

Liquor Control Board of Garrett County Board of License Commissioners



Garrett County Administrative Office Building
203 South Fourth Street, Room 208
Oakland, Maryland 21550
Phone (301)-334-1925
Fax (301)-334-5023
E-mail – liquorcontrolboard@garrettcountry.org

Michael J. Fratz
McHenry, Maryland 21541

David L. Moe
Oakland, Maryland 21550

Lisa M. Herman
Friendsville, Maryland 21531

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 Garrett County resident at time of application)
- Request for Advertisement – notarized and signed by all applicants
- Floor Plan. Must be a detailed description of the size & type of building as well a sketch of overall layout of seats & tables
- 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. Contact the Town to see if any additional approvals are required – Yes / No / Conditions
- MD & FBI LiveScan background check – call for details and paperwork.
- Noncriminal Justice Applicants Privacy Rights paperwork must be signed and received back. Date received: _____
- License(s) – copy of each applicants 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 (issued by the Clerk’s Office 301-334-1937)
- [Health Permit](#) – copy of Food Service Permit if applicable. (301-334-7760)
- Worker’s Compensation Insurance Certification
- [SDAT](#) - State certificate accepting Articles of Incorporation or LLC Operating Agreement
- 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](#) – Comptroller’s Office / Field Enforcement Division – cost \$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
- Fire Marshal review & approval if applicable. Call 301-766-3888 to schedule an inspection. mfp.osfmwro@maryland.gov
- Use & Occupancy Permit – Fire Marshal, Health Dept., Permits & Inspections and Dept. of Public Utilities
- Special Exception approval by Planning and Land Management, if applicable. 301-334-1920 planning@garrettcountry.org
- 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. _____