

Kent County, Local Licensing Authority

Alcoholic Beverage License Application New Applicant Guide

This guide is provided *for reference only*. It is at the discretion of the Board of License Commissioners and its designated staff to determine if additional documentation or explanation is required.

The Board of License Commissioners follows the Annotated Code of Maryland, Alcoholic Beverages - Division 1: General Provisions, and Division II: Provisions Affecting Individual Jurisdictions. Licenses shall be applied for and issued to, as individuals: the partners, officers, or authorized individuals of a business entity, as applicable, and at least **one** applicant shall meet the requirements to be considered as a qualifier on the alcoholic beverage license.

What is a Kent County Qualifier?

A (the) Kent County Qualifier(s) must be a registered voter and a taxpayer in Kent County and have been for two years preceding the filing of the application, a resident of Kent County, and provide a legal document that demonstrates the Qualifier(s) has a stock or membership ownership interest in the business entity.

Applicants are required to meet and/or contact the following departments or partner agencies:

- ❖ To **review the application process**, contact the Alcoholic Beverage and Tobacco Inspector at 410-810-2212
- ❖ To **review applicable regulations and permits**, contact the Kent County Department of Planning, Housing, and Zoning at 410-778-7423. (If the business is located within an incorporated town, please contact the appropriate municipal staff.)
- ❖ To **register a business and trade name**, contact the Department of Assessment and Taxation at 410-767-1184
- ❖ To **complete the combined registration application for a Sales and Use Tax License**, contact the Office of the Comptroller at 410-260-7980
- ❖ To **obtain a food service license**, contact the Kent County Health Department, Environmental Health Division at 410-778-1361
- ❖ To **obtain a business/trader's license**, contact the Kent County Circuit Court Clerk at 410-778-7460
- ❖ To **obtain or verify Occupancy Load / Use and Occupancy**, contact The Office of the State Fire Marshall, Upper Eastern Regional Office at 410-822-7609

The application for an alcoholic beverage license in Kent County is twelve pages long. *Please complete the twelve-page application in its entirety.*

Page 1

- Check the Type of License desired
- Fill in all fields
- Provide the required information for (each) applicant(s).

Page 2

- Answer all questions **and** attach Articles of Organization or Articles of Incorporation

Page 3 through page 6

- Each Applicant (up to four) must fill out an Applicant Page
- Signature(s) must be notarized

Pages 7 and 8

- Obtain signatures (certificates) from citizens that are real estate owners and registered voters in the District and Precinct in which the business will be located.
 - One signature per household, submit *no less than 10* signatures.

Page 9

- Page 9 must be signed by the owner of the property who has the authority to sign the statement.
 - Signatures must be witnessed and notarized.

Page 10

- Sketch of the premises. Submit a sketch that specifies where alcoholic beverages will be sold, served, and stored.
 - This sketch can be drawn directly onto page 10 or attached to page 10.

Pages 11 and 12

- Fingerprinting. The applicant(s) must complete the LiveScan Pre-Registration Application. Applicants will be notified when fingerprinting can be scheduled.

Return the completed application with payment of the following fees:

- \$175.50 Advertising Fee, check or money order payable to Chesapeake Publishing
- \$100.00 Application Fee, check or money order payable to the County Commissioners of Kent County
- \$50.00 Fingerprinting Fee **per** applicant, check or money order payable to the County Commissioners of Kent County

Applicants are notified of the hearing date and time. It is strongly recommended that at least one applicant attend the hearing.

Prior to the Public Hearing for a new alcoholic beverage license, The Inspector will verify the following:

- Notification from Kent County Health Department, Approval/Comment
- Notification from Comptroller of Maryland, Report that Entity is in Good Standing
- Notification from Comptroller of Maryland, assignment of a Central Registration Number
- Notification from Kent County Clerk of Court, Business/Traders License Issued
- Verification that Alcohol Awareness Training Requirements are satisfied

And if applicable:

- Receipt of any comments from the incorporated town
- Receipt Bulk Transfer Certificate
- Application review by the County Department of Planning, Housing, and Zoning (if changes to the property are being made).

Applicants are encouraged to meet or contact the Department of Economic & Tourism Development to be added to the Business Directory, to learn about tax credits, to be added to Tourism literature, or for other business tools and support. Please contact 410-778-0416 or econdev@kentgov.org