

WHAT OTHER OBLIGATIONS MUST BE MET TO OBTAIN A BUSINESS LICENSE?

Most businesses that are required to have a business license will also have to fulfill other tax obligations to the State of Maryland.

- ▶ To help determine which type(s) of taxes in which your business may be liable, please complete a **Combined Registration Application.**
- ▶ For information on obtaining and completing the Combined Registration Application, please contact:

Taxpayer Registration Assistance
301 West Preston Street
Room 206
Baltimore, MD 21201

Phone: 410-260-7980

1-800-638-2937

Hours of Operation: Monday-Friday
8:00 a.m. – 5:00 p.m.

Email: taxhelp@comp.state.md.us

Website: www.marylandtaxes.gov

Hearing Impaired: TTY users in the state of Maryland should call **711** via Maryland Relay.

MD CLERK'S OFFICES OF THE CIRCUIT COURT

Allegany County	301-777-5922
Anne Arundel County	410-222-1397
Baltimore City	410-333-3722
Baltimore County	410-887-2601
Calvert County	410-535-1660
Caroline County	410-386-2026
Carroll County	410-386-8710
Cecil County	410-996-5380
Charles County	410-932-3201
Dorchester County	410-228-0481
Frederick County	301-600-1976
Garrett County	301-334-1937
Harford County	410-638-3426
Howard County	410-313-2111
Kent County	410-778-7460
Montgomery County	240-777-9400
Prince Georges County	301-952-3318
Queen Anne's County	410-758-1773
St. Mary's County	301-475-7884
Somerset County	410-845-4840
Talbot County	410-822-2611
Washington County	301-733-8660
Wicomico County	410-543-6551
Worcester County	410-632-5500



Obtaining a Business License

in Carroll County, MD

A CITIZEN'S GUIDE

Heather S. DeWees, Clerk

Circuit Court for Carroll County
55 North Court Street
Westminster, MD 21158

Phone: (410) 386-8760

Website:

<https://mdcourts.gov/clerks/carroll>

Hours of Operation:

Monday-Friday

8:30 a.m. - 4:30 p.m.

(except holidays)



WHERE CAN A MARYLAND BUSINESS LICENSE BE OBTAINED?

A Maryland State Business License is obtained from the Clerk's Office of the Circuit Court in the county where the business is located.

- ▶ Carroll County applicants can apply at the Carroll County Clerk's Office located at:

**Carroll County Clerk's Office
Land Records Department
Ground Level – G29
55 N. Court Street
Westminster, MD 21157**

OR

- ▶ **Apply online** at the Maryland Business Licenses website:

<https://jportal.mdcourts.gov/license>

How long is the License Valid?

- ▶ The business license year runs from May 1st through April 30th of the following year.
- ▶ Licenses are required to be renewed by **May 1st** of each year.
- ▶ For additional assistance with Maryland Business Licenses, please use the following website:

<https://egov.maryland.gov/businessexpress>

WHO NEEDS A BUSINESS LICENSE?

A Business License is issued by the State of Maryland and is required for most of the businesses in Carroll County.

- ▶ Business activities that require licenses include, but are **not** limited to:
 - Retailers and Wholesalers (requires trader's license)
 - Online Retailers with stored inventory (requires trader's license)
 - Amusements
 - Auctions
 - Chain stores
 - Construction
 - Dry cleaners
 - Garages
 - Hawkers, Peddlers and Junk Dealers
 - Plumbers and Gas Fitters
 - Restaurants
 - Storage warehouses
 - Vending Machines and Retail / Vending Businesses which sell cigarettes and E cigarette devices



**YOUR BUSINESS IS IMPORTANT
TO THE CARROLL COUNTY
CLERK'S OFFICE.**

TRADER'S LICENSE

A Traders License is required for buying & re-selling goods. It is for both Retailers and Wholesalers.

- ▶ The fee for the trader's license is based on the value of the commercial inventory that a business reports on their personal property return which is filed with the Maryland Department of Assessments and Taxation [MDAT].
- ▶ **Exemptions** to the trader's license requirement exist for the following:
 - Growers, Makers or Manufacturers of Goods
 - Businesses that are determined by the IRS to be nonprofit 501c3 status
 - Private individuals who conduct a public sale of personal effects on their property, provided that no more than one sale is conducted for a period not to exceed 14 consecutive days.

A Traders License **CANNOT** be issued in Maryland if a business:

- ▶ Fails to register the trade/corporate name with MDAT. *To register with MDAT, please call 410-767-1184.*
- ▶ Fails to file a personal property return with MDAT. *To check status of a return, please call 410-767-1184.*
- ▶ Fails to report commercial inventory on the personal property return
- ▶ Has unpaid personal property taxes and /or unpaid late filing penalty
- ▶ Has had a charter forfeited by MDAT. *Please call 410-767-1340 to request information & instructions to revive the charter.*