



TOWN OF BERLIN
10 William Street
Berlin, MD 21811

APPLICATION FOR BUSINESS LICENSE
LICENSE FEE \$150

IMPORTANT: This form is for use by businesses with a physical location within the Town of Berlin. Outside Contractors use "CONTRACTORS APPLICATION FOR BUSINESS LICENSE" available at: <https://berlinmd.gov/departments/town-forms-and-permit-applications/>.

Today's Date: _____ Opening Date: _____

Business Name: _____ Phone: _____

Proprietor/Manager: _____ EIN/SSN: _____

Legal Entity Name: _____ Federal ID # _____

State ID #(for personal property) _____ Email: _____

Mailing Address: _____ Physical Address: _____
(if different than mailing)

City, State, Zip: _____ Town Commercial Trash collection: ____ Y ____ N
____ TBD

Type of Business: _____

I, the undersigned, acknowledge that the above information is correct and that it is my responsibility to contact the Town of Berlin Department of Planning and Zoning to obtain any applicable sign permits, building permits, and information regarding any other restrictions/permitting as required (including Historic District as applicable).

Printed Name

Date

Signature

Position/Title

Office Use Only:		
Clerk:	Fee:	Period Covered: From _____ to _____
Invoice #	Date Sent:	
Departmental Review Eco. & Comm. Dev. Review: _____ Initials/Date		Public Works Review: _____ Initials/Date
Planning & Zoning Review: _____ Initials/Date		

**NOTE: Please complete both Berlin PD and
Wor. County Forms below.**



Town of Berlin
10 William Street
Berlin, MD 21811

410-641-2770

410-641-2316 (Fax)

410-641-1333 Berlin Police

EMERGENCY CONTACT INFORMATION FORM



BUSINESS NAME: _____ DATE: _____

BUILDING ADDRESS: STREET NUMBER _____ STREET NAME _____

CITY _____ STATE _____ ZIP _____

MAIN BUSINESS PHONE NUMBER: _____

ALTERNATE BUSINESS PHONE NUMBER: _____

EMERGENCY CONTACTS (please list in priority order)

1. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____

2. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____

3. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____

IS BUILDING ALARMED? FIRE: ☐ BURGULAR: ☐ PANIC: ☐

ALARM COMPANY NAME: _____

ALARM COMPANY ID (not your password): _____

IS THERE A SAFE ON PREMISES? ☐ YES ☐ NO IS MONEY KEPT ON THE PREMISES? ☐ YES ☐ NO

ARE WEAPONS KEPT ON THE PREMISES? ☐ YES ☐ NO

IF YES, WHERE AND WHAT TYPE? _____

ARE THERE ANY HAZARDOUS MATERIALS ON SITE OR OTHER HAZARDS THAT POLICE, FIRE, RESCUE,
OR EMERGENCY MEDICAL SERVICES NEED TO BE AWARE OF: _____



Worcester County
Department of Emergency Services
1 West Market Street, Room 1002
Snow Hill, MD 21863
410-632-1311
410-632-2141 fax

EMERGENCY CONTACT INFORMATION FORM

BUSINESS NAME: _____

BUILDING ADDRESS: Street Number _____ Unit Number (if applicable) _____

Street Name: _____ City: _____

MAIN BUSINESS PHONE NUMBER: _____

ALTERNATE BUSINESS PHONE NUMBERS: _____

EMERGENCY CONTACTS (please list in priority order)

1. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____ PAGER: _____

2. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____ PAGER: _____

3. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____ PAGER: _____

IS BUILDING ALARMED-----FIRE: ☐ BURGLAR: ☐ PANIC: ☐

ALARM COMPANY NAME: _____

ALARM COMPANY ID: (if applicable — not your passcode): _____

IS BUILDING EQUIPPED WITH KNOX BOX (key lock box): ☐ YES ☐ NO

LOCATION OF BOX: _____

ARE THERE ANY HAZARDOUS MATERIALS ON SITE OR OTHER HAZARDS THAT
POLICE, FIRE, RESCUE, OR EMERGENCY MEDICAL SERVICES NEED TO BE AWARE
OF: _____

All information is kept confidential and used only for public safety purposes only. Please keep your information with us updated. If you can provide any floor plans or additional important information about your business, please include it with the return of this form to the above address, fax or e-mail to: dispatch@co.worcester.md.us. Contact us with any questions you may have concerning this form or any other emergency preparedness concerns. Thank you for your cooperation to allow us to provide the best and most accurate information available to the emergency responders to your business. Keylock boxes are available from your local fire company to allow immediate emergency access and reduce property damage to gain entry in an emergency situation.