



GARRETT COUNTY GOVERNMENT
Board of License Commissioners - Liquor Control Board

203 South Fourth Street, Room 208, Oakland, Maryland 21550
garrettcouymd.gov/liquor-control-board -
Phone 301-334-1925 - Fax 301-334-5023
liquorcontrolboard@garrettcouymd.gov

Board Members
David L. Moe
Michael J. Fratz
Lisa M. Herman

ALCOHOLIC BEVERAGE LICENSE APPLICATION CHECKLIST:

- License Application - complete notarized application with \$150 application fee per license. Check # _____ Date _____
Affidavit of Residency - notarized (at least one applicant must be full-time MD resident and US citizen when applying)
Request for Advertisement - notarized and signed by all applicants
Floor Plan - Detailed sketch showing all areas where alcohol will be sold, stored & consumed. Include tables, chairs & bars
Property Lease - executed copy, if applicable. Are there any restrictions for alcohol on the property - Yes / No
Property Deed - copy if applicable. Are there any deed restrictions for alcohol on the property - Yes / No
Town approval - if applicable. Town must review application and approve alcohol sales / service - Yes / No / Conditions
Town Zoning Permit - if applicable. Contact the Town to see if an administrative hearing or permit is required - Yes / No
MD & FBI LiveScan background check - call for details and paperwork. Call 301-334-1925 for locations
Noncriminal Justice Applicants Privacy Rights paperwork must be signed and received back. Date received: _____
License(s) - copy of each applicant's Driver's License or Identification Card front and back
EIN Number - copy of initial Assignment Letter is required if applicable
Sales & Use Tax Number - copy of license (Comptroller's Office 410-260-7980)
Business License - copy of license (Clerk's Office 301-334-1937)
Health Permit - copy of Food Service Permit if applicable. (Environmental Health 301-334-7760)
Worker's Compensation Insurance Certification policy and General Liability insurance if applicable
SDAT - State certificate accepting Corporate Articles of Incorporation or LLC Articles of Organization
Articles of Incorporation or LLC Operating Agreement - executed copy in its entirety with breakdown of owners / investors
Corporate Resolution outlining officers, directors & stockholders of the corporation with breakdown of owners / investors
Bulk Transfer Permit - Itemized list of alcohol being transferred. Check to "ATCC" for \$200 (transfer application only)
Bulk Transfer Act / Affidavit of Transferor - Article AB §3-302 (transfer application only)
No Hold Release / Transfer Release - Comptroller's Office. BLC/LCB Office will submit this request
Fire Marshal review & approval if applicable. Call 301-766-3888 to schedule an inspection. msp.osfmwro@maryland.gov
Building Permit may be required for a new building, renovations or expansion of building / property. Call 301-334-1920
Zoning Permit may be required if business is in the Deep Creek Watershed or a municipality. Call 301-334-1926
Special Exception approval by Planning and Land Management, if applicable. 301-334-1926 planning@garrettcounty.org
Use & Occupancy Permit - Fire Marshal, Health Dept., Permits & Inspections and Dept. of Public Utilities must approve
Copy of any financial / loan agreement in effect for the business
Amusement machine stickers - Clerk's Office, if applicable. 301-334-1937
Alcohol Awareness Training Certificate - at least one trained employee or license holder is required. _____
Misc: _____

Four empty rectangular boxes for data entry.

Hearing Date: _____ Approved: _____ Issue Date: _____ Payment: _____