

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 & Wholesalers (*requires trader's license*)
 - Amusements
 - Auctions
 - Chain stores
 - Construction
 - Dry cleaners
 - Garages
 - Hawkers, Peddlers and Junk Dealers
 - 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.*