



City of Annapolis
Office of the City Clerk
93 Main Street, 3rd Fl
Annapolis, MD 21401-2017

CityClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

Memorandum

To: Amusement Devices License(s) Applicants

From: Regina C. Watkins-Eldridge, MMC
City Clerk

RE: NEW / RENEWAL May 1st - April 30th

Your current Amusement Devices License(s) will expire April 30th. Enclosed are application forms and a fee schedule.

If you have any questions regarding these procedures, please contact this office immediately.



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Amusement Devices License Application

Instructions

An amusement license is required for persons seeking to operate any amusement device and to ensure compliance with all applicable City Code regulations.

Authority

Annapolis City Code and Charter, Chapter [7.08](#), [7.16](#), [R-46-11 Fee Schedule](#) Amended

Steps in the application process

1. The applicant obtains an application either on the website at www.annapolis.gov or at contacts the City Clerk's Office above.
2. The applicant submits an original and one copy of the application. Incomplete applications will be returned to the applicant.
3. The City Clerk's Office reviews the application for completeness and distributes the information to City departments for evaluation.
4. Each license issued MUST be displayed in a conspicuous place on the device.

Processing time

Processing of your application will take approximately two weeks. Please contact us after that time to determine the status of your application.

Fees

A check for the appropriate amount, made out to the *City of Annapolis*, must accompany the application. You may obtain a copy of the fee schedule:

- In the City Clerk's Office or,
- On the City website [City Code](#) page, select Appendices on the left column and choose Fees Schedule. The amusement Device section is 7.16.030, Fee for carnival or circus license; find the appropriate class and corresponding fee. (Re: R-17-06)

Enforcement

§7.16.110

Any unlicensed amusement device found upon any premises is subject to confiscation by the police. Prior to the return to or redemption of a confiscated device by the owner or operator of the confiscated device, the owner or operator shall reimburse the city for all costs incurred in connection with the confiscation, including but not limited to moving and storage.



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Amusement Devices License Application

City Code Section 7.16

Amusement Machine Registration

Submit the original & one copy of this form.

Distributor owner _____

Address _____

Telephone, day _____

Locations

1. Name _____

Address _____

No. & types of machines

2. Name _____

Address _____

No. & types of machines

3. Name _____

Address _____

No. & types of machines

4. Name _____

Address _____

No. & types of machines

Signature _____ Date _____

FOR CITY USE ONLY

Dept.	Sent	Returned	Approved	Disapproved	Signature
DNEP					