



**City of Annapolis**  
Office of the City Clerk  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

[CityClerk@annapolis.gov](mailto:CityClerk@annapolis.gov) • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • [www.annapolis.gov](http://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](#), [Current Fee Schedule](#)

### Steps in the application process

1. The applicant obtains an application either on the website at [www.annapolis.gov](http://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 at bottom of 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

### Amusement Machine Registration

City Code [Section 7.16](#)

*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					