



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Licensure and Regulatory Services

255 Rockville Pike, Suite 100, 1<sup>st</sup> Floor

240-777-3986, Fax 240-777-3088

[www.montgomerycountymd.gov/licensure](http://www.montgomerycountymd.gov/licensure)

### ENTERPRISE LICENSE APPLICATION

Application is hereby made for a license to operate an enterprise in Montgomery County, Maryland

New ☐

Renewal ☐

TODAY'S DATE: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Location of Establishment: \_\_\_\_\_

*Street Number and Street Name*

*City*

*State*

*Zip Code*

Telephone Number: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

*Street Number and Street Name*

*City*

*State*

*Zip Code*

Telephone Number: \_\_\_\_\_

Federal Tax Identification #: \_\_\_\_\_ Type of Enterprise: \_\_\_\_\_

Capacity of Establishment: \_\_\_\_\_

*(Please refer to Fact Sheet for Types of Enterprises)*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name of Above Signature: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Daytime Telephone No: \_\_\_\_\_

Fax Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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I hereby certify that the above information is accurate and complete:

Signature of Vendor: \_\_\_\_\_

Printed Name and Title of Above Signatory: \_\_\_\_\_

**Payment Method: Cash is not accepted.** Make checks or money orders payable to "Montgomery County, Maryland". Credit card payments may be faxed to 240-777-4531 (confidential fax line).

☐ Check ☐ Money Order ☐ Visa ☐ Mastercard Organization: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Credit Cardholder's Name: \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**I agree to pay the indicated total amount according to card issuer agreement:**

Cardholder's Signature: \_\_\_\_\_

#### OFFICE USE ONLY:

Mgr Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Receipt No: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Date Expires: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check/Money Order No: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## Fact Sheet - Applying for an Enterprise License

**Who must apply for an enterprise license?** Anyone who intends to operate an amusement park, theaters, movie picture house, dance halls, for profit swimming pools, baseball, etc., parks, carnivals, circuses, roller skating rinks, miniature golf courses, driving ranges, pitch & putt courses and pony rings.

**What is an enterprise?** Any of the activities noted above.

**When must one obtain an enterprise license?** An enterprise license must be obtained prior to operating any of the above noted activities. . (This license does not apply in Chevy Chase Village, Town of Chevy Chase, Gaithersburg, Garrett Park, Kensington, Laytonsville, Poolesville, Rockville, Town of Somerset, and Washington Grove.).

**How does one obtain an enterprise license?** Applications and information on the required attachments are available from the Department of Health & Human Services, Licensure & Regulatory Services, 255 Rockville Pike, Suite 100, 1<sup>st</sup> Floor, Rockville, Maryland 20850, 240-777-3986. Applications are available on our website.

**Fees:** Payment can be made by check or money order, payable to "Montgomery County, Maryland" or by Visa or Mastercard or checking card. We are unable to accept cash payments.

### Annual licenses:

Amusement park	\$1,000	Pitch & putt course	\$25
Baseball etc., park	\$25	Pony ring	\$25
Carnival and Circus	\$25/per week	Public Dancing	\$500*
Driving range - Golf & Baseball	\$25	Public Dancing – One Time Event	\$100*
Miniature golf	\$25	Roller skating rink	\$25
Movie picture house:		Swimming pool (For Profit Only)	\$150
Seating capacity up to 300	\$50	Theaters (legitimate)	\$100
Seating capacity 301 to 500	\$60		
Seating capacity 501 to 750	\$75		
Seating capacity 751 to 1,000	\$100		
Seating capacity 1,001 and over	\$125		

\*Advertising in newspaper range between \$200 to \$300 Mon-Friday, Sunday extra fee

### Process

- Submit the license application and fee.
- Submit "Use and Occupancy Permit" and current Fire Marshall Inspection report. **ALL APPLICANTS.**
- Incomplete applications will not be accepted or returned to the applicant.
- **New Establishments** need to have an advertisement published in the Washington Post for two weeks\*.
- Customer must pay advertisement fee, which will be provided after advertisement is posted. Fees range from \$200-\$300. Customer pay fee once provided by our office.
- Application and attachments will be reviewed for approval and license will be issued.
- Personnel within Licensure & Regulatory Services are available to discuss questions during Business Hours (Monday-Friday) 8:00 a.m. to 4:00 p.m., Telephone Number is 240-777-3986.

***\*Note: The license application for a newly established enterprise must be published in a newspaper of general circulation in the county for at least two weeks prior to issuing the license. Licensure & Regulatory Services arranges for the advertisement.***