

**MARYLAND STATE BOARD OF VETERINARY MEDICAL EXAMINERS**  
50 Harry S Truman Parkway, Room 102, Annapolis, MD 21401  
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*New Location of a Veterinary Hospital*

Veterinary hospital licenses are not transferable. If one of the following occurs, a veterinary hospital owner must obtain a new hospital license from the Board:

- 1.) The location of a veterinary hospital changes (but the hospital owner and the hospital's name stays the same); or
- 2.) A new structure is built on the same property upon which the current hospital sits, and the new structure is replacing the existing structure.

A few steps must be taken prior to opening the doors for business of a new location for a veterinary hospital:

a.) Print and review the laws and regulations governing the operation of a veterinary hospital in Maryland.

b.) Print and fill out a Request for Veterinary Hospital License Application. Mail the Request and a check or money order to the address provided on the Request.

**Licensing fees are non-refundable.**

c.) After the Board's office receives the Request, an Application for a New Veterinary Hospital License will be e-mailed to the requestor. The Application shall be printed, filled out completely, and mailed to the Board's office.

d.) The application will be reviewed by Board staff and, if complete, a Board inspector will be notified of the Application receipt.

e.) A Board inspector will contact the hospital owner to schedule a date and time to inspect the facility. This is considered an initial inspection. If the inspector has concerns over the condition of the hospital, the inspector will discuss these deficiencies with the hospital owner so they may be corrected prior to opening. If the deficiencies are significant, the inspector will perform a re-inspection prior to the business's opening.

f.) When the inspector notifies the Board's office that the hospital has passed inspection, a hospital license will be printed and sent to the hospital owner. This license must be posted in a conspicuous location within the hospital that is readily accessible by the public, such as at or near a receptionist's desk. The hospital license shall expire on June 30 of each year unless the hospital owner seeks to re-license the facility.

If, after reviewing the above, you have any questions regarding acquisition of a new hospital license, or whether a hospital requires inspection, please contact the Board's office at 410.841.5862.