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STATE OF MARYLAND  
**BOARD OF LIQUOR LICENSE COMMISSIONERS**  
FOR BALTIMORE CITY  
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**Date:** June 11, 2020

**Re:** Guidance for Baltimore City's licensed establishments applying for Temporary Outdoor Permit Extensions in conjunction with the City of Baltimore's Outdoor Seating Relief Program and Outdoor Dining Street Closure Program.  
**From:** Board of Liquor License Commissioners for Baltimore City (BLLC)

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To provide additional guidance to licensed establishments within the City of Baltimore, the BLLC requests that all applicable licensees adhere to the following guidelines to ensure compliance when applying for Temporary Outdoor Permit Extensions in conjunction with the City of Baltimore's Outdoor Seating Relief Program and Outdoor Dining Street Closure Program:

1. **What is the City of Baltimore's Outdoor Seating Relief Program and Outdoor Dining Street Closure Program?**
  - a. **Outdoor Seating Relief Program** – This program allows restaurants that do not currently have outdoor seating or wish to extend their existing outdoor seating on the sidewalk in front of their property to apply to the Department of Transportation (DOT) with the City of Baltimore to obtain a permit to do so.
  - b. **Outdoor Dining Street Closure Program** – This DOT issued permit would allow restaurants to apply for public space permits requiring partial or full street closures and/or the closure of parking lanes for the purposes of outdoor dining.
2. **If I already have Outdoor Table Service attached to my alcoholic beverages license am I required to apply for a Temporary Outdoor Permit Extension?**
  - a. Not necessarily. If a licensee only intends to use the outdoor space allotted currently to him or her as per their license, then no Temporary Outdoor Permit Extension is needed. If a licensee desires to expand his or her outdoor table service beyond its current capacity (add more tables and/or expand space), then you will need to apply for the Outdoor Seating Relief Program and a Temporary Outdoor Permit Extension.
3. **Once my Outdoor Seating Relief and/or Outdoor Dining Street Closure application has been approved by DOT, how do I apply with the BLLC for a Temporary Outdoor Permit Extension?**
  - a. To make application to the BLLC for a Temporary Outdoor Permit Extension in conjunction with an Outdoor Seating Relief and/or Outdoor Dining Street Closure permit, the applicant must provide the following:
    1. *DOT individually issued Outdoor Seating Relief Program Permit or DOT issued Outdoor Dining Street Closure Program Permit; and*
    2. *Letter from Applicant (three possible types):*
      - a. **Individual Applicant** - Letter from an individual applicant on letterhead of the

applicant requesting a Temporary Outdoor Extension Permit from the BLLC that corresponds with the DOT issued permit; or

- b. **Group of Applicants under One Entity** - If an entity is making application on behalf of a group of licensees, then that applicant shall draft a letter on their letterhead that lists all of the participating licensed establishments and requests a Temporary Outdoor Permit Extension from the BLLC that corresponds with the DOT issued Outdoor Seating Relief Program Permit; or
- c. **Group of Applicants under One Entity WITH Street Closure** - If an entity is making application on behalf of a group of licensees in conjunction with an Outdoor Dining Street Closure Program Permit, then that applicant shall draft a letter on their letterhead that lists all of the participating licensed establishments and requests a Temporary Outdoor Extension Permit from the BLLC for each.

**4. Do I have to pay a \$200 per day fee as I would normally be required by the BLLC for the issuance of a Temporary Outdoor Permit Extension?**

- a. No. As Executive Order Number 20-06-11-01 issued by Governor Lawrence J. Hogan on June 11, 2020, the Board of Liquor License Commissioners for Baltimore City is empowered to suspend any “statute, rule, or regulation” that it administers. On June 11, 2020 the Board voted unanimously to suspend the collection of fees associated with BLLC Rule and Regulation 1.09(b)(ii) “Temporary License Premise Extension.” Accordingly, applicants do not have to pay a fee to the BLLC, as they normally would, for the issuance of a Temporary Outdoor Permit Extension.

**5. Does this mean that I will never have to pay a \$200 per day fee for the issuance of a Temporary Outdoor Permit Extension fee moving forward?**

- a. No. The suspension of the Temporary Outdoor Permit Extension remains in effect until the termination of the State of Emergency and the proclamation of the catastrophic health emergency has been rescinded, or until rescinded, superseded, amended, or revised by additional orders

**6. How may I submit my application for a Temporary Outdoor Permit Extension if the BLLC’s offices are closed to the public?**

- a. **Electronic Submission and Return for Application** – The BLLC requests that all applications for Temporary Outdoor Permit Extensions be sent to Assistant Executive Secretary, Ms. Staci Russell at [Staci.Russell@baltimorecity.gov](mailto:Staci.Russell@baltimorecity.gov). The BLLC will be in contact with whomever the applicant is to inform them of the status of their application, and if any additional documentation is needed. Once the application is completed, the BLLC will email a copy of the Temporary Outdoor Permit Extension to the applicant.

**7. If I am issued a Temporary Outdoor Permit Extension, what hours will I be allowed to offer outdoor table service under the Outdoor Seating Relief Program and/or Outdoor Dining Street Closure Program?**

- a. The licensee’s hours of operation concerning outdoor table service under the Outdoor Seating Relief Program and/or Outdoor Dining Street Closure Program is restricted according to the DOT permit.

**8. What are my responsibilities concerning the expanded outdoor table service area privilege granted to me?**

- a. Licensees are responsible for following all State laws and BLLC rules and regulations for alcoholic beverage distribution and consumption within their area outlined by the Temporary Outdoor Permit Extension.

If you have any other questions regarding this matter, please contact Assistant Executive Secretary Ms. Staci Russell at 410-396-4383 or via email at [staci.russell@baltimorecity.gov](mailto:staci.russell@baltimorecity.gov).