



Business License Process & The Clerk's Role

Clerk of the Circuit Court for Baltimore
City, Xavier A. Conaway





Agenda

- Clerk's Office Process
- Key Stakeholders
- Types of Business Licenses
- Common Compliance Holds/Customer Concerns
- Clerk's Office Value in Compliance

Clerk's Office Business License Process

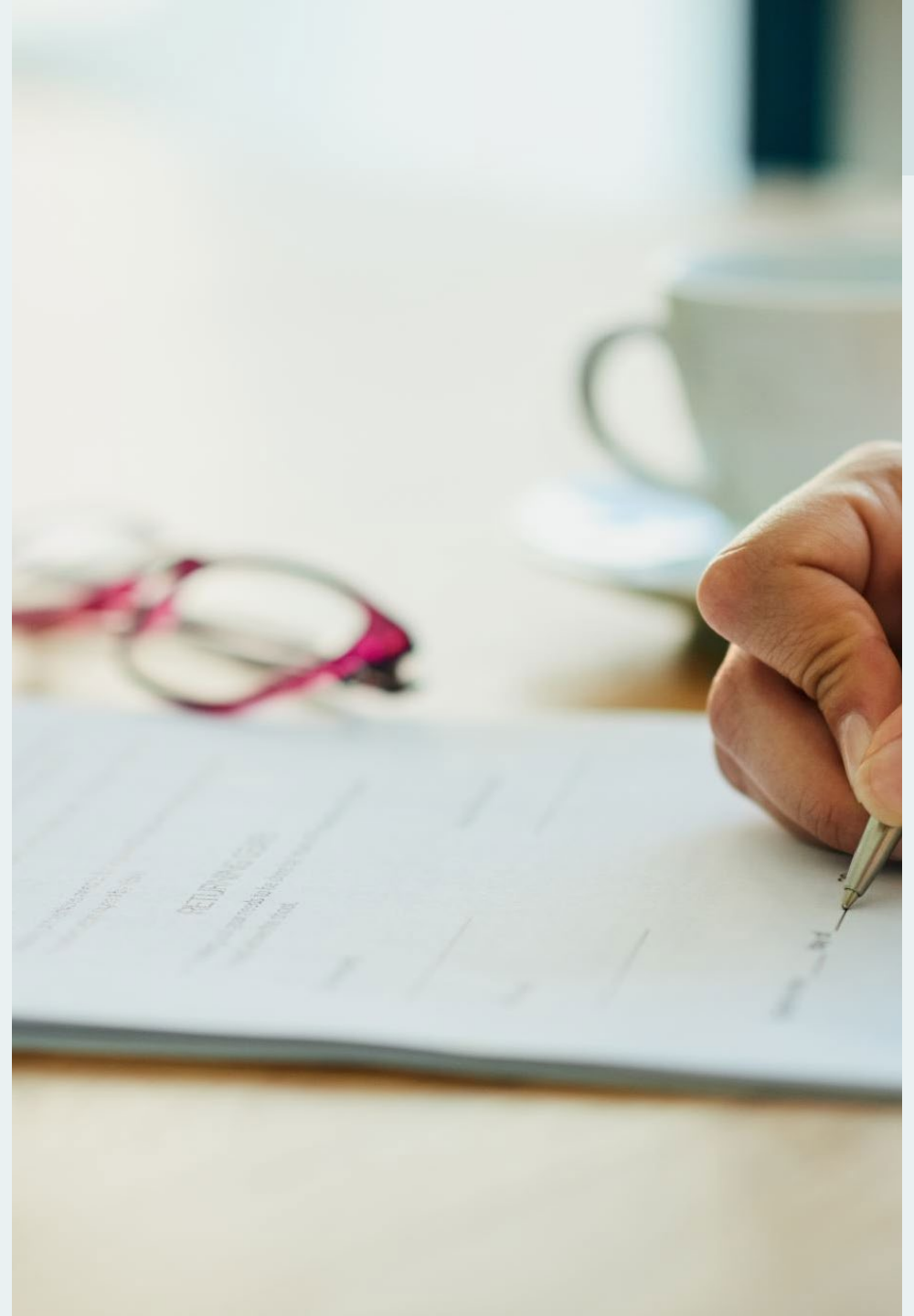
New or Transfer

1. Clerk's Office licensing clerk will ask for the required documents for the specified license
2. Customer will complete the intake form, inventory form (if needed), and attach all documents for review
3. Licensing clerk inputs information into the computer system, then prints the application for a signature from the customer
4. Licensing clerk will print the application for the signature of the customer
5. Licensing clerk will print the business license and include stickers and tags (if needed)
6. Cashier will ring up the business license, then give the customer a receipt and the business license

Renewal

1. Customer will provide the licensing clerk with a signed copy of the application with payment
2. Licensing clerk will process the application and print the license
3. Cashier will ring up and provide the customer with a receipt and the business license, including vending stickers and tags (if needed)

*Now accepts credit/debit payments for all licenses



Business Renewal Season

- Begins **April 1st** each year
 - Key stakeholders will provide the Clerk's Office with a financial report of businesses that have paid or not paid appropriate fees by February
 - Renewal license applications will begin to be printed and mailed on April 1st
 - Customers can start purchasing renewal licenses in person, online, or by mail. Must be done by May 31st to avoid late fee penalties

*New Business Licenses or Transfers can be done at any time



Key Stakeholders

- Baltimore City's Department of Finance
- State Department of Assessments and Taxation (SDAT)
- Comptroller of Maryland
- Clerk of the Circuit Court



Types of Business Licenses

Restaurant

- Articles of Organization
- Food Permit
- Use and Occupancy
- EIN (Employer Identification Number)
- Workers' Compensation Policy
- Sales Tax Permit
- Lease
- Trader's License (if selling liquor)

Flea Market

- Articles of Organization
- Sales Tax Permit
- EIN (Employer Identification Number)/Social Security Number
- Flea Market Receipt or Contract

Types of Business Licenses

Online Business

- Articles of Organization
- Use and Occupancy
- EIN (Employer Identification Number)/Social Security Number
- Sales Tax Permit
- Lease

Peddler

- Articles of Organization
- Sales Tax Permit
- EIN (Employer Identification Number)/Social Security Number
- Approval letter from Baltimore City or Contract with Private Owner
- Food Permit (if selling food)

Types of Business Licenses

Car Dealership

- Articles of Organization
- Use and Occupancy
- EIN (Employer Identification Number)/Social Security Number
- Sales Tax Permit
- Lease

Junk or Scrap Metal

- Articles of Organization
- Sales Tax Permit
- EIN (Employer Identification Number)/Social Security Number
- Use and Occupancy

Common Holds/Customer Concerns

- **Treasurer Comment** – Contact the Baltimore City Department of Finance for a clearance letter (ex., personal property taxes)
- **SDAT Comment** – Present a letter of Good Standing with business license application (ex., Issue with Annual Report)
- **Comptroller Comment** – Contact the Comptroller of Maryland Office to clear all matters before a business license can be issued
- *"I didn't know I had to clear my taxes first"*
- *"Why can't you just issue my license now?"*
- *"I already paid, why is there still a hold?"*
- *"I can't get through to the other agency."*

Clerk's Office Value in Compliance

- Ensuring only compliant businesses get licensed
- Guides applicants to the correct agencies and requirements
- Maintain accurate license records and payment histories
- Advocates for a streamlined process between agencies to increase transparency and efficiency of the business license issuance



Questions?

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Thank
You!

Business Hours: Monday - Friday
8:30am – 4:30pm

