



LIQUOR CONTROL BOARD FOR HARFORD COUNTY

16 North Main Street, Bel Air, MD 21014

410.638.3028 / 410.638.4970 (Fax)

www.hclcb.org



CHANGE IN LICENSE CLASS APPLICATION CHECKLIST

PLEASE NOTE: An application for a change in class is subject to the same advertising and posting requirements as a New or Transfer License application.

THE FOLLOWING ITEMS MUST BE SUBMITTED:

- Application:** Must be **ORIGINAL FORMS**. Photocopies and/or Facsimiles will not be accepted. All questions must be answered by all Applicants, and all Applicants' signatures must be properly notarized.
- Check for \$850.00:** Made payable to Liquor Control Board, for Processing/Advertising. **(There is no refund in connection with this fee.)**
- Check for \$20.00:** Made payable to Liquor Control Board, for the License Change Fee required by AB § 4-305(a). **(There is no refund in connection with this fee.)**
- Sales Reports for the Last 6 Months:** Submit copies of the MD Sales & Use Tax Returns filed for each of the last 6 months.
- Payroll Information:** Number of Cooks, Wait Staff, Bartenders, etc.
- Consent for Records Check:** Must be completed by any and all Licensees
- Health Department Approval**
- Fire Marshal Approval**
- Check for Amount of Increased Cost of New License:** To be calculated by the Board office. Must be paid prior to License issuance.

**IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE ABOVE ITEMS,
PLEASE CONTACT THE BOARD OFFICE AT 410.638.3028**