



DEPARTMENT OF FINANCE - BUREAU OF REVENUE COLLECTIONS  
 Annual Business License Application  
 Miscellaneous Tax and Licensing Unit  
 200 Holliday Street – Room 3  
 Baltimore, Maryland 21202

CITY OF BALTIMORE

(410) 361-9690/COBBusinessLicense@baltimorecity.gov

**ANNUAL BUSINESS LICENSE APPLICATION**

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**\*\*\*IT IS IMPERATIVE THAT ALL DOCUMENTATION IS SUBMITTED ALONG WITH THIS APPLICATION. ANY MISSING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE, WHICH COULD RESULT IN YOUR LICENSE BEING DELAYED OR DENIED. IF THE REQUIRED DOCUMENTS INCLUDING TRADER'S LICENSE, REMITTANCE OF LICENSE FEES, ETC. ARE NOT SUBMITTED IN A TIMELY MANNER, PENALTY AND INTEREST WILL BE ASSESSED\*\*\***



Dear Annual Business License Applicant:

**Your current Annual Business License will expire on \_\_\_\_\_.**

To register or renew your Annual Business License, please complete the Annual Business License Application in its entirety. No person can conduct business on his, her, or its premises, to be used by the public, unless the person first obtains from the Director of Finance a license for "said" business.

Per Baltimore City Code, the following businesses are required to obtain an Annual Business License by January 1<sup>st</sup> (<https://legislative.reference.baltimorecity.gov/city-codes>)<sup>A</sup>:

<b>Antique Dealer</b> <i>(Article 2, Subtitle 12)</i>	<b>Hall or Sports Center</b> <i>(Article 15, Subtitle 2-5)</i>	<b>Motion Picture Theater</b> <i>(Article 15, Subtitle 2-5)</i>
<b>Bowling Alley</b> <i>(Article 15, Subtitle 2-2)</i>	<b>Heavy Equipment</b> <i>(State of MD Regulation)</i>	<b>Museum</b> <i>(Article 15, Subtitle 2-5)</i>
<b>Consignment Goods</b> <i>(Article 2, Subtitle 12)</i>	<b>Junk Dealer/Scrap Metal</b> <i>(Article 2, Subtitle 8)</i>	<b>Poles</b> <i>(Article 28, Subtitle 23)</i>
<b>Dance Academy</b> <i>(Article 15, Subtitle 2-6)</i>	<b>Master Antique Dealer</b> <i>(Article 2, Subtitle 12)</i>	<b>Retail Motor Fuel Sales</b> <i>(Article 2, Subtitle 10)</i>
<b>Employment Agency</b> <i>(Article 15, Subtitle 7)</i>	<b>Master Consignment Good</b> <i>(Article 2, Subtitle 12)</i>	<b>Second Hand Dealer</b> <i>(Article 2, Subtitle 12)</i>
<b>For Profit Theater</b> <i>(Article 15, Subtitle 2-5)</i>	<b>Master Second Hand</b> <i>(Article 2, Subtitle 12)</i>	<b>Towing Services</b> <i>(Article 15, Subtitle 22)</i>

<sup>A</sup> Note that Amusement Devices, Auctioneer, Going Out of Business Sales, Late Night Commercial Operations, Parking Facility, Pawnbroker, Simulated Slot Machines, and Special Event Parking Lot have their own separate Registration & License Application. Contact the Miscellaneous Tax & Licensing Office to obtain one or both copies of those applications, if needed.

In addition to submitting a completed Annual Business License Application, the applicant shall provide and/or submit a legible copy of the following required documentation:

- SDAT#
- Annual Fire Prevention Permit
- Trader's License
- City of Baltimore Environmental Health Permit (if applicant's business prepares and/or sells food goods)

If applicant is applying for more than one Annual Business License, applicant shall complete one application for each business license type and /or business location for each year.

All Annual Business Licenses shall be renewable every year until applicant's business entity:

- No longer requires a business license(s) in one or more of the registered or required business license(s) per Baltimore City Code;
- Sells his or her share/interest in the existing licensed business; or
- No longer conducts or operates "said" business(es) in the City of Baltimore.

If one or more of the above statements applies to the applicant's business, the applicant shall provide proof of documentation and a written statement of non-renewal of annual business license(s) 30 to 60 calendar days prior to the December 31<sup>st</sup> expiration date.

Additionally, your business must be registered and in **Good Standing** with the State of Maryland Assessment and Taxation (SDAT) Office for all Personal Property related tax assessment(s). **Please note that SDAT requires all business entities conducting business in the State of Maryland to be registered. Therefore, Department of Finance will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for any license(s).**

All business owners are required to provide a SDAT# associated with their business entity type, i.e., "L" for Sole Proprietorship, etc. For more information, please visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Per Department of Finance's policy, all licenses shall be publicly displayed and visible at the time of inspection by Baltimore City License Inspectors. Failure to have the license(s) posted at the actual registered business location may result in a violation against the business owner(s).

A penalty of 10% and interest at the rate of 1% per month or fraction thereof shall be due on all licenses not obtained or renewed if application is not postmarked by licensee's expiration date.

All checks must be payable to: Director of Finance and mailed to the address below, along with the completed application and required supplemental documents. **Be sure to reference the account number on the check (or money order) and/or account invoice remittance:**

**City of Baltimore  
Bureau of Revenue Collections  
200 Holliday Street, Room 3  
Baltimore, MD 21202  
ATTN: Annual Business License Application**

**We are not responsible for any lateness or incomplete renewal requests.**

For additional information or questions, please call our Miscellaneous Tax/License Unit at (410) 361-9690.

Sincerely,  
Miscellaneous Tax/License Unit  
Enclosure



Department of Finance –Bureau of Revenue Collections  
 Annual Business License Application  
 Miscellaneous Tax and Licensing Unit  
 200 Holliday Street – Room 3  
 Baltimore, Maryland 21202  
 (410) 361-9690/COBBusinessLicense@baltimorecity.gov

CITY OF BALTIMORE

Instructions: Print (or type) legibly in all fields/sections as indicated. Fields/Sections marked with an asterisk (\*) is required; therefore, they must be completed by applicant. **All Hall or Sports Center License applicants shall complete a Hall or Sports Center Registration Form with this application.**

ANNUAL BUSINESS LICENSE FOR\*: 20\_\_

PLEASE CHECK ONE BOX ONLY\*:  NEW APPLICATION  RENEWAL APPLICATION  INFORMATION CHANGE

APPLICANT'S BUSINESS LICENSE ACCOUNT NUMBER\*: \_\_\_\_\_

ADDRESS OF BUSINESS LOCATION\*: \_\_\_\_\_

BUSINESS LOCATION IS\*:  IN BALTIMORE CITY  OUTSIDE OF BALTIMORE CITY

ANNUAL BUSINESS LICENSE APPLICATION FEES

1. SELECT THE APPLICABLE BOX TO THE LEFT OF THE BUSINESS LICENSE TYPE THAT IS BEING REGISTERED\*:

<input type="checkbox"/>	ANTIQUA DEALER (\$50.00 FEE)	<input type="checkbox"/>	HALL OR SPORTS CENTER (\$165.00 PER HALL)	<input type="checkbox"/>	MOTION PICTURE THEATER (\$165.00 FEE)
<input type="checkbox"/>	BOWLING ALLEY (\$40 PER LANE)	<input type="checkbox"/>	HEAVY EQUIPMENT (VARIED/SEE STAFF)	<input type="checkbox"/>	MUSEUM (\$165.00 FEE)
<input type="checkbox"/>	CONSIGNMENT GOODS (\$50.00 FEE)	<input type="checkbox"/>	JUNK DEALER/SCRAP METAL (\$475.00 FEE)	<input type="checkbox"/>	POLES (\$50.00 FEE)
<input type="checkbox"/>	DANCE ACADEMY (\$50.00 FEE)	<input type="checkbox"/>	MASTER ANTIQUE DEALER (\$50.00 FEE)	<input type="checkbox"/>	RETAIL MOTOR FUEL (\$150.00 FEE)
<input type="checkbox"/>	EMPLOYMENT AGENCY (\$250.00 FEE)	<input type="checkbox"/>	MASTER CONSIGNMENT GOODS (\$50.00 FEE)	<input type="checkbox"/>	SECOND HAND DEALER (\$50.00 FEE)
<input type="checkbox"/>	FOR PROFIT THEATER (\$165.00 FEE)	<input type="checkbox"/>	MASTER SECOND HAND (\$50.00 FEE)	<input type="checkbox"/>	TOWING SERVICES (\$100 FEE)

2. BOWLING ALLEY APPLICANTS ONLY, ENTER THE NO. OF BOWLING LANES\* \_\_\_\_ X \$40.00 = \$ \_\_\_\_\_

3. HALL OR SPORTS CENTER APPLICANTS ONLY, ENTER THE NO. OF HALLS\* \_\_\_\_ X \$165. 00 = \$ \_\_\_\_\_

4. ENTER THE ANNUAL BUSINESS LICENSE FEE DUE\*(FROM #1, #2, OR #3) = \$ \_\_\_\_\_

ANNUAL BUSINESS LICENSE APPLICANT'S REGISTRATION & OTHER INFORMATION

Please note that State of Maryland Assessment and Taxation requires all business entities conducting business in the State of Maryland to be registered. Therefore, we will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for all licenses. Applicants are required to provide a SDAT# associated with their business entity type, i.e., "L" for Sole Proprietorship, etc. For more information, visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Applicant's Name\*: \_\_\_\_\_

The Applicant is\*:  Business Owner (of Baltimore City Location)  Agent/Operator of Business Owner

Registered Business Entity/Name (as Registered w. SDAT) \*: \_\_\_\_\_

MD SDAT ID# (<https://egov.maryland.gov/BusinessExpress/EntitySearch>)\*: \_\_\_\_\_

DBA (Doing Business As) Name\*: \_\_\_\_\_

Business Mailing Address\*: \_\_\_\_\_

City, State, Zip Code\*: \_\_\_\_\_

Website (Business)\*: \_\_\_\_\_

Business Owner(s) Name\*: \_\_\_\_\_

Business Owner's Email Address\*: \_\_\_\_\_

Alternative Email Address: \_\_\_\_\_

Business Owner's Contact Phone\*: \_\_\_\_\_ Alternate Contact Phone: \_\_\_\_\_

### BUSINESS OWNER'S ESTABLISHMENT INFORMATION

IF APPLICANT IS THE BUSINESS OWNER OF BALTIMORE CITY LOCATION (OR AGENT/OPERATOR REPRESENTATIVE OF BUSINESS OWNER):

**A. CONFIRM DAYS & HOURS OF OPERATIONS (check and enter all that apply)\*:**

- MONDAY HOURS: \_\_\_\_\_  TUESDAY HOURS: \_\_\_\_\_  
 WEDNESDAY HOURS: \_\_\_\_\_  THURSDAY HOURS: \_\_\_\_\_  
 FRIDAY HOURS: \_\_\_\_\_  SATURDAY HOURS: \_\_\_\_\_  
 SUNDAY HOURS: \_\_\_\_\_

**B. THE LOCATION OPERATES\*:  YEAR-ROUND  SEASONAL**

**C. AT THE LOCATION, FOOD IS SERVED\*:  PRE-PACKAGED  PREPARED  VENDING MACHINE  
 OTHER: \_\_\_\_\_**

**D. ENVIRONMENTAL HEALTH PERMIT NUMBER\*: \_\_\_\_\_ EXP. DATE\*: \_\_\_\_\_**

**E. TRADER'S LICENSE NUMBER\*: \_\_\_\_\_ EXP. DATE\*: \_\_\_\_\_**

**F. ANNUAL FIRE PREVENTION PERMIT NUMBER\*: \_\_\_\_\_ EXP. DATE\*: \_\_\_\_\_**

The Director of Finance/Department of Finance requires additional documentation for applicable Annual Business License. Therefore, I, the Business Owner or its Agent/Operator representative of Business Owner, certifies that I have enclosed the following for license approval (check all applicable boxes)\*:

- Completed Annual Business License Application\*  
 Completed Hall or Sports Center Registration Form\*  
 Copy of Baltimore City's Environmental Health Permit, if applicable\*  
 Copy of Trader's License, if applicable\*  Copy of Annual Fire Prevention Permit, if applicable\*

I, the  Business Owner or  Agent/Operator Representative, certifies that the information provided is accurate to the best of my knowledge. I assume responsibility in remitting the City of Baltimore's Annual Business License Application, its associated documentation(s), and payment of all applicable licensing fees.

Signature\*: \_\_\_\_\_

Date\*: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE—FOR BUREAU OF REVENUE COLLECTIONS/MISC TAXES & LICENSING OFFICE USE ONLY

Date Received & Initials:	Date Approved & Initials:	Date Denied & Initials:
Date Reviewed & Initials:	Date Issued License & Initials:	Date License Revoked & Initials: