



### Step 1

So you plan to open a business in Bel Air?

Contact the Planning Department and/or Department of Public Works to discuss your proposed business operation and the process to obtain a Use and Occupancy Certificate.

Town of Bel Air Planning Department  
410-638-4540

Department of Public Works  
410-638-4546

Contact the Economic Development Department for assistance with your business plan and location.  
410-838-0586

### Step 2 Application Process

If there are no structural changes that are being made to your business location contact the Department of Public Works to apply for a Use and Occupancy Certificate and the Planning Department for a sign permit.

If you are making building modifications, you must apply for a building permit through the Department of Public Works.

If your business is located in an inventoried historic property, any exterior changes must go before the Historic Preservation Commission.

Planning Department staff members will assist you through each step of the process and answer any questions you may have.



### Step 3

What's Next?

Contact the Finance Department to determine your town Business License requirements, if any.

Finance Department  
410-638-4555

Contact the Clerk of the Court to apply for your Harford County Business License.

Clerk of the Court

Harford County Court House  
20 West Courtland Street  
Bel Air, MD 21014  
410-638-3426  
410-879-0012



You are about to begin what we hope will be an exciting and rewarding journey with your new business venture here in the Town of Bel Air. We are strong believers in the power of the entrepreneur. Our experienced staff has a broad knowledge of the local code requirements and wants to help you accomplish your goal of owning your own business. Providing this information is one way that we can help point you in the right direction. However, this is only the beginning of what we hope will be a long relationship. We will always be here for any questions that may arise after your business is off the ground. Remember "success is a journey, not a destination;" and we are pleased to be part of your journey.

ENJOY YOUR NEW VENTURE!



Town of Bel Air  
Planning Department



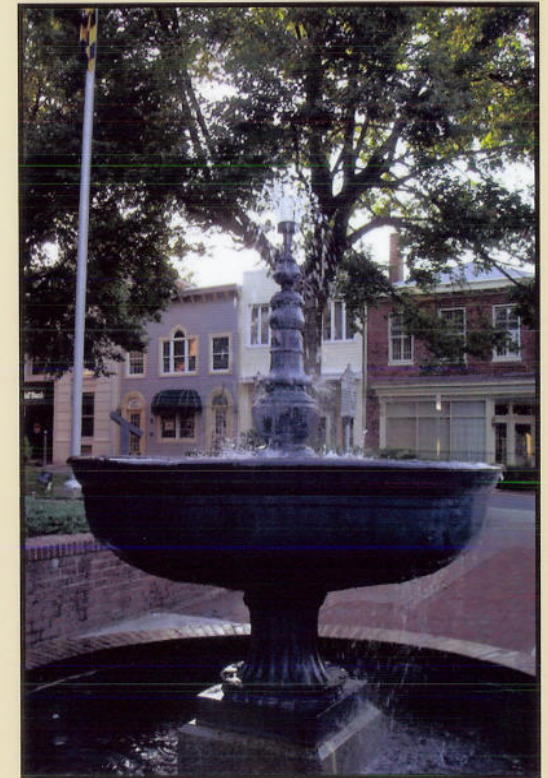
705 East Churchville Road  
Bel Air, MD 21014  
410-638-4540  
410-838-0775 Fax  
[www.belairmd.org](http://www.belairmd.org)



**Town of Bel Air  
Planning Department**

**Locating a Business in  
Bel Air**

What you need to know



*Helpful Hints  
&  
Contact Information*