



Instructions for Completing the Bed and Breakfast Facility License Application

Please complete the entire application to apply for a permanent food service facility license from the Anne Arundel County Department of Health. The information listed below corresponds to the items listed on the Application.

Facility Name & Address: Write the facility name and address.

Facility Phone Number: Indicate the telephone number at the facility.

Business Owner: Should be the legal tax name. If you are incorporated or corporate, write the name of corporation.

Business Owner's E-mail: Indicate e-mail address for receiving correspondence.

Mailing Address: Indicate the street or mailbox address where you want to receive business correspondence.

Business Owner's Phone Number: Indicate a telephone number other than at facility. (e.g. private number, cell phone number).

Property Owner: If property owner is known, indicate name, address and phone number. If not known, indicate management company name, address and phone number.

Corporate Officer or Resident Agent: Indicate names, addresses and phone numbers of corporate or business officer(s) or resident agent of this facility.

Property Tax Account Number: Obtain from owner or your management company. PLEASE PROVIDE. THIS INFORMATION IS ESSENTIAL FOR OUR RECORD KEEPING SYSTEMS.

Federal ID Number: Indicate number issued to business owner by Internal Revenue Service.

Water: Indicate whether you are on public water or on private well. (**NOTE:** If on private well, certified laboratory testing is required, and results must be submitted to this Department of Health).

Sewer: Indicate whether you are on public sewer or on a septic system.

Grease Trap or Recovery: Indicate whether you use a grease trap (which is a tank located outside building in ground) or a grease recovery unit (electrical box usually located under the three compartment sink).

Smoking Prohibited: Indicate whether you prohibit smoking in all indoor areas and post no smoking signs.

Days and Hours of Operation: Indicate days of the week and appropriate times for those days of operation (e.g., Sunday 10 a.m. – 4 p.m., Monday - Saturday 8 a.m. – 6 p.m.).

NOTE: Please sign and date application. Below signature line, print the applicant's name, address, phone number and date application.

ALL CHECKS ARE PAYABLE TO CONTROLLER, ANNE ARUNDEL COUNTY.

Send or bring this application, proof of Workmen's Compensation Insurance (or a certificate of eligibility) and all appropriate fees (see bottom right corner of application) to the address located at the top of the application. Please contact this office if you require assistance in determining correct fees.

Plans for new food service facilities should be sent or brought with the application and plan review fee to the Permit Application Center, Heritage Center, 2664 Riva Road, Annapolis, MD 21401.

PLEASE NOTE: LICENSE EXPIRES FEBRUARY 28 OF EACH YEAR.

For more information, contact: **Housing and Food Protection
Bureau of Environmental Health
Anne Arundel County Department of Health
3 Harry S. Truman Parkway
Annapolis, Maryland 21401
410-222-7192**

