B, Sec. 10-103(f). The results shall be transmitted to the Board of License Commissioners prior to the scheduled hearing date. Further instructions may be obtained from the Board of License Commissioners' Administrative Assistant.

DESIGN LAYOUT:

The application must be accompanied at the time of filing of an application by an interior design layout of the establishment and an exterior outline of the proposed license premises, including parking areas and outside elements. The interior design layout shall be a file size copy, 8.5" x 11"

Specific details must be provided as to the square footage of the proposed licensed premises designating the locations of the on-sale and off-sale areas, and the places where alcoholic beverages will be stored, sold or served.

DIRECTIONS:

Complete the application and submit it to the Board of License Commissioners with the filing fee, preferably 30 days prior to the public hearing, when the applicant will seek approval from the Board. All signatories shall print their names with their signatures.

REQUIREMENTS FOR ISSUANCE OF THE LICENSE

The individualized list of applicable requirements will be provided
After the application has been approved.

1. Health Department Inspection completed where required and approved.
2. Fire Marshall's Inspection of the licensed premises and approval.
3. Department of Community Planning and Building approval.
4. Bulk Sales Permit or letter that no bulk inventory is being transferred.
5. Executed Copy of the Lease or Deed for the proposed licensed premises.
6. Certified Articles of Incorporation or Certified Articles of Organization.
7. The minutes of a Corporation meeting shall authorize the corporation to hold an alcoholic

beverage license or authorization in an Operating Agreement of a Limited Liability Company authorizing it to hold an alcoholic beverage license. A Partnership Agreement shall authorize the partner(s) to hold an alcoholic beverage license.

8. Copies of Stock Certificates or Operating Agreement setting forth the names of the members and their membership interest.
9. Alcohol Awareness Certificates(s) must be obtained for licensees, managers, and employees, sufficient to have someone who is certified on premises at all times when alcohol is being sold.
10. Copy of the applicant's Sales and Use Tax License shall be furnished to the Board.

Board of License Commissioners of Calvert County