

APPLY FOR A LICENSE ON THE CITIZEN PORTAL



Navigate to the **CIVICPLUS** Citizen Portal: https://www.civicgov4.com/md_montgomery/portal/

You must have a registered account to apply for a License via the Citizen Portal. If you do not already have an account, please see the Tip Sheet: Register for a Citizen Portal Account.

If you have already registered and have an active account, **begin by clicking** on the **APPLY FOR A LICENSE** button.

Citizen Portal Login Register

MONTEGOMERY COUNTY MARYLAND

Welcome to our Resident Portal!

This portal provides the public 24/7 access to the following online services:

Apply For a License Submit a Complaint Pay For an Invoice Login To My Resident Portal

Log In Register

The Business Licenses main page is displayed.

Locate the "Business Type" and "Business Application" in the list.

Once located, **click** on the **APPLY ONLINE** link.

Citizen Portal Login Register

Business Licenses

MONTEGOMERY COUNTY MARYLAND

General Instructions

Each License will require the applicant to complete required information fields and upload copies of plans and other required documentation. The links below will identify the requirements. Please ensure you have all the required information and documents ready to upload prior to beginning the online application process. Applications that are submitted without the required documentation may delay the review process or cause the application to be rejected.

Application Instructions

To select a License application, use the search box below. The system will filter License types as you scroll. You can search by License type or License use. License use will list various Licenses under each type. You may also scroll through the list. After ensuring you have all the required information for upload, click the "Apply Online" link for the required License.

Filter By: Business Type Rows Per Page: 50

Enter search terms here...

Business Type ^	Business Application / Use ↕	Apply Online ↕
Bingo	Bingo License (Annual)	Apply Online
Bingo	Bingo License (One Day)	Apply Online
Bingo	Bingo License (Ten Day)	Apply Online
Bodyworks	Bodyworks License (Change of Location)	Apply Online
Bodyworks	Bodyworks License (Initial Establishment Application)	Apply Online
Enterprise	Enterprise License (Amusement Park)	Apply Online
Enterprise	Enterprise License (Baseball etc., park)	Apply Online
Enterprise	Enterprise License (Carnival and Circus)	Apply Online
Enterprise	Enterprise License (Driving range - Golf & Baseball)	Apply Online

The Citizen Portal Login screen is displayed.

Enter your **USER EMAIL** *

Enter your **PASSWORD** *

Click on the **SIGN IN** button.

Citizen Portal Login Register

Login

USER EMAIL *

PASSWORD *

REMEMBER ME NEXT TIME

SIGN IN Forgot username or password?

First time here?

REGISTER

The "Apply for a License" screen is displayed.

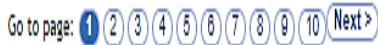
In the "Parcel Association" box, **click** on the YES button if your business is physically located in Rockville. If not, **click** on the No button to proceed.

Click on "Step 1: Select Land, Building or Suite Location".

Following the directions on the screen, enter the information in any one of the fields that are displayed to search for the Land, Building or Suite Location.

Click on the **Generate Search Results** button.

Note: To view additional businesses not shown on the screen, use the navigation buttons at the bottom of the STEP 1 screen.



Parcel Number	Owner Name	Land Address	Building Location Id	Building Location	Suite Name	Suite Location
	John Doe	123 Any Street	3187-0004	123 Any Street John Doe	3187-0005 suite #1	123 Any Street Joos Manufacturing
0000123	John Doe	123 Any Street			3187-0006 suite #2	123 Any Street John Doe Pizza
	John Doe	123 Any Street			3187-0007 suite #1	123 Any Street John Doe
1 BETHESDA METRO CENTER	1 BETHESDA METRO CENTER	1 BETHESDA METRO CENTER				
0000088	DAHLIA REVOCABLE TR ET AL	21423 UPPERMONT LN				
0000102	MERGENHAGEN STEPHEN J	21121 WOODFIELD RD				
0000113	GUST STEVEN W &	8615 LOCHAVEN DR				
0000124	ALMEIDA DEREK	6934 WARFIELD RD				
0000135	ALLNUTT ROBERT LEE	0 DAMASCUS RD				
0000157	ALLNUTT ROBERT L	6920 DAMASCUS RD				

Click on Step 2: Select Business Type & Subtype.

The BUSINESS TYPE and BUSINESS SUBTYPE fields are auto populated based on the selection made on the "Business Licenses" screen.

Click on the STEP 3: to expand the screen.

Click on Step 3: Business Information.

Enter the Primary Contact Information:

- First Name*
- Last Name*
- Email Address*
- Home Phone

Enter Business Information:

- Legal Business Name*
- Business Trade Name*
- Business Email*
- Phone*
- Description
- Legal Structure*
- EIN/Tax Number*

Enter Business Address*

- City*
- State*
- Zip*
- Mailing Address
- Mailing City
- Mailing State
- Mailing Zip

When you are finished, click on **Create** the button. The “Business Information” is saved and Step 3 is closed.

Click on “Step 4: Additional Contacts screen is displayed” to expand the screen.

Enter the Contact information:

- Enter the First name
- Last name
- Phone
- Email

Step 4: Additional Contacts

If required, enter an additional contact, or click the button to continue to next step.

First Name: Last Name:

Phone: Email:

[Click here to Continue to Next Step](#)

[Click here to Continue to Next Step](#)

Click on the [Click here to Continue to Next Step](#) button. A confirmation message is displayed at the top of the screen.

www.civicgov4.com says

Officer details captured successfully.

[OK](#)

Click on the [OK](#) button.

Click on “Step 5: Enter the Required Information in the Fields Below.”

When you are finished entering the information, click on the **Submit** button to save.

Step 5: Enter the Required Information in the Fields Below

1) License Application - FOOD SERVICE FACILITY LICENSE APPLICATION

License Application - FOOD SERVICE FACILITY LICENSE APPLICATION

(LICENSES ARE NOT TRANSFERABLE FROM LOCATION TO LOCATION OR PERSON TO PERSON)

Mail license to:

Number of seats or square footage (if no seats):

Facility provides catering:

Former Name of Facility (if applicable):

Working Days/Hours Open for Business:

Owner/Corporation Name:

Address of Owner/Corporation:

WATER SUPPLY:

SEWAGE:

* If you use well, you must obtain a test result and upload that file to the document upload step found in this portal. Your application cannot be reviewed without a completed test.

(NOTE: Allow 30 days for well water testing and septic inspection. Contact DPS/Well & Septic Section at 240-777-6319)

WSSC City of Rockville Poolesville

WORKERS' COMPENSATION INSURANCE COMPANY NAME AND POLICY/BINDER NO: (Required every renewal).

NAME OF INSURANCE COMPANY:

POLICY/BINDER NO.:

Check here if sole proprietor. The business is a sole proprietorship with no employees. Members of a partnership or LLC, must apply for a Certificate of Compliance from the Worker's Compensation Commission (410-864-5100 or 800-492-0479). If you do not have Worker's Compensation Insurance, you must submit a copy of the Certificate of Compliance issued by the Worker's Compensation Commission (410-864-5100 or 800-492-0479).

EMERGENCY CONTACT INFORMATION (must be completed by applicant)

Emergency Contact First Name:

Emergency Contact Last Name:

Telephone No.: (NOT Facility Telephone Number)

Fax No.:

Montgomery County Department of Health and Human Services must be notified when the emergency contact information changes.

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

Type in name of applicant:

[Submit](#)

A Confirmation Box appears at the top of the screen.

www.civicgov4.com says

The form information was saved successfully. Kindly proceed to the next step.

[OK](#)

Click on the [OK](#) button to proceed to next step.

Click on "Step 6: Documents."

To upload required documents, click on the "Click here to attach files to the case record" link.

▶ Step 6: Documents

[Click here to attach files to the case record](#)

- Pizza Image.png 50.4KB

Only jpg, pdf, png, gif, tif, doc, docx, ppt, pptx, xls, xlsx, txt, eml, mbox, msg, ogg, mp3, wma, wav, mp4, mkv, avi, mpeg, webm, mov, zip are allowed.

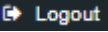
File Name	Uploaded Date	Action
No results found.		

"Step 7: Review and Submit"

Step 7 is a confirmation message that your application for a license has been received and is being reviewed.

▶ Step 7: Review and submit

We have received your license application #A24-0123. The application will be reviewed shortly.

Click on  located in the menu column to exit the Citizen Portal.