

## Frequently Asked Questions – BLLC Renewal Process 2015

### 1. What is the renewal period? When are applications due?

*Answer: The renewal period for 2015 begins March 1, 2015 – March 31, 2015. All applications are due by March 31, 2015. Any applications received after March 31, 2015 are subject to a late penalty of \$50 per day will be assessed with a maximum penalty of \$1500.*

### 2. What are the Office Hours during renewals?

*Answer: The BLLC normal Office Hours are from **8:30 AM – 4:30 PM Monday – Friday**. During renewals we will have **specialized help desk hours** from **1 PM – 4 PM Monday –Friday** to address questions specifically regarding renewals. Licensees are encouraged to set up appointments for specific questions by emailing Nadine Davis and/or Staci Russell ([Nadine.Davis@baltimorecity.gov](mailto:Nadine.Davis@baltimorecity.gov) or [Staci.Russell@baltimorecity.gov](mailto:Staci.Russell@baltimorecity.gov) ) or by calling (410)396-4377.*

### 3. What do I need to bring to renew my licensee?

*Answer: A completed and notarized 2015 application, a check and/or money order made payable to the **DIRECTOR OF FINANCE** for application processing fee \$50.00.*

*Once the 2015 application has been processed you will be notified (by email or phone) to bring a check for the yearly license fee which should be made payable to the DIRECTOR OF FINANCE.*

***\* Note that in the 46<sup>th</sup> Legislative District “Class B” Restaurant Food form needs to be completed and certified by your accountant.***

### 4. What are the license delivery/pick-up options?

*Answer: This year we will be offering three different types options for the delivery and pick-up of licenses.*

- **Certified Mail option:** *If your application is deemed completed and submitted by March 20, 2015, you can request that your license is mailed if you have already submitted a renewal payment fee, a process fee and mail fee of \$20.00 all made payable to DIRECTOR OF FINANCE.*
- **Inspector Delivery option:** *You can choose to have your license hand-delivered by an inspector for a fee of \$25.00. Payment by check and/or money order can be made at the time of delivery.*
- **Pick-up by appointment only:** *If you choose the pickup option, an appointment must be made with the BLLC. Times for pick up will be set BLLC staff and you must call to confirm pickup.*

### 5. Can I request that my mail be sent to alternate address?

*Answer: As part of the renewal there is space to add a mailing address vs. the licensed location. We have also added fields for emails and alternative phone numbers.*

### 6. How do I request a waiver/reduction of late fees?

*Answer: A letter needs to be submitted to the BLLC Board via the Michelle Bailey-Hedgepeth, Executive Secretary, [Michelle.bailey-hedgepeth@baltimorecity.gov](mailto:Michelle.bailey-hedgepeth@baltimorecity.gov) describing the reason why the renewal is late and why the board should consider the request for waiver/reduction of fees.*

### 7. Does a “Sales tax hold”, Charter issue and/or obligations to the BLLC delay my license renewal?

*Answer: Yes, these items can delay your renewal. If you have been notified that there is a sales tax hold on your license by the State Comptroller’s office, that the charter of your Limited Liability Company or corporation is not in good standing or you have outstanding obligations to this agency, or an obligation with the Director of Finance for the City of Baltimore, your 2015 renewal license will not be released until these issues are resolved.*

**8. How do I get a copy of my previous year renewal application?**

*Answer: You can request a copy by email to [Staci.Russell@baltimorecity.gov](mailto:Staci.Russell@baltimorecity.gov) and/or call office at (410)396-4377. The advanced request by email for a complete copy are \$3.00 and counter requests will cost \$5.00 and will require a request form to be completed. This request may take 2 business days to complete given the number of request during the renewal period. All fees must be paid by check and/or money order to the DIRECTOR OF FINANCE.*

**9. Do I need a Workers Comp Certificate and/or other attachments?**

*Answer: NO, This year we have changed our form so that you can note your Workers Compensation insurer and information on the alcohol awareness into your renewal form.*

*BUT, we will still need copies of corporate document if there are significant changes, but we will not require a copy of your trader's information at renewal. This will be verified during the inspections process.*

**10. Can I change and/or remove the name of a licensee at license renewal?**

*Answer: At renewal, you may change and/or remove a name on your license held as a limited liability company or a corporation if the majority owner of the business is not changing. Because a criminal background check must be done on any new licensee, please file your renewal early in March so that your renewal license will not be delayed.*

**11. What if I moved and/or got married?**

*Answer: Note the information in Question 10, change of address should be noted on renewal. See question 12, if your change of location has moved you outside of the City of Baltimore and a new resident and/or property needs to be added to the file.*

**12. Can I change the information on a Baltimore resident and/or property owner?**

*Answer: If you are changing the city resident or taxpayer on your license at renewal, you must provide proof that the applicant has lived in the city, owns property, or pays taxes to Baltimore City in his or her individual name for two years preceding the filing of the application. This is a continuing requirement, and you must always have someone on your license who qualifies as a City resident or taxpayer.*

**13. Does the BLLC offer Notary services?**

*Answer: NO, the BLLC does not offer notary services and we will not accept applications that have not been notarized properly.*

**14. What happens if I licensee has died in the last year?**

*Answer: There are certain provisions under Section 2B § 10-506 specifically apply to the death of licensee and transfer that will take place.*

**15. What are the forms payments that are being accepted this renewal period?**

*Answer: The board only accepts checks and/or money orders made payable to the DIRECTOR OF FINANCE. The renewal processing fee is \$50.00.*

**Other New Information for Renewal 2015**

- *Please provide e-mail and additional contact information and if applicable, provide information on manager's or other key employees*
- *If you are self-insured and/or a sole proprietor for Worker's Compensation section enter N/A (Not Applicable)*
- *If a question does not apply to your license type answer N/A (Not Applicable)*