



Montgomery County Department of Health and Human Services
Licensure & Regulatory Services
2425 Reddie Drive, 9th Floor, Wheaton, Maryland 20902
Phone: 240-777-3986 / Fax: 240-777-3088 or 240-777-4531
www.montgomerycountymd.gov/licensure

ENTERPRISE LICENSE

APPLICATION

A COPY OF THE USE AND OCCUPANCY CERTIFICATE

A COPY OF THE CURRENT FIRE PERMIT



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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 ADDRESS:

Street #:

Street Name:

Suite #:

City:

State:

Zip Code:

Telephone #:

Name of Owner:

ADDRESS OF OWNER:

Street #:

Street Name:

Suite #:

City:

State:

Zip Code:

Telephone #:

Federal Tax Identification #:

Type of Enterprise:

Capacity of Establishment:

(Please refer to Page 2/Fees for Types of Enterprises):

Printed Name of Signatory:

Title:

Signature:

Contact Person's Name:

Daytime Telephone #:

Fax #:

Email Address:

Please continue to complete Page 2 of the Enterprise License Application

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

Printed Name of Vendor:

Title:

Signature of Vendor:

FEES

Enterprise Type	Amount	Enterprise Type	Amount
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-Seating capacity up to 300	\$50	Swimming pool (For Profit Only)	\$150
Movie picture house-Seating capacity 301 to 500	\$60	Theaters (legitimate)	\$100
Movie picture house-Seating capacity 501 to 750	\$75		
Movie picture house-Seating capacity 751 to 1,000	\$100		
Movie picture house-Seating capacity 1,001 and over	\$125		

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

PAYMENT METHOD

Submit completed application and fee to: **Licensure & Regulatory Services**, 2425 Reedy Drive, 9th Floor, Wheaton, Maryland 20902.

Checks/Money Orders payable to “Montgomery County, Maryland” or pay by Mastercard, VISA or checking card.

CASH IS NOT ACCEPTED.

SELECT TYPE OF PAYMENT METHOD BELOW

Check Money Order Mastercard VISA

CREDIT CARD PAYMENT SECTION

Credit Cardholder’s Name:

Credit Card #:

Exp Date:

3-Digit Security Code:

Amount:

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

Cardholder’s Signature:

OFFICE USE ONLY

Receipt #:

Date Received:

Amount Paid:

Staff Initials:

Check/Money Order #:

Credit Card Approval Code:

Please continue to Read the Applying for an Enterprise License Fact Sheet

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, Laytonville, 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, 2425 Reedie Drive, 9th Floor, Wheaton, Maryland 20902, 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 License	Amount	Annual License	Amount
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*
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Movie picture house-Seating capacity 1,001 and over	\$125		

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*.
- Customers must pay advertisement fee, which will be provided after advertisement is posted. Fees range from \$200-\$300. Customers pay fee once provided by our office.
- The 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.