

## **CHECKLIST TO APPLY FOR A MARYLAND STATEWIDE CATERER'S (SCAT) LICENSE**

The following **must** be submitted with your initial application:

- \_\_\_\_\_ Application Form COM/ATT-011. (See notes on filing application for license.)
- \_\_\_\_\_ Occupation Record and Financial Statement Form 367-3 for each of the individual applicants.
- \_\_\_\_\_ If a corporation or limited liability company, a copy of the company's most recent financial statement and a copy of the Articles of Incorporation, or Operating Agreement. Include an official list of officers or members.
- \_\_\_\_\_ A copy of the requisite health department permit or certification to engage in catering activities or documentation indicating no permit or certification is required.
- \_\_\_\_\_ A copy of zoning certification for the license location.
- \_\_\_\_\_ If applicable, a copy of the retail alcoholic beverage license held solely for the privilege of catering alcoholic beverages and/or documentation verifying any additional local fees paid for the privilege of catering alcoholic beverages.
- \_\_\_\_\_ A copy of your Sales and Use Tax License issued by the Comptroller of Maryland.
- \_\_\_\_\_ Submit a copy of the alcohol awareness certification issued to one individual who will be on-site at catered events. The certification must be issued by a Maryland Alcohol, Tobacco, and Cannabis Commission approved Alcohol Awareness Program within the past 4 years.

### **Notes on filing application for licenses:**

- 1.1 In the case of a corporation, a license is issued to three corporate officers for the use of the corporation. If less than three officers exist (e.g., a close corporation), then a license may be issued to those officers. In such case, a letter so certifying must be submitted.
- 1.2 At least one of the applicants must be a Maryland resident, taxpayer and registered voter currently and for the immediate two preceding years. So designate in Section 1 of form COM/ATT-011.
- 1.3 In Section 1 of the license application, all officers must be listed whether or not they are license applicants (attach separate sheet if necessary). However, **only** three applicants should sign on the lines for Signature of Applicants. In the case of a corporation, the President or Vice-President of the company must sign where indicated and if he/she is also an applicant, he/she must sign on the line for Signature of Applicant as well.
- 1.4 The actual owner of the proposed licensed premises must sign the Owner of the Licensed Premises section and, unless a Power of Attorney form is submitted, a real estate agent, etc. may not sign this section.
- 1.5 In accordance with Section 9-103 of Article 2B of the Annotated Code of Maryland, we may require certification from the local zoning authorities indicating your premises is properly zoned for the operation of a catering alcoholic beverage business.