

Frequently Asked Questions from the Mayor's Open Forum Business Webpage

Thank you for contacting the City of Baltimore's Open for Business Webpage. In addition to the information and links below, you may contact the Small Business Resource Center for additional resources and information such as business planning, and free seminars. Visit our webpage at:

www.baltimoresourcelink.com or www.sbrcbaltimore.com

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Registering Your Business

www.dat.state.md.us

Registering a new business with the state of Maryland is simple when you have all the information available to follow. This section is dedicated to be a one-stop informative section for entrepreneurs, showing and explaining the registration process and how to complete it--including official brochures and forms. The starting point for beginning your business will be the determination of your business entity (legal or non-legal). To determine which business type is best, the advantages and disadvantages of must be reviewed carefully weighing the costs and benefits in the short-term and the long term. Planning is much more difficult than the actual registration of a business. The Maryland State Department of Assessments and Taxation (DAT) handles state registration, trade and corporate naming of a business for all stock, non-stock and religious corporations. The DAT also handles the dissolving or reviving of a business and foreign business registration. To supplement this business registration section, the DAT important need-to-know divisions and numbers are:

Maryland State Department of Assessments and Taxation www.dat.state.md.us

888.246.5941

301 West Preston Street, Rm. 309

Baltimore, MD 21201

F (410) 333.7097

<https://interactive.marylandtaxes.com/webapps/comptrollercra/entrance.asp>

Helpful Resources for Starting a New Business

- [SDAT Checklist for New Businesses](#) - Information on business licenses and other requirements.
- [Department of Business and Economic Development](#)
- [DBED Start a Business in Maryland Guide](#)
- [Department of Labor Licensing and Regulation.](#)
- [Minority Business Enterprise](#)
- Business registration and other information on the [Comptroller of Maryland's web site](#)
- [Maryland Small Business Development Center](#) - Business entity descriptions with links to training workshops and other valuable resources.
- [US Small Business Administration](#) - Federal agency site with valuable information regarding loans, online courses, planning and financing a new business.
- County web sites may also have local information on regulation and economic development offices and incentives; [a map of Maryland with county names](#) can be found at the Maryland.gov.

Security Interest (UCC) Filings

- [UCC Financing Statement Filing Information](#)
- [UCC Title 9 Information](#) (Annotated Code of Maryland)

Other Information

- [How to Get Comparable Information Regarding Other States and Nations](#)
- Search the [Maryland Business Database](#) for entity names, principals and resident agents, personal property assessment information, and organizational document information.
- **Document Return Fee**
All filers of business entity charter documents must indicate at the time of filing if they are “**opting out**” of **having their original filed documents returned to them**. If a filer wishes to have the original documents returned, then he or she must pay an additional \$5.00 filing fee with the payment of the other fees for the processing of the documents. If the \$5.00 fee is not paid, the Department will assume the filer did not want the original documents returned. Images of all documents are available at no charge for viewing and printing within 7 business days of their processing by [searching the Business database](#).
- **Rejected Corporate Charter Documents**
Please note that under *Maryland law **a filer has sixty (60) days from the date of our initial rejection** of a filing to correct any rejected document and resubmit it **or all filing fees are retained by the Department** for reviewing the first filing. If a document is resubmitted after the sixtieth day, another separate filing fee must be paid with the second submission. If a filer chooses not to resubmit the document for filing, a demand for a refund must be made in writing within sixty (60) days of the date of the initial rejection of the document.

Contact the Charter Division via E-mail

Use the email links below to help the Charter Division respond more quickly to your inquiry. Please include your full name, telephone number, address and email address in your message. If you are requesting information on

business entities already registered with us include the Department ID number. [If you are uncertain of the Department ID number you may look it up in our online Business database.](#)

Before e-mailing your question, you should first check this web site or any paperwork you have received from the Department, since our experience has shown that most questions can be answered from these two sources already available to you.

ERRORS: What appears on the file or receipt does not match what you submitted because SDAT keyed the information incorrectly. Be specific describing our error, how we entered it, how it should read, and include the entity's exact name and date of the document.

FEES: Be specific about what you are filing (Articles of Incorporation for a Stock Corporation, Articles of Incorporation for a Tax Exempt Corporation, Articles of Organization, Etc.), expedited or regular service, certified copy, Certificate of Status, how many pages, etc. For stock corporations include the number of shares and the par value for each share. For Amendments which increase stock, give the data both before the amendment and after amendment.

COPIES: Inquires about the status of a copy order or how to order copies for documents filed prior to 2001.

STATUS: Inquires as to why the entity is not in Good Standing and what needs to be done to return the entity to that status. Use exact name and SDAT ID number (if known). EIN' s do not help.

WORK IN PROGRESS: [Try searching the online database before contacting the division.](#) Information we require to check recent submissions includes: (1) was this expedited or regular service,(2) what form was filed (Articles of Incorporation, Articles of Organization, Etc.), (3) what is the exact name of the entity (ABC, Inc), (4) the date you mailed it or faxed it and (5) was a check included and if so, what was the amount of the check? NOTE: These will not be addressed until after 5 business days for expedited work. **We are not able to look up the status of regular non-expedited filings.**

REVIVAL/DISSOLUTION; REINSTATE/CANCEL; REQUALIFY/TERMINATE:If you are trying to reopen or close an entity that is/was filed with SDAT, include the exact name, and SDAT ID # (if available) in your inquiry.

NAME AVAILABLE:In your inquiry give the exact name including ending (INC, LLC, Etc.).

TRADE NAME: Inquiries about a Trade Name filing already made, name availability, filing fee and how to complete the form.

SOLE PROPRIETORSHIPS: Inquiries about how to start a business when you don't want to have a separate entity (Corporation, Limited Liability Company, Etc.), also what forms to file and who to contact.

For inquiries not listed above email Charterhelp@dat.state.md.us

For problems with our web site email inquiry@dat.state.md.us

Housing

Acquiring property from the City has never been easier. Take a look at our up-to-date list of current and recently awarded opportunities. You can also get information on [Financial & Programmatic Support](#). Whether you're a large-scale developer, a local community development corporation, a faith-based developer, or an individual homesteader, we encourage you to bid. [Take a look at current opportunities](#)

Opportunities for Contractors

Baltimore Housing purchases a wide variety of goods and services such as office supplies, stoves and refrigerators, various construction items, etc. HABC also procures a myriad of professional services, including pest control, legal, architectural and engineering services. [See Opportunities and Information](#)

Building Permits, Construction Licenses

<http://www.dllr.state.md.us/license/mhic/>

<http://www.dllr.state.md.us/license/mhic/mhicfaqlic.shtml>

[http://static.baltimorehousing.org/pdf/permit handbook.pdf](http://static.baltimorehousing.org/pdf/permit%20handbook.pdf)

Maryland Home Improvement Commission

The Maryland Home Improvement Commission licenses and regulates home improvement contractors, subcontractors and salespersons. Home improvement work includes alteration, remodeling, repair or replacement of a building or part of a building used as a residence. Home improvement also includes work done on individual condominium units. Home improvement does not include work done on commonly owned areas of condominiums or buildings that contain four or more single family units. The Commission investigates complaints by homeowners, awards monetary damages against licensed contractors, and prosecutes violators of the home improvement law and regulations.

Department of Labor, Licensing and Regulation
Division of Occupational and Professional Licensing
Maryland Home Improvement Commission
500 North Calvert Street
Baltimore, Maryland 21202-3651
410-230-6309

1-888-218-5925

e-mail: mhic@dllr.state.md.us

The two links about will provide information and instructions on how to become license in Maryland.

Baltimore City

Baltimore Housing's Office of Permits & Building Inspections enforces the Baltimore City Building Code, as well as state laws pertaining to construction and occupancy. This office issues building permits and provides subsequent inspections for; construction, alteration, electrical, mechanical and plumbing work in both commercial and residential structures. File your completed application in person at: The One- Stop Shop, 417 E. Fayette St., Room 100. Not sure if your project requires a permit? Call us at 410-396-3360

Permit Application

Opening a New Food Establishment, or Changing Ownership of an Existing Food Establishment

1. Apply for a Use and Occupancy Permit from the Department of Planning, 417 East Fayette Street. Keep the receipt you receive when you submit the application.
2. If you are building a new facility or making structural changes to an existing facility:
3. Apply for a building permit, and
4. Submit construction plans to the department of planning.
5. These plans will be forwarded to the health department for review. The health department will alert you to any changes that need to be made to the plan. After approval of plans from all relevant agencies, a building permit will be issued and construction may begin.
6. If you are not building a new facility or making major structural changes, it is recommended that you bring an informal layout of your facility to the health department, including locations of all equipment, walls, doors, toilets, sinks, etc. The plan review supervisor will review this layout and make suggestions to help ensure a successful final inspection.
7. If the business involves any alcoholic beverages, apply for a liquor license from the Board of Liquor License Commissioners, located at 10 South Street, Room 200.
8. Once all relevant steps listed above are completed, visit the Bureau of Environmental Health front counter, located at 1001 E. Fayette St. You must have with you:

- The Use and Occupancy receipt, and
- \$150 plan review fee

At this time you will receive an information packet detailing all the materials you will need to submit to obtain a food license. *(Note: The Plan Review fee includes two on-site inspections. If you wish, you may schedule an inspection before or during construction to verify compliance. Final inspection shall occur only after the completion of construction.)*

(Tip: The Plan Review fee includes two on-site inspections. If you wish, you may schedule an inspection before or during construction to verify compliance. Final inspection shall occur only after the completion of construction.)

9. While awaiting approval of building permit or completion of construction:

10. Begin preparing your menu, recipe(s) and HACCP plan according to guidelines in the information packet [\(click here to see guidelines\)](#).

11. Obtain Certified Food Manager Certification for yourself or a staff-member (all food facilities are required to have one certified food manager)

- [Standards and Rules for Food Managers](#) (PDF)
- [Certified Food Manager Application](#) (PDF)
- [List of Certification Courses \(11/3/2011\)](#)

Once construction is complete, you may schedule an inspection of your facility. If your facility passes inspection, you will receive an approval notice from a department environmental sanitarian.

All of the below documents **must** be brought with you to obtain your food license:

1. Completed [Food License Application](#)
2. Approval notice from a department environmental sanitarian
3. All Food Service Plan Review requirements [\(Click here to see requirements.\)](#)
4. Menu and
5. HACCP plan
6. Food Service Manager's Certificate (food managers must be certified within 90 days of employment)
7. Original contract with a licensed pest control company
8. Certified copy of the Articles of Incorporation if owner is a corporation. It should have the charter/trade name from the State Department of Assessments and Taxation, located at 301 W. Preston St., Room 809, Baltimore, MD 21201 (Tel: 410-767-1330)
9. Workman's Compensation Insurance information
10. Any person representing the owners when obtaining the food license must bring a notarized Power of Attorney.

11. All handwritten documents should be notarized (not including menu and list of food equipment)

Use and Occupancy Permit

A Use & Occupancy (U&O) permit is required to occupy any newly-constructed structure or addition, to use for any purpose previously vacant land, to make any change in the authorized use of any land structure, or to make a change in a business' ownership.

Use and Occupancy Permit Application

FILING FEE MUST BE SUBMITTED WITH APPLICATION

\$25 FILING FEE FOR 1-AND 2-FAMILY DWELLINGS

\$50 FILING FEE FOR ALL OTHER PROPERTIES

Official Designation:

DO NOT WRITE ABOVE THIS LINE

PROPERTY ADDRESS

K/A

OWNER.....ADDRESS..... PHONE

CORP. OWNER/LOCAL AGENT.....ADDRESS..... PHONE

LESSEE.....ADDRESS..... PHONE

DESCRIPTION OF USE

(PLEASE BE SPECIFIC)

.....
.....
.....
.....
.....
.....

BUILDING FULLY SPRINKLERED YES NO

EXISTING USE(S)

PROPOSED USE(S).....

The owner of the above property hereby has approved this application and agrees to comply with all ordinances of the Mayor and City Council of Baltimore and to do no work and/or allow no use not specifically covered by this application.

I declare under penalties of perjury that:

- I am the owner or have specific approval of the owner to act as agent for this application.
- I have examined this application, including all accompanying plans, specifications, etc., and, to the best of my knowledge and belief, the application is a true, correct, and complete statement of the work to be done under it.
- All information given by me in connection with this application is true and correct.

SIGNED: _____ DATE: _____

Signature of Owner or Authorized Agent

Print Name

ADDRESS:

—

Print Number and Name of Street

City

State

Zip Code

Phone

E-MAIL ADDRESS:

	DEPARTMENT	DATE	APPROVED BY	DISAPPROVED	AREA/PLANNER OR NOTE
	DEPT. OF PLANNING				
	COMMERCIAL REVITALIZATION				
	BALTIMORE DEVELOPMENT CORP.				
	FIRE DEPARTMENT				
	HEALTH DEPARTMENT				
	HOUSING INSPECTION				

FEES

PERMIT FEE	
5% TAX	
FILING FEE	
TOTAL \$	

ZONING _____
APPROVED _____

REFERRALS

By _____

By

Date _____

Date

APPROVED

MICHAEL BRAVERMAN

Building Official – Permits and Codes

Enforcement

PRELIMINARY INSPECTION
Inspection

Construction and Buildings

By _____

Per

Date _____

Date

REV 6/09

Date: _____

To the Board of Estimates:

Application is hereby made for a permit to:

Location	Property Owner
----------	----------------

Address	Phone Number
Size	
Projection from Property Line	Width of Sidewalk
Purpose	

I hereby agree to the granting of this permit, under the provisions of the Baltimore City Charter, Article VIII, Section 9. I understand and agree that all charges arising by reason of the granting of this permit will constitute liens upon the above property. I further agree that if the above application is granted, the permit shall at all times be subject to revocation and change of rate by the Board of Estimates.

Witness	Owner
Address	Address

I hereby certify that copies of this application have been served upon the adjoining property owners:

Name	Address
Name	Address

Consideration of the granting of the permit applied for, the applicant hereby agrees to pay, indemnify, and save harmless the Mayor and City Council of Baltimore, its officers, agents, and employees, from any and all suits, actions, demands, damages, expenses, and costs of every kind and description for which said municipality, its officers, agents, or employees may be liable as a result of, or in connection with, the issuance of said permit or any work or operation done or performed in connection with the erection, construction, installation, existence, maintenance or removal of the subject matter of said permit.

It is further understood that the Board of Estimates reserves the right, in its discretion, to terminate the privilege at any time or to increase the charges for the privilege granted on thirty days' notice.

Witness	Owner
Address	Address

Any objection to the issuance of this permit must be filed in writing with the Board of Estimates within three (3) days from the date of delivery on "return receipt," which shows receipt of this application by certified mail.

First Year Charge	Annual Charge	Flat Charge
-------------------	---------------	-------------

Approved by the Board of Estimates upon payment of charge indicated above and subject to revocation at all times by the Board of Estimates. Adjustments and cancellations of minor privilege charges will be made only from the date of written request.

Approved	Permit Number	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
----------	---------------	-----------------------------------------------------------------------

Department of Finance
Bureau of Revenue Collections
Street Vendor's License

<http://permits.baltimorecity.gov/Portals/Permits/documents/Fact%20Sheet%20Street%20Vendors.pdf>

FACT SHEET

The license is required for anyone wanting to sell food products or merchandise of any kind on any street in the City of Baltimore.

Application Process

Prospective vendor's must submit a completed and notarized Application for Street Vendors License(attached herein) and include:

- A non-refundable \$25.00 application fee;

- Photos of the cart or table to be used; and,
- Photos of the desired locations.

The application fee must be in the form of a money order or cashier's check if submitting payment through the mail. If paying in person, a money order, cashier's check, cash, or credit card (for a small convenience fee) are accepted. Payments made by money order or cashier's check should be made payable to the Director of Finance. The application and all required documents and payment must be returned to the Bureau of Revenue Collections, Miscellaneous Tax/License Unit at 200 Holliday St., Room 1, Baltimore, MD 21202 **at least two weeks prior to the scheduled Vendor Board meeting**. The Vendor Board meets the first Wednesday of every other month. The Miscellaneous Tax/License Unit will inform you of the date your application will be reviewed by the Vendor Board at the time the application is submitted.

Vendor Board Process

The Vendor Board must approve all applications for a Street Vendor License. The day of the vendor board meeting, all scheduled and prospective vendors are required to be present. The meeting is held at 2 p.m. on the first Wednesday of every other month and is located at 10 N. Calvert St., Ste. #915, Baltimore, MD 21202. The Miscellaneous Tax/License Unit will confirm the date that your application will be reviewed by the Vendor Board.

Once an applicant has been approved by the Board, the vendor shall return to the Miscellaneous Tax/License Unit at 200 Holliday St., Counter 1, Baltimore, MD 21202, to receive the approval letters. The approval letters must be submitted to:

- Baltimore City Circuit Court (100 N. Calvert St., #628, Baltimore, MD 21202) for a State Trader's License and,
- Baltimore City Health Department (1001 E. Fayette St., Baltimore, MD 21202) for a Health Permit (applicable if selling any food product).

Last Updated: 9/1/09

License Receipt and ID Placement

After obtaining the State Trader's License and the Health Permit (if applicable) the vendor shall bring those documents to the Miscellaneous Tax/License Unit at 200 Holliday St., Room 1, Baltimore, MD 21202 to complete the purchase and receive the vendor's license. The fee schedule is included on the application form. If the license is issued after June 30 of any Calendar year, the initial license fee is ½ the annual fee for that calendar year. Each approved street vendor must prominently display the identification badge that is provided with each license issued while vending. If a badge is lost, the Miscellaneous Tax/License Unit shall issue anew badge for a \$10 fee.

Term of the License

All vendor licenses expire on December 31 of each year and all licenses must be renewed by December 31 to operate during the following calendar year.

Prohibited Conduct and Enforcement

Refer to Article 15, Section 17-21 through 17-32 for prohibited conduct of licensed street vendors and conduct enforcement.

Applicable City Code

Article 15 Licensing and Regulation, Subtitle 17 Street Vendors

For additional information or questions, contact the Miscellaneous License/Tax Unit at 410-361-9690.

Last Updated: 9/1/09

CITY OF BALTIMORE BOARD OF LICENSES FOR STREET VENDORS APPLICATION FOR STREET VENDOR'S LICENSE

Instructions:

1. Non-Refundable application fee of \$25.00 (Payable to: DIRECTOR OF FINANCE)
2. Applicant must be at least 18 years old.
3. Print legibly in ink.
4. Have application notarized.
5. Application must be submitted at least two weeks prior to the Board Meeting.
6. Proper identification must be presented.

Baltimore City Health Department
Bureau of Food and Institutional Facilities
210 Guilford Avenue, 2nd Floor
Baltimore, Maryland 21202

Requirements for Carts and Street Vendors

1. All food service carts, food trucks and street vendors must obtain a Permit/License from the Bureau of Food and Institutional Facilities for the sale of any food product in the city of Baltimore. Food products would include: packaged food, prepared foods, snowballs, canned and bottled drinks, etc. The permit includes a food permit (paper permit) and an orange sticker that is attached to the cart.
2. A business/mobile vending license must be obtained for all carts, both food and non-food with the State of Maryland License Department (Tel: 410-333-3790.)
3. All carts in the stadium areas must be on wheels and obtain a permit from the State of Maryland License Department.
4. Any cart located in the downtown area must obtain a permit from Downtown Licensing (200 N. Holiday St., Tel: 410-361-9690.)

5. All carts located outside of the downtown area must obtain a permit from Minor Privileges (417 E. Fayette St., Tel: 410-396-3346.)

6. Carts used for pre-packaged foods do not need to comply with items 9a through 9e.

7. Any cart used for the sale of food must be constructed of a material that is smooth, non-absorbent and washable. All food/beverages equipment must be commercial NSF approved.

8. All hot dog carts must be of an approved commercial design with a handwashing sink and adequate supply of hot and cold water, which meets Health Department approval.

9. Any cart used to prepare any foods, including hot dog carts with a grill for cooking, must be obtained within:

- a. A hand-washing sink with an adequate supply of hot and cold water.
- b. A three (3)-compartment sink/utensil washing sink.
- c. Waste water tank.
- d. Adequate refrigeration (no ice chests.)
- e. Adequate cooking facilities (if necessary.) No charcoal or wood cooking equipment is allowed.

10. All snowball carts must use:

- a. An approved snowball machine.
- b. Sealed flavors from an approved source.
- c. Ice from an approved source (no home-made ice.)
- d. No ice cream or perishable products can be sold.
- e. All snowball carts, trucks or stands must have a hand-washing sink with an adequate supply of hot and cold water or an adequate hand washing facility.

11. No foods can be prepared at home. All foods must come from an approved source.

12. The cost of the permit will depend upon the type of food service on the cart. The permit/license is in effect from July 1st of one year to June 30th of the next year.

13. Bring pictures from different angles of the cart/truck.

14. Come to 210 Guilford Ave. 2nd Floor and pay \$150.00 Plan Review Inspection Fee to schedule inspection.

The Health Department must inspect all food preparation carts/trucks before a permit/license can be issued. Contact the Plan Review Section, Baltimore City Health

Department at 410-396-4544 to obtain information.

CLASS/TYPE OF LICENSE

Please check the box of the type of license you are applying for.

Food Vendors License

Class A – In the Downtown Area.....\$375.00

Food Vendors Outside The Downtown Area

Class B – Vehicle.....\$75.00

Class B1 – Basket, Handcart or Pushcart..... . \$ 25.00

Merchant Vendors License

Class C - In the Downtown Area..... \$75.00

Class D - Outside the Downtown Area.....\$75.00

VENDOR APPLICANT INFORMATION

State License # _____ State Sales Tax# _____

Name _____

Date of Birth _____ Age _____

Phone Number _____

Address _____

City _____ State _____ Zip Code _____

How long have you resided at the above address _____ Years _____ Months

If less than two years, list previous address _____

Last Updated: 9/1/09

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Cont. Vendor Application

TYPE OF MERCHANDISE TO BE SOLD

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

LOCATION FOR WHICH LICENSE IS REQUESTED – SUBMIT PHOTOGRAPHS FOR EACH

LOCATION AND LIST IN ORDER OF PREFERENCE

1. _____

2. _____

3. _____

4. _____

DESCRIPTION OF VEHICLE, BASKET, HANDCART, PUSHCART OR TABLE – SUBMIT

PHOTOGRAPHS

PLEASE CHECK THE BOX FOR WHICH YOU ARE APPLYING

Vehicle

Basket

Handcart

Pushcart

Table

Last Updated: 9/1/09

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Cont. Vendor Application

I hereby certify that all the statements made in this application are true and correct to the best of my knowledge and belief.

Print Name of Applicant Signature of Applicant Date

NOTARY PUBLIC STATEMENT

I HEREBY CERTIFY THAT ON THIS _____ DAY OF _____ 20__ BEFORE

ME _____ PERSONALLY APPEARED

_____ AND MADE OATH IN DUE FORM OF LAW THAT ALL THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF.

_____ SEAL:

NOTARY PUBLIC

For additional information or questions, contact the Miscellaneous License/Tax Unit at 410-361-9690.

COMMISSIONERS

DOUGLAS R. M. NAZARIAN

CHAIRMAN

HAROLD D. WILLIAMS

LAWRENCE BRENNER

KELLY SPEAKES-BACKMAN

W. KEVIN HUGHES

STATE OF MARYLAND

PUBLIC SERVICE COMMISSION

TRANSPORTATION DIVISION

CHRISTOPHER T. KOERMER

DIRECTOR

HILARY Y. HAMMERMAN

REGINA C. GEE

ASSISTANT DIRECTORS

Public Service Commission For-Hire Driver's License

Application Checklist

Please use this checklist as a guide when you prepare your application for submission to the Transportation Division.

_____ I have completely answered all questions on the application.

_____ I have signed the application (an original signature is required).

_____ My application is signed (an original signature, not copied or rubber stamped, is required) by a representative of the Taxicab Association or the authorized for-hire transportation company for which I will drive and includes the name of the Taxicab Association or the authorized for-hire transportation company and their PSC Carrier Number.

_____ I have attached a current (issued by MVA within the last 30 days) **complete, certified** driving record. **A 36-month, non-certified record is not acceptable.**

_____ My address on the application matches the address on the driving record, or I have attached a current MVA address correction card issued on or after the date of my MVA driving record.

_____ I have attached a current (issued by MVA within the last 30 days) **complete, certified** driving record from each State that I have held a driver's license in during the past 10 years.

_____ I have attached a copy of my current MVA driver's license and a copy of my Social Security Card. I will bring my original driver's license and Social Security Card to my interview.

_____ If I am not a U.S. citizen, I will bring my original employment authorization from INS to the interview and am attaching a copy to the application.

_____ If I am a naturalized U.S. citizen (born outside the U.S.), I will bring my original Certificate of Naturalization or my U.S. passport to the interview and am attaching a copy to the application.

_____ I have attached the receipt from fingerprinting or will bring the receipt with me to the interview. (Note: finger printing is to be completed (using the Livescan Fingerprint Form provided by the Transportation Division) at the Criminal Justice Information System (CJIS) located at 6776 Reisterstown Road in Baltimore. The cost for the FBI and State background check is \$54.50, cash is not accepted).

NO COPIES WILL BE MADE AT THE PSC TRANSPORTATION DIVISION OFFICE.

INCOMPLETE APPLICATIONS (WHICH INCLUDES THE ITEMS LISTED ABOVE) WILL BE RETURNED WITHOUT BEING REVIEWED OR PROCESSED.

WILLIAM DONALD SCHAEFER TOWER 706 ST. PAUL STREET 706 BALTIMORE, MARYLAND 21202-6806

410-767-8128 706 Toll Free: 1-800-492-0474 706 FAX: 410-333-6088

MDRS: 1-800-735-2258 (TTY/Voice) 706 Website: www.psc.state.md.us

PFH checklist 5-12

Maryland Public Service Commission For-Hire Driver's License

Considering applying to operate a limousine, sedan, or van for-hire?
Unsure of how to obtain a For-Hire Driver's License?

HOW DO I APPLY?

When applying for a Maryland For-Hire Driver's License

Start the process:

- Complete the Maryland Public Service Commission (PSC) Application for a For-Hire Driver's License
- Obtain a certified copy of complete driver's record issued by the MVA within last 30 days. This record must be a **COMPLETE, CERTIFIED** record. If you have had a driver's license in another state within the past 10 years, you must also provide a complete certified copy of the driving record from that state. For example, when requesting driving history, ask for:
 - _ Maryland – Complete, Certified Record
 - _ Virginia – 11 Yr, Personal Certified History
 - _ Delaware – Complete, Certified Record
 - _ Washington, DC – Full, Certified Record
 - _ Pennsylvania – Complete, Certified Record
 - _ West Virginia – Complete, Certified Record
- Take the enclosed Livescan Fingerprint Form to the Criminal Justice Information System (CJIS) at 6776 Reisterstown Road, Baltimore (or authorized private provider). The cost for the FBI and state background check is \$54.50 (no cash accepted). Get a receipt for this service.
- Submit the application, driving record(s) and receipt from the background check, via mail or personal delivery to: PSC Transportation Division, 6 St. Paul St., 18th Fl, Baltimore, MD 21202, Monday thru Thursday 9:00 am – 4:00 pm (Closed 12:00 Noon – 1:00pm) **NO COPIES WILL BE MADE AT PSC TRANSPORTATION DIVISION OFFICE. Then a letter will be sent to you. Once you receive the letter:**
- Give the Transportation Division the requested documentation per the letter, AND
- Attend the walk-in interview at the Transportation Division office on *Tuesdays 9:00am–11:00am, Wednesdays 1:00pm–3:00pm, Thursdays 1:00pm–3:00pm.*
 - _ You will be photographed, at no charge.
 - _ You must bring your MVA issued driver's license;
 - _ You must bring your Social Security card; and
 - _ If you were born outside the United States, but have become a U.S. citizen, you must bring original verification of naturalization (Certificate of Naturalization or U.S. Passport); or
 - _ For non-citizens, you must bring in to the Public Service Commission original employment authorization document(s) issued by the U.S. Immigration and Naturalization Service.

Any questions: Public Service Commission, Transportation Division at 410-767-8128

Applying for a For-Hire Driver's License

Q. What factors does the Transportation Division consider in granting or denying my For-Hire Driver's License application?

A. Your driving record, criminal record, mental or physical condition, the completeness of your Written application and your interview are considered.

Q. What criminal convictions must I report on my application for a For-Hire Driver's license?

A. You must report any conviction, whether a felony or misdemeanor, other than a minor traffic offense. The Transportation Division will check your self-report against your criminal (or driving) record.

Q. What if I am not sure that a criminal charge resulted in my being convicted?

A. Err on the side of caution by listing the charge in question on your application.

Q. Must I report convictions that have been expunged (erased) from my record?

A. No.

Q. How will I know that my record has been wholly or partially expunged?

A. You will have received written proof from the court where your case was heard.

Q. What should I bring to my interview at the Transportation Division?

A. You should bring proper identification (a photo ID), your Social Security Card, AND your Employment Authorization Card issued by the U.S. Immigration and Customs enforcement Office (if applicable).

Q. If more information about my criminal record is needed, what should I send to explain my conviction(s)?

A. You will be sent a letter listing the types of information needed.

Q. If I am granted a For-Hire Driver's License, for how long will it be valid?

A. For-Hire Driver's Licenses are granted for a period of between one to three years.

Plumbing License from DLLR

DLLR's Division of Occupational and Professional Licensing:

Maryland Board of Plumbing

The State Board of Plumbing licenses and regulates individuals who provide or assist in providing plumbing and gas services in Maryland. As of October 1, 2000 the Board issues natural gas fitter licenses to qualified individuals who are non-plumbers. Both of these types of licenses are required for work throughout the State except for Baltimore County and the areas served by Washington Suburban Sanitary Commission (WSSC). These two jurisdictions issue their own licenses and have their own plumbing code. The State Plumbing Board also issues a certificate to qualified individuals, who are non-plumbers, to provide propane gas services throughout the entire State.

Board Members:

Michael J. Kastner, Jr., Chair, Industry Member, Howard County

Keith R. Horton, Vice Chair, Industry Member, Baltimore City

Jon Garner, Industry Member, Garrett County

Joseph A. Radtka, Industry Member, Anne Arundel County

Russell A. Wiebking, Industry Member, Howard County

Vacant, Consumer Member

Vacant, Consumer Member

Vacant, Industry Member

Vacant, Executive Director

Brenda Clark, Administrative Aide

[Important Notice Regarding the Proposed Regulations](#)

[Maryland Apprenticeship and Training](#)

[Doing Plumbing Work in Maryland Without A License or Insurance? Worth Going to Jail?](#)

[Enforcement Alert - Lead-Based Paint](#)

[How to Go Green without Getting the Blues](#)

Public Meetings

Regular business meetings of the State Board of Plumbing are scheduled for the third Thursday of each month. They are held at 500 North Calvert Street and begin at 10:30 a.m. - [DLLR calendar](#).

[Meeting Minutes](#)

Maryland Board of Plumbing
500 N. Calvert Street
Room 302
Baltimore, Maryland 21202-3651
(410) 230-6270
Fax (410) 333-6314
e-mail: plumbing@dllr.state.md.us

[Disclaimer](#)

License Requirements - Maryland Board of Plumbing

Category	Qualifications
Master Plumber/Gas Fitter	Person must have held a journey license for at least two years; and Person must have completed 3,700 hours of training under the direction and control of a licensed master plumber; and Person must pass a comprehensive written examination.
Journey Plumber/Gas Fitter	Person must have held an apprentice license for at least 4 years; and Person must have completed 7,500 hours of training under the control and direction of a licensed master plumber; and Person must have completed 32 hours of training in backflow prevention device <i>testing</i> ; and

	<p>Person must pass a comprehensive written examination.</p>
Apprentice Plumber/Gas Fitter	<p>Person must be at least 16 years of age.</p>
Master Natural Gas Fitter	<p>Persons shall have a current Master Gas Fitter license from Baltimore City, Baltimore County or WSSC; or</p> <p>Until 10/1/2002, Have at least 4 years of experience, and completed an approved training program; or</p> <p>Possess an HVACR Master or Master Restricted license, have at least 2 years of gas fitting experience as a journey gas fitter under a master gas fitter, plumber or HVACR master, who is found to be approved, and pass an examination.</p>
Journey Natural Gas Fitter	<p>Persons shall have a current Journey Gas Fitter license from Baltimore City, Baltimore County or WSSC; or</p> <p>Acquired 3,750 working hours as an apprentice natural gas fitter over a period of at least 2 years under the direction and supervision of a licensed master gas fitter or master plumber</p> <p>Note: After 10/1/2001 Persons applying based upon experience will also be required to complete an approved training course and pass an examination.</p>
Apprentice Natural Gas Fitter	<p>Person must be at least 16 years of age.</p>

<p>Propane Gas Fitter (Certification)</p>	<p>Person must hold a current certification of (Certification) completion of the National Propane Gas Association certified training program for Distribution Systems Operations; or</p> <p>Person must hold a gas fitters license from a county or municipal corporation authorizing the person to provide gas services under a licensing program in existence prior to July 1, 1995; or,</p> <p>Person must demonstrate to the Board that the person's qualifications are at least equivalent to the qualifications required by the National Propane Gas Association training program for distribution systems operations.</p>
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[Return to the Division of Occupational and Professional Licensing home page](#)

Questions or comments regarding the Board of Plumbing may be directed to plumbing@dllr.state.md.us.

Questions or comments regarding the Division of Occupational and Professional Licensing may be directed to op@dllr.state.md.us.

Questions or comments regarding the DLLR website may be directed to webmaster@dllr.state.md.us.

Updated December 8, 2009

Plumbing Application:

Food Truck Rules

Fact Sheet for Food Vending in Baltimore City

[The City of Baltimore recognizes that Food Truck Vending is a growing viable industry that has the potential of adding to the vibrancy, culinary creativity, and life to the streets of our city, while providing jobs and opportunity to a number of new entrepreneurs. To enhance the](#)

likelihood of success for the increasing number of these new enterprises while respecting the need of established retail businesses we have highlighted the existing requirements and rule for Food Truck Vending in the city.

The city believes there is a need to revisit all the statutes, rules and regulations currently in place related to street vending and such a review will take place this summer through the Mayoral Fellows Program.

In the interim, the Street Vendors Board of Baltimore City will work with Food Truck Vendors to bring them in compliance based on existing applicable rules and regulations by allowing a grace period of 2 weeks, to submit an application so that it may be reviewed and voted on at the Street Vendors Board meeting.

Food truck vendors who have appropriate state licenses and City Health Department licenses will be allowed to vend during this time but must adhere to all other existing regulations. It is hoped that the new rules and regulations will be introduced in early fall.

Licenses needed:

1. All Food Truck Vendors must have appropriate licenses issued by the State of Maryland, State Comptroller's Office, 410-767-1300

2. All Food Truck Vendors must have appropriate licenses issued by the Baltimore City Health Department, 410-396-2444

3. All Food Truck Vendors must have a street vendor's license issued by the Street Vendors Board of Baltimore City, 410-396-9690

4. All Food Truck Vendors must submit a completed application for Street Vendors License with a non-refundable \$25.00 fee and all required documentation (ex: photos of vehicle being used). Application must be picked-up and returned to the Miscellaneous Tax/License Unit at 200 Holliday St., Counter #3. The customer will be informed when their application will be heard by the Board.

5.) The Street Vendors Board meets the first Wednesday of every other month at 2 p.m. at 10 N. Calvert St., Suite #915.

6. All vendor licenses expire on December 31 of each year. Vendors must renew their license by that date.

Please note the
CURRENT FOOD TRUCK VENDING REGULATIONS

1.) No food truck vending is allowed within the "downtown area," meaning Martin Luther King Jr. Boulevard on the west, Centre Street on the North, Fallsway on the east, and Pratt St. on the south.

2.) In addition there is no Food Truck Vending around the stadiums.

3.) In a residential area No Street vendor of food products may stand or park his or her vehicle: 1) for more than 15 minutes at a given location; or 2) within 300 feet of any location at which the vehicle stood or parked during the preceding 48 hours.

4.) On school days from 7 a.m. to 5 p.m., no street vendor of food products may stand or park her or his vehicle within 500 feet of the grounds of any building used as a public or private kindergarten, elementary school, or secondary school.

5.) No street vendor may park a motor vehicle for the purpose of selling any food product meant for immediate consumption with 300 feet of any retail business establishment that sells similar food products.

PLEASE NOTE:

The Street Vendors Board meets the first Wednesday of every other month at 2 p.m. at 10 N. Calvert St., Suite #915.

All vendor licenses expire on December 31 of each year. Vendors renew their license by that date.

Any questions or need for additional information may be directed to Alvin O. Gillard, Chairperson of the Street Vendors Board of Baltimore City at Alvin.gillard@baltimorecity.gov

Baltimore City Health Department
Bureau of Food and Institutional Facilities
210 Guilford Avenue, 2nd Floor
Baltimore, Maryland 21202

Requirements for Carts and Street Vendors

1. All food service carts, food trucks and street vendors must obtain a Permit/License from the Bureau of Food and Institutional Facilities for the sale of any food product in the city of Baltimore. Food products would include: packaged food, prepared foods, snowballs, canned and bottled drinks, etc. The permit includes a food permit (paper permit) and an orange sticker that is attached to the cart.

2. A business/mobile vending license must be obtained for all carts, both food and non-food with the State of Maryland License Department (Tel: 410-333-3790.)

3. All carts in the stadium areas must be on wheels and obtain a permit from the State of Maryland License Department.

4. Any cart located in the downtown area must obtain a permit from Downtown Licensing (200 N. Holiday St., Tel: 410-361-9690.)

5. All carts located outside of the downtown area must obtain a permit from Minor Privileges (417 E. Fayette St., Tel: 410-396-3346.)

6. Carts used for pre-packaged foods do not need to comply with items 9a through 9e.

7. Any cart used for the sale of food must be constructed of a material that is smooth, non-absorbent and washable. All food/beverages equipment must be commercial NSF approved.

8. All hot dog carts must be of an approved commercial design with a handwashing sink and adequate supply of hot and cold water, which meets Health Department approval.

9. Any cart used to prepare any foods, including hot dog carts with a grill for cooking, must be obtained within:

- a. A hand-washing sink with an adequate supply of hot and cold water.
- b. A three (3)-compartment sink/utensil washing sink.
- c. Waste water tank.
- d. Adequate refrigeration (no ice chests.)
- e. Adequate cooking facilities (if necessary.) No charcoal or wood cooking equipment is allowed.

10. All snowball carts must use:

- a. An approved snowball machine.
- b. Sealed flavors from an approved source.
- c. Ice from an approved source (no home-made ice.)
- d. No ice cream or perishable products can be sold.
- e. All snowball carts, trucks or stands must have a hand-washing sink with an adequate supply of hot and cold water or an adequate hand washing facility.

11. No foods can be prepared at home. All foods must come from an approved source.

12. The cost of the permit will depend upon the type of food service on the cart. The permit/license is in effect from July 1st of one year to June 30th of the next year.

13. Bring pictures from different angles of the cart/truck.

14. Come to 210 Guilford Ave. 2nd Floor and pay \$150.00 Plan Review Inspection

Fee to schedule inspection.

The Health Department must inspect all food preparation carts/trucks before a permit/license can be issued. Contact the Plan Review Section, Baltimore City Health Department at 410-396-4544 to obtain information.

Food Truck Application:

<u>DLLR's Division of Occupational and Professional Licensing</u>
http://www.dllr.state.md.us/license/elec/
http://www.dllr.state.md.us/license/elec/elecapply.shtml
<u>Apply for License - Maryland Board of Master Electricians</u>
<p>Apply for an Original License</p> <p>Apply for a Reciprocal Initial License</p> <p>View all online applications</p> <p><u>Current License Period</u></p> <p>Original Master Electrician will expire on a 2 year basis from original licensing date.</p> <p>Reciprocal Licensing</p> <p>The Board issues licenses through reciprocity to individuals holding a <i>current master electrician's license</i> in the states of either Delaware, Virginia or West Virginia. Currently there is not reciprocity with licensees from other states.</p> <p>Important Notice to Master Electricians in Maryland and West Virginia</p> <p>The West Virginia State Fire Marshal and the Maryland Board of Master Electricians have entered into an agreement to waive the written exam for any individual who currently holds a master electrician license issued by either Maryland or West Virginia, which is in good standing, if the individual passed the written licensure exam in obtaining the other State's master electrician license, and is otherwise qualified.</p>

This means that an individual who is licensed by the West Virginia State Fire Marshal may apply to the State Board of Master Electricians without having to take the Maryland written licensure exam, so long as the applicant passed the licensure exam in West Virginia and has held the license for at least 2 years, in good standing.

Likewise, any individual who currently holds a license issued by the Maryland Board of Master Electricians, may apply to the West Virginia State Fire Marshal may without having to take the West Virginia written licensure exam, so long as the applicant passed the licensure exam in Maryland, and currently is in good standing.

Each licensing authority will review the applications submitted under this agreement to ensure that applicants are otherwise eligible to obtain a license.

The Maryland Board of Master Electricians has a similar agreement with Delaware and Virginia, as well as local jurisdictions in Maryland.

The [West Virginia State Fire Marshal](#) has similar agreements with the following jurisdictions:

- Virginia - Master and Journeyman Classifications
- Ohio - Master Classification
- North Carolina - Master Classification
- Kentucky - Master and Journeyman Classifications
- West Virginia Division of Labor, Contractor's Board - Master Classification

The Board issues license, through reciprocity to individuals, who hold a *current master electrician's license* in one of the Maryland counties or Baltimore City.

Other Electrical Licenses in Maryland

The State Board of Master Electricians issues only one license, Master Electrician. In Maryland the actual performance license to perform electrical work is issued by each of the local jurisdictions. Many of the local jurisdictions do issue additional categories of electrical licenses. All of these licenses are LESSER than a Master Electrician. For example some jurisdictions may issue a "general electrician", "limited electrician", or "low voltage" license as examples. If an individual were interested in obtaining a lesser license than a master electrician's license, then it would be necessary to contact the local jurisdiction where you would anticipate working and determine if they offer a lesser license and the qualifications. Not all jurisdictions offer a lesser license. In those jurisdictions that do not, an individual would need a master electrician's license to perform any electrical work.

Maryland Board of Master Electricians

The State Board of Master Electricians issues one category of license, that of Master Electrician. For many counties in the State, the Master Electrician's license is a prerequisite

to obtaining the county electrical license. The Board does not investigate complaints; that function is the responsibility of the county or local subdivision. The Board may take disciplinary action against a person's state license, however, if the person is reprimanded, or the person's license is suspended or revoked by the local subdivision.

Board Members:

- Brett Warner**, Industry Member
- Frank Mancini, Chair**, Industry Member
- Michael Berg, Vice Chair**, Industry Member
- Michael Oles**, Industry Member
- Robert Welborne**, Industry Member
- Todd Borz**, Industry Member
- Vacant, Consumer Member
- Vacant, Consumer Member
- Vacant, Consumer Member
- Vacant, Executive Director
- Gae Herzberger, Administrative Aide

Temporary Use of a Right of Way

This permit is for builders' or citizens' temporary use of the right of way and includes excavation, scaffolds, dumpsters, fences and parking.

Temporary Use of a Right of Way Application:

http://www.baltimorecity.gov/Portals/0/permit_applications/dgs/Application%20for%20Temporary%20Use%20of%20a%20Right%20of%20Way_Interactive.pdf

Zoning Summary Information

<http://www.griaonline.org/wp-content/uploads/Explanation+of+City+Zoning+Categories.pdf>

Towing

Application Process

Thanks you for contacting the City's website regarding the towing application process. At the Department of Transportation is a Towing Board. The contact person is Ms. Mary Conrad. She can be reached at 410-545-3377. If you have any additional questions please feel free to contact the Small Business website again

[.http://www.griaonline.org/wpcontent/uploads/Explanation+of+City+Zoning+Categories.pdf](http://www.griaonline.org/wpcontent/uploads/Explanation+of+City+Zoning+Categories.pdf)

Zoning Summary Information

<http://www.griaonline.org/wp-content/uploads/Explanation+of+City+Zoning+Categories.pdf>

Completing a Business License Application is required to start a towing business.

http://www.baltimorecity.gov/Portals/0/permit_applications/finance/Business%20License%20Registration_interactive.pdf

Minor Privileges

APPLICATION PROCEDURES

The use of the public right-of-way for the placement of various encroachments falls within Article VIII of the Baltimore City Charter. Encroachments are private items placed in the public right-of-way such as awnings, lanterns, decorative items, and tables or chairs. Before an encroachment can be placed in the public right of way the charter requirements must be followed. An application and evidence that the adjoining property owners have been notified must be filed by the property owner.

Encroachments require Minor Privilege Permits. In keeping with the minor privilege provisions of the charter, the following procedures have been established for applicants Make application for a Building Permit or a Use & Occupancy Permit for Outdoor Seating/Display of Merchandise, etc., if required (Benton Building 417 E. Fayette St. Room 100).

Application Checklist

Make application for the Minor Privilege Permit.

Notify the adjoining property owners of your intent to apply for the minor privilege. Notification to the adjoining property owners shall consist of sending a copy of the completed application by "Certified Mail, Return Receipt Requested." The Minor Privilege Office will provide this information to you from the City's Real Property File.

Return the Application, including the green "Return Receipt" cards to the Minor Privilege Office, showing that notification was made. If the adjoining property owner fails to pick up the certified letter, bring it in to be included in the file, indicating your intent to notify.

The Minor Privilege Office may forward the application to various agencies for review.

After all reviews are completed, the Minor Privilege Office will forward the request to the Board of Estimates. When approved, the Minor Privilege Office will notify you that the permit is ready, assign a Minor Privilege Permit number, and collect the fee.

A Minor Privilege Permit is required **before** placing encroachments in the public right of way.

Minor Privileges Application:

http://www.baltimorecity.gov/Portals/0/permit_applications/dgs/Application%20for%20Minor%20Privilege_Interactive.pdf

Construction Process

A construction permit and/or use permit is required to construct, enlarge, alter, repair, rehabilitate, demolish or move any structure. Erect, install, enlarge, alter, repair, remove,

convert, or replace any electrical, gas, mechanical or plumbing system. Change the use of any structure or land. Perform any grading or excavating.

What requires a permit?

A permit is required to:

- Construct, alter, enlarge, repair, rehabilitate, demolish or move any structure
- Erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system
- Change the use of any structure or land
- Perform any grading or excavating

As a general rule of thumb, minor repairs do not usually require permits, unless the item is being replaced altogether or significantly altered. Renovations, modifications, and reconstructions always require a permit. The list below is not all-inclusive but is representative of work that **requires** a permit.

- Placing boards on a property for security reasons
- Adding or upgrading electrical outlets or voltage
- Adding a gas stove
- Building rooftop decks or rear decks
- Building a swimming Pool
- Changing a building's use or occupancy
- Building or altering a chimney
- Demolishing a building or shed
- Erecting a fence
- Erecting or hanging signs
- Installing a furnace or HVAC system
- Installing a lawn irrigation system
- Moving a building
- Operating a public assembly space
- Excavating, paving or resurfacing an area
- Removing an interior wall
- Replacing pipes and sinks
- Replacing windows, doors and siding

Construction Permit Application: <http://static.baltimorehousing.org/pdf/permitapplication.pdf>

Demolition License Process

1. Obtain an insurance policy that complies with the *Baltimore City Building, Fire, and Related Codes 2011* Section 3303.9 Demolition Insurance.
2. Submit a Certificate of Liability Insurance from to be reviewed and approved by Risk Management. The Certificate Holder of your insurance should be the following:

Mayor and City Council of Baltimore

417 E. Fayette St. Suite 100

Baltimore, MD 21202

Adm. Peggy White

3. Complete a Demolition License Application Form
4. Upon approval of your Certificate of Liability Insurance a license fee of \$75 is paid and a license is issued with an expiration date of 12/31 of the year in which it was issued.

Demolition Application:

http://static.baltimorehousing.org/pdf/demolition_application_packet.pdf

Liquor License

An entity wishing to acquire a liquor license must purchase one from a current liquor license owner.

Liquor Board / Application Process

Persons interested in obtaining an alcoholic beverage license must file an application for transfer, for expansion or for a new license with the Board. Under state law, a notice must be conspicuously posted on the property for transfer of ownership, transfer of location, expansion and/or new license for 10 consecutive days. In addition, the Board is required to advertise the application in three papers of general circulation.

When an application for transfer is of ownership only and the establishment is open and operating, the only issue before the Board is the question of fitness of the applicant. The

question of public need and accommodation may not be considered by the Board. When the application is for a transfer of location, the premises has been closed for more than 90 days or involves a new license or expansion of an existing license, the question of public need and accommodation must be considered by the Board.

Liquor Board / License Types

The Board is authorized by state law to issue the following types of licenses in Baltimore City:

BEER & WINE

Class "A" - Off Sale package goods - no on-premises consumption - 6 days, 6:00 a.m. - Midnight. No Sunday sales except Sundays between Thanksgiving Day and New Year's Day upon issuance of a special license for each Sunday.

Class "B" - Restaurants - 7 days, 6:00 a.m. - 2:00 a.m.

Class "C" - Non-Profit Private Clubs - 7 days, 6:00 a.m. - 2:00 a.m.

Class "D" - Taverns - 7 days, 6:00 a.m. - 1:00 a.m.

BEER, WINE & LIQUOR

Class "A" - Off Sale package goods no on-premises consumption - 6 days, 6:00 a.m.- Midnight. No Sunday sales except Sundays between Thanksgiving Day and New Year's Day upon issuance of a special license for each Sunday.

Class "A-2" - Off Sale package goods - 6 days - 9:00 a.m. - Midnight. No Sunday sales except Sundays between Thanksgiving Day and New Year's Day upon issuance of a special license for each Sunday.

Class "B" - Restaurants - 7 days, 6:00 a.m. - 2:00 a.m.

Class "B" - Arena License - 7 days, 6:00 a.m. - 2:00 a.m. Issued to stadiums, arenas and large multiple bar facilities

Class "B" - Hotel/Motel - 7 days, 6:00 a.m. - 2:00 a.m. Issued to hotels and motels with over 100 rooms
Class "B" - Racing Establishment - 7 days, 6:00 a.m. - 2:00 a.m.

Class "C" - Non-Profit Private Clubs - 7 days, 6:00 a.m.- 2:00 a.m.

Class "D" - Taverns - 6 days, 6:00 a.m. - 1:00 a.m. No Sunday sales.

Class BD-7 - Taverns - 7 days - 6:00 a.m. to 2:00 a.m.

Check Cashing Facility

<http://www.dllr.state.md.us/finance/>

Office of the Commissioner of Financial Regulation



Welcome to the Office of the Commissioner of Financial Regulation

The Office of the Commissioner of Financial Regulation

The Office of the Commissioner of Financial Regulation is the primary regulator for financial institutions chartered in Maryland, including State-chartered banks, credit unions, and trust companies; and State-licensed financial entities including, consumer finance companies, mortgage lenders, mortgage brokers, mortgage servicers, mortgage loan originators, credit reporting agencies, consumer debt collection agencies, debt management companies, check cashers, credit services businesses, and money transmitters.

The Office is responsible for licensing and supervising these businesses to ensure compliance with the laws and regulations of Maryland. Supervision of banks, credit unions and trust companies includes periodic on-site examinations, as well as, off-site monitoring programs. Each year, the Office handles numerous corporate applications from the banking industry, including formation of new banks, charter conversions, mergers and acquisitions, affiliates, trust powers, foreign bank offices, branches, etc. The Office is also responsible for licensing and supervising consumer lenders, mortgage lenders, mortgage brokers, mortgage servicers, mortgage loan originators, check cashers, consumer debt collection agencies, debt management companies, credit services businesses and money transmitters.

The Office provides assistance to consumers by investigating complaints of questionable business practices involving the financial institutions under its supervision and in related financial institutions.

La Oficina del Comisionado de Regulación Financiera

La Oficina del Comisionado de Regulación Financiera de Maryland es el regulador principal de las instituciones con cartas estatales de Maryland incluyendo bancos, cooperativos de crédito, y sociedades fiduciarias autorizados por el estado; y entidades financieras licenciadas por el estado incluyendo compañías de financiamiento para consumidores, prestadores de préstamos hipotecarios, corredores de hipotecas, servidores de hipotecas, originadores de préstamos hipotecarios, agencias que reportan sobre el crédito de consumidores, agencias de cobros de deudas de consumidores, compañías que manejan deudas de consumidores, cajeros de cheques, negocios que proveen servicios de crédito, y los transmisores de dinero.

La Oficina es responsable de supervisar y entregar licencias a estas empresas para asegurar que cumplen con las leyes y regulaciones del estado de Maryland. La supervisión de bancos, cooperativos de crédito, y sociedades fiduciarias, incluye exámenes periódicos en situ y programas de vigilancia fuera de sitio. Cada año, la Oficina se encarga de numerosas aplicaciones corporativas del sector bancario, incluyendo la formulación de bancos nuevos, cambios de ficha bancaria, fusiones y adquisiciones, filiales, poderes fiduciarios, oficinas de bancos extranjeros, sucursales, etc. También, la Oficina entrega licencias a los prestadores para consumidores, los prestadores de préstamos hipotecarios, los corredores de hipotecas, servidores de hipotecas, originadores de préstamos hipotecarios, los cajeros de cheques, las agencias de cobros de deudas de consumidores, las compañías que manejan deudas de consumidores, los negocios que proveen servicios de crédito, y los transmisores de dinero.

La Oficina ayuda a los consumidores, haciendo investigaciones de quejas acerca de prácticas comerciales cuestionables que implican las instituciones financieras bajo su supervisión y en transacciones financieras relacionadas.

Department of Labor, Licensing and Regulation

Commissioner of Financial Regulation

500 North Calvert Street

Suite 402

Baltimore, MD 21202

Hours of Operation: 8:30 a.m. to 5:00 p.m.,
Monday through Friday, excluding holidays.

Telephone Number: (410) 230-6100

Fax Numbers: (410) 333-3866 or (410) 333-0475

E-mail Address: finreg@dllr.state.md.us

Comptroller of Maryland

<http://business.marylandtaxes.com/newbusiness/new.asp>

Starting a New Business in Maryland

To make it easier to start a new business in Maryland, the Comptroller's Office offers convenient online services to help you set up tax accounts, obtain the right business licenses, and learn about available tax credits.

The [Taxpayer Registration Assistance Center](#) (TRAC) offers you on-the-spot help to determine the tax registrations you need, complete the appropriate forms and understand basic Maryland tax requirements.

The online [Combined Registration Application](#) (CRA) makes it easy to apply for many of the business tax accounts that you need, including an employer withholding account, a sales and use tax license and many more. You can also download the application and fax or mail it to us.

Each of the Comptroller's [taxpayer service offices](#) offers personal assistance for new business owners. At any of our locations you can apply for licenses, set up tax accounts, and ask questions relevant to your business.

Our online [Business Tax Tips](#) brochures explain how to prepare a sales and use tax return, what business records you should keep and a host of other important topics for new business owners.

The [State License Bureau](#) is responsible for monitoring and enforcing the use of [business licenses](#) in Maryland and can help determine if you are required to register for a local business license.

[Maryland's Business License Information System](#) (BLIS) Web site has spared thousands of companies the aggravation of looking for business license information and services in dozens of different places. The BLIS site reflects the joint effort of several Maryland state agencies working to consolidate information for new business owners.

Looking to set up shop as a tax preparer in Maryland?

The State Board of Individual Tax Preparers qualifies and registers persons seeking to function as an individual tax preparer. An individual is required to be [registered by the board](#) before providing individual tax preparation services in the State. Information about the board may be found under [DLLR's Division of Occupational and Professional Licensing](#). See our [Tax Professionals section](#) for everything you'll need from us to better serve your clients, and the taxpayers of Maryland.

STATE combined form.

<https://interactive.marylandtaxes.com/webapps/comptrollercra/entrance.asp>

Baltimore City Zoning Appeals Board

<http://www.baltimorehousing.org/zoning>

- [Review Zoning Appeals](#)(External Link)

Baltimore City Municipal Zoning and Appeals Board

The Appeals Board hears and determines all zoning appeals, basing its decisions on what will promote the health, security, morals, and general welfare of the community. The board has these general goals:

- it prevents the overcrowding of land
- avoids undue concentration of population
- provides adequate light and air
- secures safety from fire, panic, and other dangers
- reduces congestion in the streets
- helps for adequate transportation, water, sewers, schools, parks, and other public services.

Current Zoning Dockets

<u>Title</u>	<u>Size</u>
December 11 (DOCX File)	18.91 KB
November 27 (PDF File)	30.98 KB
November 13 (DOCX File)	19.65 KB
October 30 (DOCX File)	17.71 KB
October 16 (DOCX File)	17.45 KB
October 2 (DOCX File)	16.19 KB
September 18 (DOCX File)	18.33 KB
September 4 (DOCX File)	17.84 KB
August 21 (PDF File)	34.54 KB
August 7 (PDF File)	90.28 KB
July 24 (PDF File)	84.58 KB
July 10 (PDF File)	39.01 KB
June 26 (PDF File)	35.01 KB

June 12 (PDF File)	83.90 KB
May 29 (PDF File)	18.24 KB
May 15 (PDF File)	159.52 KB
May 1 (PDF File)	35.34 KB
April 17 (PDF File)	159.41 KB
April 3 (PDF File)	85.48 KB
March 20 (PDF File)	147.87 KB
March 6 (PDF File)	158.65 KB
February 21 (PDF File)	80.63 KB
February 7 (PDF File)	76.03 KB
January 24 (PDF File)	84.00 KB
January 10 (PDF File)	83.48 KB

This page contains links to files which may require additional software to view. You may download free viewers below.

- [Adobe Reader](#)(External Link)

Contacts: Board of Municipal & Zoning Appeals

417 E Fayette St #1432

Baltimore, MD 21202

(410) 396-4301

[Email Us](#)(Email Link)

Steps to Bidding

Step 1

Detail exactly what you will do. Describe the finished work with specific references to features the client has asked for. Don't worry if you repeat some of the language from the project description because that will show that you paid attention to the client's needs. Clients want to get the job done, and if you confidently describe how you will get the job done, you will get the attention of the person in charge of the project.

Step 2

Give an exact price, not an estimate. Don't sound vague in your pricing. Let the client know the exact total cost of the project. Too many loopholes and "what-if" scenarios can be a red flag and make the client suspect you are just trying to get your foot in the door and that you will raise the price later. Don't worry about unforeseen costs. You can cover these with a clause in the contract that says your price is based on all current information, and that additional work

caused by unforeseen problems will have to be negotiated. You can add this as an addendum to the client's contract.

Step 3

Describe your resources. Unless the client's bidding process requires you to give all the details of how you arrived at your bid, don't give a list of all your expenses broken down. Write that you have all the resources to complete the job, and that you know how to manage those resources to give the client the best finished product. Give a few examples, but don't bog down the bid with extreme amounts of detail regarding labor, supplies, equipment and other factors that go into your bid.

Step 4

Name the date you will be finished. Commit to a date in the bid. People who put projects out for bidding realize that delays can happen due to problems that arise. You can always renegotiate the completion date, but for now, pick an exact date you will finish the project. This will show confidence and professionalism, as well as an awareness of the client's needs.

Step 5

Tell the client what you know about them. Close your bid with some information and insights you have gained about the company in your research. Tie this knowledge to your professionalism, and suggest that is why you are a good fit with the company. This will give you an edge over bidders who offer generic bids without specific references to the company's values.

Exemption Requirements - Section 501(c)(3) **Organizations**

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be [organized](#) and [operated](#) exclusively for [exempt purposes](#) set forth in section 501(c)(3), and none of its earnings may [inure](#) to any private shareholder or individual. In addition, it may not be an [action organization](#), *i.e.*, it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

Organizations described in section 501(c)(3) are commonly referred to as *charitable organizations*. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible [contributions](#) in accordance with Code section 170.

The organization must not be organized or operated for the benefit of [private interests](#), and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. If the organization engages in an [excess benefit transaction](#) with a person having substantial influence over the organization, an [excise tax](#) may be imposed on the person and any organization managers agreeing to the transaction.

Section 501(c)(3) organizations are restricted in how much political and legislative (*lobbying*) activities they may conduct. For a detailed discussion, see [Political and Lobbying Activities](#). For more information about lobbying activities by charities, see the article [Lobbying Issues](#); for more information about political activities of charities, see the FY-2002 CPE topic [Election Year Issues](#).

Additional Information

[Application Process Step by Step](#): Questions and answers that will help an organization determine if it is eligible to apply for recognition of exemption from federal income taxation under IRC section 501(a) and, if so, how to proceed.

Page Last Reviewed or Updated: 02-Aug-2012

<http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements---Section-501%28c%29%283%29-Organizations>

For hire Drivers Service -

<http://webapp.psc.state.md.us/Intranet/SiteSearch/Transportation/PFH%20Driver%20Application%20and%20Checklist%20-%202011-12.pdf>

Public Services

Maryland Public Service Commission

TRANSPORTATION DIVISION

6 St. Paul Street, 18th Floor
Baltimore, MD 21202-6806

Phone (410) 767-8128 MD Toll Free 1(800) 492-0474

<http://www.psc.state.md.us>

Martin O'Malley Anthony G. Brown
Governor Lt. Governor

Fingerprinting Services

CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)

Location: 6776 Reisterstown Road (West side of Reisterstown Road Plaza Mall)

Suite 102 (first floor)

Baltimore, MD 21215

For directions, go to <http://www.mapquest.com>

Phone: 410-764-4501 OR 1-888-795-0011 (toll free)

Hours of Operation: Monday, Tuesday, Wednesday, Friday 8:30am-5:00pm

Thursday 8:30am-6:30pm

1st and 3rd Saturday of each month 8:30am-4:30pm

Closed on designated State holidays.

The following locations are available by appointment only:

Call for an appointment: 410-764-4501 or 1-888-795-0011 (toll free)

Motor Vehicle Administration – Bel Air

501 West MacPhail Road

Bel Air, MD 21014

Motor Vehicle Administration - Frederick

1601 Bowman's Farm Road

Frederick, MD 21701

Motor Vehicle Administration - Glen Burnie

6601 Ritchie Hwy, N.E.

Glen Burnie, MD 21062

Motor Vehicle Administration - Salisbury

251 Tilghman Road

Salisbury, MD 21801

Motor Vehicle Administration – Waldorf

St. Charles Business Park

11 Industrial Park Drive

Waldorf, MD 20602

For additional information, see –

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Business Resource Links

[Business Tax Tips](#)

[Unemployment Insurance](#)

[Corporate Charters](#)

[Nonprofit Organizations](#)

[Small Business Administration](#)

[Better Business Bureau](#)
[Business Owners' Tool Kit](#)
[emaryland marketplace](#)

Economic Development Contact List by County

ECONOMIC DEVELOPMENT CONTACT

Baltimore Development Corp.
36 S. Charles St., Suite 1600
Baltimore, MD 21201
(410) 837-9305
www.baltimoredevelopment.com
Brenda McKenzie, President

ECONOMIC DEVELOPMENT CONTACT

Anne Arundel Economic Development Corp.
2660 Riva Road, Suite 200
Annapolis, MD 21401
(410) 222-7410
www.aaedc.org
Robert L. Hannon, President and CEO

ECONOMIC DEVELOPMENT CONTACT

Baltimore County Dept. of Economic Development
Court House Mezzanine, 400 Washington Ave.
Towson, MD 21204
(410) 887-8000
www.baltimorecountymd.gov/business
David S. Lannucci, Executive Dir.

ECONOMIC DEVELOPMENT CONTACT

Carroll County Department of Economic Development
225 N. Center St., Suite 101
Westminster, MD 21157
(410) 386-2070
www.carrollbiz.org
Lawrence F. Twele, Director

ECONOMIC DEVELOPMENT CONTACT

Cecil County Office of Economic Development
200 Chesapeake Blvd., Suite 2700
Elkton, MD 21921
(410) 996-6292
www.cecilbusiness.org
Vernon Thompson, Director

ECONOMIC DEVELOPMENT CONTACT

Harford County Office of Economic Development
220 S. Main St.
Bel Air, MD 21014
(410) 638-3059
(888) I 95 SITE
www.harfordbusiness.org
James C. Richardson, Director

ECONOMIC DEVELOPMENT CONTACT

Howard County Economic Development Authority
6751 Columbia Gateway Dr., Suite 500 Columbia, MD 21046
(410) 313-6500
www.hceda.org
Richard W. Story, CECD, FM, CEO

ECONOMIC DEVELOPMENT CONTACT

Frederick County Office of Economic Development
5340 Spectrum Dr., Suite A
Frederick, MD 21703
(301) 600-1058
www.discoverfrederickmd.com
Laurie Boyer, CECD, Director

ECONOMIC DEVELOPMENT CONTACT

Montgomery County Department of Economic Development
111 Rockville Pike, Suite 800
Rockville, MD 20850
(240) 777-2000
www.smartmontgomery.com
Steve Silverman, Director

ECONOMIC DEVELOPMENT CONTACT

Prince George's County Corp.
1100 Mercantile Lane, Suite 115A
Largo, MD 20774
(301) 583-4650
www.pgcedc.com
Kerry G. "Kwasi" Holman, President and CEO

ECONOMIC DEVELOPMENT CONTACT

Calvert County Department of Economic Development
Calvert County Courthouse
Prince Frederick, MD 20678
(410) 535-4583
www.ecalvert.com
Linda Vassallo, Director

ECONOMIC DEVELOPMENT CONTACT

Charles County Economic Development Department
103 Centennial St., Suite C
LaPlata, MD 20646
(301) 885-1340
www.thenationsbackyard.com
George L. Robertson, Director

ECONOMIC DEVELOPMENT CONTACT

St. Mary's County Department of Economic and Community
Development Potomac Building
23115 Leonard Hall Dr.
P.O. Box 653
Leonardtown, MD 20650
(301) 475-4200, ext. 1400
www.stmarysmd.com/decd
Robert R. Schaller, Ph.D., Director

ECONOMIC DEVELOPMENT CONTACT

Allegany County Economic Development
701 Kelly Road, Suite 400
Cumberland, MD 21502
(301) 777-5967
www.alleganyworks.org
Matthew W. Diaz, Director

ECONOMIC DEVELOPMENT CONTACT

Garrett County Department of Economic Development
203 S. Fourth St., Courthouse Room 208 Oakland, MD 21550
(301) 334-1921 www.gcedonline.com
Jim Hinebaugh, Director

ECONOMIC DEVELOPMENT CONTACT

Hagerstown-Washington County Economic Development Commission
100 W. Washington St., Room 103
Hagerstown, MD 21740
(240) 313-2280
www.hagerstowndec.org
Timothy R. Troxell, CEcD, Executive Director

ECONOMIC DEVELOPMENT CONTACT

Caroline Economic Development Corp.
317 Carter Ave., Suite 107
Denton, MD 21629
(410) 479-4188
www.carolinebusiness.com
J.O.K. Walsh, Executive Director

ECONOMIC DEVELOPMENT CONTACT

Dorchester County Economic Development Office
5263 Bucktown Rd.
Cambridge, MD 21613
(410) 228-0155
www.choosedorchester.org
Keasha Haythe, CEcD, Director

ECONOMIC DEVELOPMENT CONTACT

Kent County Economic Development Office
400 High St.
Chestertown, MD 21620
(410) 778-7434
www.kentcounty.com/bus
Jack Steinmetz, Director

ECONOMIC DEVELOPMENT CONTACT

Queen Anne's County Department of Economic Development,
Agriculture and Tourism
160 Coursevall Dr.
Centreville, MD 21617
(410) 758-4418
www.choosequeenannes.com
Faith Elliott-Rossing, Director

ECONOMIC DEVELOPMENT CONTACT

Somerset County Economic Development Commission
11916 Somerset Ave., Suite 202
Princess Anne, MD 21853
(410) 651-0500
www.somersetcountyedc.org
Daniel K. Thompson, Executive Director

ECONOMIC DEVELOPMENT CONTACT

Talbot County Office of Economic Development
28712 Glebe Rd., Suite 5
Easton, MD 21601
(410) 770-8058
www.talbotcountymd.gov
Paige R. Bethke, Director

ECONOMIC DEVELOPMENT CONTACT

Salisbury-Wicomico Economic Development Inc.
One Plaza East, Suite 501
P.O. Box 4700 Salisbury, MD 21803
(410) 749-1251
www.swed.org
David Ryan, Executive Director

ECONOMIC DEVELOPMENT CONTACT

Worcester County Department of Economic Development
100 Pearl St., Suite B
Snow Hill, MD 21863
(410) 632-3112
www.worcestercountymd.gov
Gerald T. Redden, Director

License Applications

Business License Application:

http://www.baltimorecity.gov/Portals/0/permit_applications/finance/Business%20License%20Registration_interactive.pdf

Construction Permit License

<http://static.baltimorehousing.org/pdf/permitapplication.pdf>

Tattooing License:

http://www.baltimorehealth.org/info/2011_07_29_TattooApplication.pdf

Install a Driveway License:

http://www.baltimorecity.gov/Portals/0/agencies/general%20srvcs/public%20downloads/082109_Install_Driveway.pdf

Solid Waste Hauling Permit:

http://www.baltimorehealth.org/info/2011_07.HaulerApplication.pdf

Simulated Slot Machine Registration:

http://www.baltimorecity.gov/Portals/0/permit_applications/finance/Simulated%20Slot%20Machine%20Registration_interactive.pdf

Pawnbroker License:

http://www.baltimorecity.gov/Portals/0/permit_applications/finance/Business%20License%20Registration_interactive.pdf

[nse%20Registration%20%20Pawnbroker%20Application_interactive.pdf](#)

[rmit_applications/dpw/Wastewater%20Discharge%20Permit%20Application%20B_interactive.pdf](#)

Live Entertainment License:

http://static.baltimorehousing.org/pdf/zoning_conditional.pdf

Retail Business District License:

http://www.baltimorecity.gov/Portals/0/permit_applications/finance/Retail%20Business%20District%20License%20Application_interactive.pdf

Food Service Manager Application:

<http://www.baltimorehealth.org/info/envirohealth/food-manager-application.pdf>

Auctioneer's License:

http://www.baltimorecity.gov/Portals/0/permit_applications/finance/Business%20License%20Registration%20-%20Auctioneer%20Application_interactive.pdf

Amusement Device Vendor Owner Application:

http://www.baltimorecity.gov/Portals/0/permit_applications/finance/Amusement%20Device%20Vendor%20Owner%20Registration_interactive.pdf

Amendment/Extension Application:

http://static.baltimorehousing.org/pdf/permit_ammendment.pdf

Alarm Application:

http://static.baltimorehousing.org/pdf/alarm_regis_form.pdf

Wastewater Discharge Permit:

<http://www.baltimorecity.gov/Portals/0/pe>