

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 original application with \$150 application fee per license
- Affidavit of Residency – notarized original (at least one applicant must be full-time Garrett County resident)
- Request for Advertisement – notarized original.
- Floor Plan. Must include a detailed description of the size and type of building as well a sketch of overall layout
- Property Lease – executed copy, if applicable
- Property Deed – copy if applicable
- Town approval – if applicable
- MD & FBI LiveScan background check – call for details. Results must be received one week prior to hearing
- Driver's License(s) – copy of each applicants license 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)
- [Trader's 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
- Corporate Resolution outlining officers, directors & stockholders of the corporation
- [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 and approval if applicable
- Use & Occupancy Permit – Fire Marshal, Health Dept., Permits & Inspections and Dept. of Public Utilities
- Special Exception approval by Planning and Land Management, if applicable
- Copy of any financial / loan agreement in effect for the business
- Amusement machine stickers – Clerk's Office, if applicable
- Alcohol Awareness Training Certificate – at least one trained employee or license holder is required