

GENERAL INFORMATION

APPLICATIONS MUST BE FULLY COMPLETED ACCOMPANIED BY THE APPROPRIATE AFFIDAVITS AND FEES AT THE TIME OF FILING. APPLICATIONS MUST BE FILED ON OR BEFORE THE FILING DATE. HEARING/FILING DATES CAN BE OBTAINED BY VISITING OUR WEBSITE OR BY CONTACTING OUR OFFICE.

CURRENT FILING FEE:

All fees are paid by Certified Check, Cashier's Check or Money Order – No cash or personal checks are accepted.

New Application	\$700.00
Transfer Application	\$500.00

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. United States Passport or United States Passport Card **or**
2. Naturalization Certificate **or**
3. Permanent Resident Card (Green Card)

Or One Document from Column A and One from Column B

Column A

- Driver's License
- ID Card issued by federal, state or local government
- US Military Card
- Military dependent's ID Card

Column B

- Social Security Card
- Certificate of Birth Abroad
- Certificate of Birth issued by the Department of State
- Original or certified copy of birth certificate
- US Citizen ID Card
- Identification Card for Use of Resident

RESIDENCY REQUIREMENTS:

(a) **Sole Owners** – All sole owners or sole proprietors must have resided in Prince George's County for two years prior to the application for a license and must be registered to vote in Prince George's County. Residence and voting status must be maintained while the individual(s) remains on the license.

(b) **Corporations/Limited Liability Company** – One of the officers of a Corporation/LLC applying for the use of a license must qualify as above. In addition to the residence and voting requirements, the Prince George's County officer/member who is to act as the Resident Agent for the license must also hold 25% of the outstanding stock of the Corporation/LLC. However, if the corporation/LLC is one whose sale of stock is authorized by the Securities and Exchange Commission, the residency requirement does not apply.

In the case of a *Corporation* where there are less than three officers or directors of the corporation, all officers or directors, as the case may be, shall make the application for the license. In the event there are no officers/members or directors of the corporation, at least one stockholder may make the application, if there is an affirmative vote of the stockholders holding a majority of the stock.

CRIMINAL BACKGROUND INVESTIGATION CHECKS:

The Board of License Commissioner's Office must receive the results of the completed Criminal Background Investigation checks prior to the scheduled hearing date. The forms may be obtained from the Board of License Commissioners office and are to be filed directly with the Central Repository with the appropriate fee.

INTERIOR DESIGN LAYOUT:

Applications for new licenses, transfer of licenses, and transfer of location of licenses must be accompanied, at the time of filing, an Interior Design Layout of the establishment. The interior design layout is to be a file size copy, 8.5 x 11. Specific details must be provided as to the square footage for on and off sale areas.

PROHIBITIONS:

No license shall be granted to sell alcoholic beverages within 1,000 feet of a school building or 500 feet of a church.

The Board of License Commissioners has a limited number of licenses to issue; therefore, an application for an alcoholic beverage license may not be considered prima facie evidence that the applicant(s) is/are entitled to a license. (Section 9-217) The Commissioners may not grant any additional licenses of any class that were not determined and posted as available for hearing (Section 10-202).

**BOARD OF LICENSE COMMISSIONERS
(Liquor Control Board)
5012 Rhode Island Avenue
Room 204
Hyattsville, Maryland 20781
301-699-2770**

www.princegeorgescountymd.gov/BOL/

REQUIREMENTS FOR ISSUANCE

(The individualized list of applicable requirements will be provided after the application has been approved)

- Use and Occupancy Permit
- Bulk Sales Permit or letter that no bulk is being transferred
- Workman's Compensation Certificate
- Executed Copy of Lease or Deed
- Certified Articles of Incorporation or Certified Articles of Organization
- Minutes of the Corporation or Operating Agreement
- Copies of Stock Certificate or Operating Agreement setting forth the members and membership interest
- Title 6 – Commercial Code Affidavit 6-102 (must be dated within ten days of the issuance of the transfer)
- Proof of Compliance with Alcohol Awareness
- Sales and Use Tax Number
- Final Inspection for New or Transfer of Location – provide five day notice in writing prior to issuance for Inspection Staff to perform the inspection
- HOTELS AND BLX LICENSE, applicants are required to provide CPA Affidavits, Invoices and Cancelled Checks for their respective Capital Investment as required by Sections 6-201 of Article 2B of the Annotated Code of Maryland.

Note: Training on the Board of License Commissioners Rules and Regulations is offered free of charge by contacting the Board at 301-985-3805.

STATE OF MARYLAND BOARD OF LICENSE COMMISSIONERS

CLASS AND TYPE OF LICENSE

Class A, B _____ BW _____ BWL _____
 Class B, B _____ BW _____ BWL _____
 Class C, B _____ BW _____ BWL _____
 Class D, B _____ BW _____

APPLICATION IS FOR:

New License _____ FEE \$700.00
 Transfer _____ FEE \$500.00
 Transfer of Location _____ FEE \$500.00

NOTE: All fees must be paid by certified check, cashier's check or money order. NO CASH OR CHECKS WILL BE ACCEPTED.

*For the use of : (Check One) An individual (); Partnership (); Corporation (); Unincorporated Association () Limited Liability Company ().

APPLICATION IS HEREBY MADE UNDER THE PROVISIONS OF ARTICLE 2B, SECTIONS 1-102, 8-217, 9-101, 9-217, 10-103, 10-202, 10-503, FOR AN ALCOHOLIC BEVERAGE LICENSE. THE APPLICANT(S) SUBMIT(S) AND CERTIFY (IES) TO THE FOLLOWING AS REQUIRED BY ARTICLE 2B.

1. APPLICANT(S):

			Shares %	Verification of Legal Status
1.	_____	_____	_____	<input style="width: 50px; height: 20px;" type="checkbox"/>
	Name	Title		
2.	_____	_____	_____	<input style="width: 50px; height: 20px;" type="checkbox"/>
	Name	Title		
3.	_____	_____	_____	<input style="width: 50px; height: 20px;" type="checkbox"/>
	Name	Title		
4.	_____	_____	_____	<input style="width: 50px; height: 20px;" type="checkbox"/>
	Name	Title		

2. State trade name of establishment and the location where license is desired. If the location has no street number, definitive description to readily determine the exact location must be given.

Trade Name

Corporate/LLC Name where applicable

Address, City, State and Zip Code

Telephone Number

Attorney _____

Address _____

Phone Number _____

Hearing Date _____

Date Filed _____

Board Action _____

DESCRIPTION OF PREMISES

3a. Describe the premises to be covered under the license. If only a part of the building or buildings is desired as the premises, a definitive description must be given. _____

Size, Type & Construction of Building _____ Size & Description of Lot _____

3b. Square Footage On Sale _____ Square Footage Off Sale _____

3c. Is the building located within one thousand feet of a school or five hundred feet of a church? _____

3d. Is premises zoned for sale of alcoholic beverage? _____

3e. Is the building complete? _____ If "No" when will building be complete? _____

MODE OF OPERATION

4a. Describe the mode of operation _____

4b. Is the business to be conducted under this license tied in any manner to a franchise agreement, chain store operation or supermarket? _____

4c. Seating Capacity _____

Is there a bar? _____ If yes, how many seats _____

4d. Hours and days of operation

	Opening Time	Closing Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

***Note: A Special Sunday Sales License is required for sales of alcoholic beverages over 15.5% on Sunday (On Sale Only)**

3e. Will entertainment be presented to the public? _____ if yes detail type of entertainment, the days and the hours that entertainment will be provided _____

**STATEMENT OF OWNER OF PREMISES REQUIRED IN CONNECTION WITH
ALCOHOLIC BEVERAGE LAWS OF MARYLAND**

I HEREBY ATTEST, That I am an owner of the property named in this application made to the Prince George's County Board of License Commissioners and consent to the granting of the license applied for, and hereby authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners of Prince George's County, its duly authorized agents and employees, and any peace officer of Prince George's County, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

Owner/Signature _____ Print Name _____

Address _____ City _____ State _____ Zip Code _____ Phone Number _____

Owner/Signature _____ Print Name _____

Address _____ City _____ State _____ Zip Code _____ Phone Number _____

STATE OF MARYLAND _____ **SS:**

I hereby certify that on this _____ day of _____, _____ personally appeared _____ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires _____

Notary Public

PROVIDE COPY(ies) OF ANY AND ALL AGREEMENTS/CONTRACTS relative to the operation of the business to be conducted under the alcoholic beverage license (inclusive of managerial agreements, sale contracts and any agreements, which place the alcoholic beverage license as security, collateral, etc.)

STOCK NUMBER AUTHORIZED _____

NUMBER OF SHARES HELD _____

STOCK NUMBER ISSUED _____

PERCENT OF SHARES HELD _____

STOCKHOLDERS/AUTHORIZED PERSON/MEMBER AFFIDAVIT

(Corporations, Limited Liability Companies)

Name Title e-mail Address

Address City State Zip Code

Period of Residence in Prince George's Co. Home Telephone Number Office Telephone Number

Date of Birth Sex Place of Birth

Place of Employment Address of Employment Length of Employment

- 1. a. How many shares of stock have been issued to you? # _____ % _____
- b. What is the dollar value per share of stock issued to you? _____
- c. What was the consideration given for each share of stock? _____

- 2. Have you ever been convicted of a felony? Yes () No ()
- 3. Have you been adjudged guilty of violating the laws governing the sale of any alcoholic beverages? Yes () No ()
- 4. Have you been adjudged guilty of violating the laws for the prevention of gambling? Yes () No ()
- 5. Have you been adjudged guilty of any offense against the law of the United States? Yes () No ()

If you answered yes to any of the above, please detail _____

- 6. State whether you have had a license for the sale of alcoholic beverages denied or revoked. Yes () No () if yes, please detail _____
- 7. Have you ever held a license for the sale of alcoholic beverages and if so in what State and at what location? yes() No ()
- 8. Are you financially interested in any other place of business that has an alcoholic beverage license in the County? Yes () No () if yes, please detail _____
- 9. As a stockholder how much time will you spend on the licensed premises? _____
- 10. What profit will you derive in proportion to the percentage of stock ownership? _____
- 11. Have you read the Rules and Regulations of the Board? _____

The undersigned applicant being of full age, hereby certifies that no manufacturer, brewer, distiller or wholesaler, directly or indirectly, has any financial interest in the premises or business of the applicant(s) and that we will not hereafter convey or grant to any manufacturer, brewer, distiller or wholesaler any interest, except as otherwise permitted by Article 2B of the Annotated Code of Maryland; and that we have, at the time of making this application, no indebtedness or other financial obligation, directly or indirectly, to any manufacturer, brewer, distiller or wholesaler other than for the purchase of alcoholic beverages.

Signature

STATE OF MARYLAND, _____ SS:

I hereby certify that on this _____ day of _____, _____ personally appeared _____ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: _____

Notary Public

INDIVIDUAL /APPLICANT AFFIDAVIT

(Owner/Sole Proprietor/Partner)

Name Title e-mail Address

Address City State Zip Code

Period of Residence in Prince George's Co. Home Telephone Number Office Telephone Number

Date of Birth Sex Place of Birth

Place of Employment Address of Employment Length of Employment

- 12. Have you ever been convicted of a felony? Yes () No ()
- 13. Have you been adjudged guilty of violating the laws governing the sale of any alcoholic beverages? Yes () No ()
- 14. Have you been adjudged guilty of violating the laws for the prevention of gambling? Yes () No ()
- 15. Have you been adjudged guilty of any offense against the law of the United States? Yes () No ()
- If you answered yes to any of the above, please detail _____**
- 16. State whether you have had a license for the sale of alcoholic beverages denied or revoked. Yes () No () if yes, please detail _____
- 17. Have your ever held a license for the sale of alcoholic beverages and if so in what State and at what location? yes() No ()
- 18. Are you financially interested in any other place of business that has an alcoholic beverage license in the County? Yes () No () if yes, please detail _____
- 19. How much time will you spend on the licensed premises? _____
- 20. Have you read the Rules and Regulations of the Board? _____

The undersigned applicant being of full age, hereby certifies that no manufacturer, brewer, distiller or wholesaler, directly or indirectly, has any financial interest in the premises or business of the applicant(s) and that we will not hereafter convey or grant to any manufacturer, brewer, distiller or wholesaler any interest, except as otherwise permitted by Article 2B of the Annotated Code of Maryland; and that we have, at the time of making this application, no indebtedness or other financial obligation, directly or indirectly, to any manufacturer, brewer, distiller or wholesaler other than for the purchase of alcoholic beverages.

Signature

STATE OF MARYLAND, _____ SS:

I hereby certify that on this _____ day of _____, _____ personally appeared _____ and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: _____

Notary Public