

CHECKLIST FOR APPLICATION REQUIREMENTS*

- TRANSFER FREE OF INDEBTEDNESS [Assent to Transfer must be completed, signed and notarized by the Seller]
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- BULK TRANSFER INVENTORY PERMIT (Applies to a transfer of alcohol inventory)
- STATE AND COUNTY TAXES PAID (Applies to transfer)
- CORPORATION NAME
- STATE APPROVAL OF CORPORATION
- ARTICLES OF INCORPORATION OR ARTICLES OF ORGANIZATION FOR AN LLC
- OFFICERS & TITLES IN CORPORATION
- DIVISION OF STOCK ISSUANCE
- RESIDENT AGENT
- PLAT OR HAND DRAWING SHOWING LOCATION OF STORAGE AND SALE OF ALCOHOL ON PREMISES
- ONE EMPLOYEE CERTIFIED IN A MARYLAND STATE APPROVED ALCOHOL AWARENESS COURSE MUST BE PRESENT ON THE LICENSED PREMISES AT ALL TIMES DURING HOURS OF OPERATION**
- INSPECTION FROM THE FIRE MARSHALL AND THE HEALTH DEPARTMENT
- A VALID TRADER'S LICENSE FROM THE WASHINGTON COUNTY CIRCUIT COURT
- ZONING CERTIFICATION FROM EITHER THE CITY OF HAGERSTOWN OR WASHINGTON COUNTY
- APPLY FOR SUNDAY LICENSE

***All of the above requirements and documentation must be in order before the license will be issued and/or at the discretion of the Board. (i.e. The Board may waive the presentation of documents from the Health Department and Fire Department if those inspections have been scheduled, but not yet made by the respective entities. In this instance the licensee must present the documentation as soon as it is received.)**

****The Board will give the licensee the necessary time to complete the Alcohol Awareness Course depending on when classes may be scheduled. However, the licensee must present to the Board an Alcohol Awareness Certification within 3 months of their license being issued.**