

BLLC Licensee Information Packet

Board of Liquor License Commissioners for Baltimore City

Chairman Hon. Albert J. Matricciani, Jr.
Commissioner Edward L. Reisinger
Commissioner Granville Templeton III, Esq.
Alternate Commissioner Harvey E. Jones

Executive Secretary Douglas K. Paige

Welcome Statement

HON. ALBERT J. MATRICCIANI, JR. (RET.)
CHAIRMAN

COMMISSIONERS
EDWARD L. REISINGER
GRANVILLE TEMPLETON, III, ESQ.

ALTERNATE COMMISSIONER
HARVEY E. JONES



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STACI L. RUSSELL
ASSISTANT EXECUTIVE
SECRETARY



Dear Alcoholic Beverages License Holder,

The Board of Liquor License Commissioners for Baltimore City (BLLC) welcomes you as a current licensee and offers you this packet as assistance in the operations of your establishment. This packet should serve as a guide that highlights important matters that are all found more in depth in the BLLC Rules and Regulations (found on our website and available in print at our offices.) Though each section may apply differently to your license, the overall contents of this packet and the Rules and Regulations should be reviewed by all of our licensees.

We hope that the guidance contained herein will help you to operate your establishment in a way that promotes the peace, quiet, safety, and general welfare of your surrounding community. Should you have questions or need further assistance, a listing of our staff is contained within; please do not hesitate to contact the BLLC for your needs.

We look forward to working with you in partnership.

Thank You,

Douglas K. Paige



License Types and Scope

BEER & WINE

Class "A" - Off Sale package goods - no on-premises consumption - 6 days, 6:00 a.m. - Midnight. No Sunday sales except Sundays between Thanksgiving Day and New Year's Day upon issuance of a special supplemental license for each Sunday. *(As authorized by Alcoholic Beverages Article 12-2003(a)(1)(ii) and 12-2004(a)(1)(iii))*

Class "B" - Restaurants - 7 days, 6:00 a.m. - 2:00 a.m.

Class "C" - Non-Profit Private Clubs - 7 days, 6:00 a.m. - 2:00 a.m.

Class "D" - Taverns - 7 days, 6:00 a.m. - 1:00 a.m.

BEER, WINE & LIQUOR

Class "A" - Off Sale package goods no on-premises consumption - 6 days, 6:00 a.m. - Midnight. No Sunday sales except Sundays between Thanksgiving Day and New Year's Day upon issuance of a special license for each Sunday.

Class "A-2" - Off Sale package goods - 6 days, 9:00 a.m. - Midnight. No Sunday sales except Sundays between Thanksgiving Day and New Year's Day upon issuance of a special license for each Sunday.

Class "A-7" - Off Sale package goods - 7 days, 10:00 a.m. - Midnight.

Class "B" - Restaurants - 7 days, 6:00 a.m. - 2:00 a.m.

Class "B" - Arena License - 7 days, 6:00 a.m. - 2:00 a.m. Issued to stadiums, arenas and large multiple bar facilities.

Class "B" - Hotel/Motel - 7 days, 6:00 a.m. - 2:00 a.m. Issued to hotels and motels with over 100 rooms.

Class "B" - Racing Establishment - 7 days, 6:00 a.m. - 2:00 a.m.

Class "C" - Non-Profit Private Clubs - 7 days, 6:00 a.m. - 2:00 a.m.

Class "D" - Taverns - 6 days, 6:00 a.m. - 1:00 a.m. No Sunday sales except as authorized by *Alcoholic Beverages Article 2004(f)(3)(i) allowing application for 4 supplemental Sundays.*

Class "BD7" - Taverns - 7 days - 6:00 a.m. to 2:00 a.m.

- Each License Class may have different requirements and expectations.
- Special license classes exist in the form of a Market License, Continued Care Facility License, and specific licenses such as Cross Street Market.
- Some of the most important items for each License Class are listed in the following slides.

Class A (A, A-2, A-7) Licenses

- Permitted Operating Hours:
 - Class A: Anytime between 6am and 12am 6 days of the week, Monday through Saturday.
 - Class A-2: Anytime between 9am and 12am 6 days of the week, Monday through Saturday.
 - Class A-7: Anytime between 10am and 12am 7 days of the week, Monday through Sunday.
 - A, A-2, Closed on Sundays except for:
 - Ability to apply for 2 special Sunday license privileges per year
 - Ability to apply for a supplemental Sunday license privilege for each Sunday between Thanksgiving and New Years. (Application deadline Sept. 30th.)
 - No on-premise consumption (to go only, no drinking inside establishment.)
 - *Exemptions for tastings where allowed by law.*
 - Alcohol not to be opened on premises.
 - Remain in compliance with all applicable zoning laws.
- In areas or neighborhoods where public safety is a concern:**
- HD Security Camera system required by law.
 - BLLC strongly encourages not selling ice or cups in order to help deter open containers and public intoxication.
 - All signage to follow zoning guidelines.
 - BLLC discourages sales of drug paraphernalia, knives, and items detrimental to community environment. (*If such items are sold, it must be done in compliance with State and local laws.*)

Class B “Restaurant” Licenses

- Permitted Operating Hours: Anytime between 6am and 2am, 7 days a week.
- On-premise and off-premise sales allowed, no separate package goods section.
- Special approval needed for hours after 2am for FOOD ONLY to patrons seated at tables.
- Must operate as a restaurant. (Fully functioning kitchen, staff to serve meals, service materials, etc.)
- Depending on legislative district requirements: 41% to 65% of sales must be food.
- If in 46th District, licensee must provide an annual food form showing percentage of food sales versus alcoholic beverages sales.



Class C Licenses

- Permitted Operating Hours: Anytime between 6am and 2am 7 days of the week.
- Members Only – Must maintain member and guest log books.
- Remember to notify Liquor Board of changes in contact information, hours, etc.
- All Rules and Regulations still apply, especially considering age requirements and hours of operation.
- On-premise consumption only. No off-premise sales.



Class D Licenses

- Ability to serve on-premise and off-premise.
- Permitted Operating Hours: Know your license type:
 - BW – Beer and Wine only – 6am to 1am 7 days a week
 - BWL – Beer, Wine, and Liquor – 6am to 1am 6 days a week, closed on Sundays, except for:
 - Ability to apply for 4 special Sunday licenses per year



Class BD7 Licenses

- Permitted Operating Hours: Anytime between 6am and 2am 7 days a week, *except in areas with different hours as designated by State law: Park Heights Master Plan Area, Oliver Area, District 40 designated areas (40-1, 40-2, and 40-3), and Irvington Area.*
- Tavern area must be open and operating at all times when package goods are being sold. Failure to do so will result in violations.
- Remain in compliance with all applicable zoning laws.

In areas or neighborhoods where public safety is a concern:

- BLLC highly encourages HD security cameras.
- BLLC strongly encourages not selling ice or cups in order to help deter open containers and public intoxication.
- All signage to follow zoning guidelines
- BLLC discourages sales of drug paraphernalia, knives, and items detrimental to community environment. *(If such items are sold, it must be done in compliance with State and local laws.)*

Operating Safely and Legally

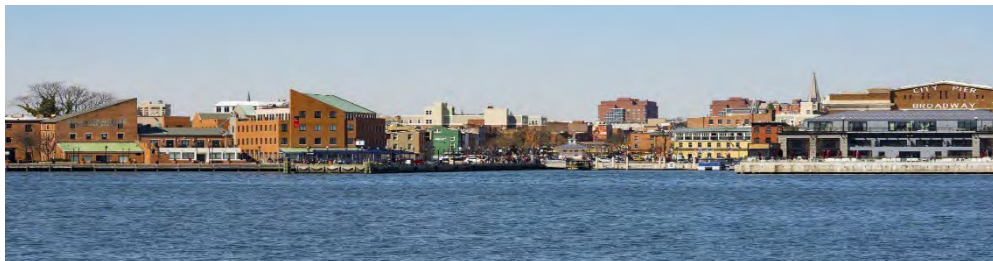
- Check IDs. No serving under 21.
- BLLC strongly encourages all staff serving alcohol to receive alcohol awareness training.
- Don't over serve or serve intoxicated individuals. You have the right to refuse service.
- Keep music and noise to a reasonable level. Keep doors closed to avoid disturbing the community.
- Make sure all employees serving alcohol are the proper age for service. (*Must be at least 18 years of age to serve alcoholic beverages in Baltimore City.*)
- All alcohol must be purchased through approved distributors.
- Employee records must be kept on site and provided to BLLC Inspectors upon request.

Especially in areas where public safety is an issue:

- Maintain a safe and well-lit environment in and around establishment.
- Discourage loitering.
- Call 911 to help with problems: loitering, illegal activity, and keep a log book of your calls for each instance.
- If needed, request business checks from BPD, record in officer log book.
- High Definition video cameras installed inside and outside of premises with ability to record and/or be shared with authorized agencies.

Being a Good Neighbor

- You are part of your community! Be a good neighbor.
- Be active in your community:
 - Baltimore's neighborhood associations are active and involved. Find yours and become an active member:
<http://cityservices.baltimorecity.gov/cad/>
 - Contact BLLC Community Liaison Matt Achhammer if you need assistance finding association information.
- Maintain a clean business:
 - Control trash through dumpsters (or cans for City pickup where allowed).
 - Know your recycling options.
 - Clean premises around business daily.
- If a Memorandum of Understanding exists, follow the agreed upon terms.
- Run your establishment in a way that promotes the peace, quiet, safety, and general welfare of the surrounding community.



Inspection Process

- What to expect during inspection?
 - BLLC Inspectors will look for the following, that should be located on the premises and available for inspection at all times:
 - Current licensing including Liquor License, Health, Fire, Traders License.
 - All licensed areas on premises must be accessible to inspector.
 - Access to employee records (kept on premises).
 - Purchase invoices from authorized distributors or wholesalers.
 - Current and valid Alcohol Awareness Certification (TAM, TIPS, etc.)
 - Clean and operating bathrooms and facilities.
 - Clean and operating three bay sinks for cleaning glassware.
 - Operation of establishment is within scope of license, tavern open and operating.
 - If applicable, open and operating kitchen (Class B Restaurant License.)
 - Operational safety and emergency exits.



Annual Renewal

- ANNUAL Process – EVERY License must BE RENEWED EVERY YEAR.
- Every February information will be sent in a letter to the licensed establishment and will be available online on March 1st.
- Renewal applications are due by March 31st.
- Renewal applications are LATE after March 31 – NO EXCEPTIONS.
 - Late applications incur fines as set by State law.
- If license is not renewed, it could be terminated.
- In order to avoid issues at renewal time, licensees should PROVIDE UP TO DATE CONTACT INFORMATION at all times throughout the year.
- If ownership changes of any kind are being made at Renewal, please contact the BLLC for guidance.

<i>BLLC Use Only:</i> Received by: _____ Invoice #: _____		Application for Renewal of Alcoholic Beverages License Board of Liquor License Commissioners for Baltimore City – Renewal 2024	
License Information – Section 1			
Location Address:			
Trade Name:	Class Type:	Bus Phone:	
Corporate/ Partnership /Entity Name:			
Mailing Address:	City / State:	ZIP Code:	
1. On what floors does your business operate?		2. Where is your alcohol stored?	

Protest of Renewal

Applicable Law – Protest of Renewal

- **Alc. Bev. Art. 4-406 – Protests**
 - **(a) Authorized.** -- A protest against a license renewal may be made by:
 - **(1)** at least 10 signatories who are:
 - **(i)** residents, commercial tenants who are not holders of or applicants for a license, or real estate owners; and
 - **(ii)** located in the immediate vicinity of the licensed premises; or
 - **(2)** the local licensing board on its own initiative.
 - **(b) Hearing required.** --
 - **(1)** If a protest against renewing a license is filed at least 30 days before the license expires, the local licensing board may not approve the renewal without holding a hearing.
 - **(2)** The local licensing board shall hear and determine the protest in the same manner as it hears and determines an original application.
- **Alc. Bev. Art. 12-1805 – Limitations on Protests – Baltimore City Specific**
 - To hear and determine a protest filed against a license renewal, the Board:
 - **(1)** shall consider only issues with respect to a specific complaint as to the operation of the licensed premises; and **(2)** may not consider zoning issues.
- **Alc. Bev. Art. 12–1804.1 –**
 - When determining whether a license should be renewed and, if so, whether any conditions should be attached, the Board may consider the performance of the license holder for the 4-year period immediately before the date of the renewal application.

Transfers

- For any transfer, license must be in compliance and up to date.
- If you are selling the building with a liquor license, or only the license, an application for transfer must be submitted.
- If business is closed, the application for transfer must be submitted before the license expires.
- After Board approval, applicant has 180 days to complete the transfer application. *Alc. Bev. 12-1705(a)*
 - Additional 90 days transfer hardship extension may be requested. *Alc. Bev. 12-1705(b)*
- Monthly Advertisements for Notices of Transfer
 - All applications for transfer are posted in the BLLC's monthly advertisement.
 - Applications for transfer shall be received by the first Tuesday of the month to be included in that month's ad.
 - Once advertised, then a public hearing can be scheduled.
- An application must be advertised, posted, receive preliminary zoning approval, and be in compliance with State law before it can be docketed for a hearing.

Administrative Information

- Closure (*Alc.Bev.Art. 12-2202*):
 - If closing for extended period of time:
 - 1 – 90 days – no action needed.
 - 91 – 180 days – Notify Liquor Board (*Alc.Bev.Art. 12-2203*)
 - If wishing to reopen after 90 days requires a hearing to reopen:
 - Letter requesting to reopen, stating when and why business was closed
 - \$100 hearing fee
 - Remaining closed:
 - Request hardship extension (additional 180 days) before 180 days (\$100 fee)
OR
 - Submit Transfer application
 - LAW: If closed with none of above action for 180 days the license expires by law.
- Renovations:
 - If closing for renovations, notify Board following above closing procedures.
 - If altering how alcohol is being served or stored, notify the Board with letter and new layout.
- Outdoor extensions:
 - Scope: Allows a licensee with on-premise consumption to temporarily expand alcoholic beverage service to exterior spaces immediately adjacent to their premises.
 - Often used to be part of festivals or special events, for example Fells Point Fun Festival.
 - \$200 fee per day, application with letter, plan, footprint details, and permit.

Pub Crawls

- Pub Crawls - **Pub Tour Promoter's Permit**

- **What is considered a Pub Tour?** An event that includes *at least three (3) license holders* whose premises are within walking distance of each other who participate in a *coordinated promotion to sell or provide alcoholic beverages during a specified date and time to a group of 75 or more individuals*.
- **Applications for a pub tour shall be submitted to the BLLC at least forty-two (42) days before the date of the Pub Tour.** *This gives the applicant time to make the proper application for a Special Event permit – as required by the law – with the Baltimore City Department of Transportation (DOT).*
- *A pub tour promoter or a participating license holder on behalf of a pub tour promoter shall obtain the permit from the Board before the pub tour promoter may publicize, sell tickets for, organize, operate, produce, or stage a pub tour.*
 - *The permit authorizes the pub crawl promoter and participating license holders to conduct a pub tour.*
 - *Licensees: If a licensee desires to participate in a pub tour than it is obligated to ensure that all of the proper paperwork is filed by and a pub tour permit is issued to a pub tour promoter or a participating license holder on behalf of a pub tour promoter.*
 - *Failure to ensure that a proper application was filed and pub tour promotor's permit was issued could lead to fines, suspension, and/or a revocation of the licensee's license for participating in a non-sanctioned pub tour.*

- Pub Tour Promoter's Permit – Frequently Asked Question Sheet:

<https://lb.baltimorecity.gov/sites/default/files/Pub%20Tour%20FAQ%202019.pdf>

- Pub Tour Promoter's Permit -

https://lb.baltimorecity.gov/sites/default/files/Pub%20Tour%20Promoter's%20Permit%202019_1.pdf

Ancillary Privileges

- **Catering and Off-Premise Service**
 - No hearing needed.
 - Must be listed as caterer on Health Dept. permit.
 - \$500 fee to add to license.
- **Live Entertainment**
 - Must be allowed on Use and Occupancy certificate, or be added through zoning hearing.
 - If not already approved, may have to make application to zoning, apply to BLLC, then hold a BLLC public hearing to add to license.
 - \$500 fee to add to license
- **Outdoor Table Service**
 - Must be allowed on Use and Occupancy certificate, or be added through zoning hearing.
 - Once approved through zoning, application to BLLC, and public hearing to add to license.
 - \$200 fee to add to license
- **Delivery**
 - All licensees desiring to deliver alcoholic beverages must complete a delivery registration form with original signatures of the licensees and they will receive authorization from the Board before deliveries may be made. Delivery approval will be noted on the licenses.
- **Corkage / Growlers**
 - Effective July 1, 2012, the Board may authorize the holders of Class “B” restaurants and hotel licenses or Class “C” clubs licenses to allow a patron to bring wine onto the licensed premises.
 - Effective July 1, 2012, the BLLC may issue a refillable container license to the holders of any class of alcoholic beverage license except Class “C” or Class MG (Municipal Golf Course) license to sell draft beer for consumption off the premises in a certain refillable container.
 - Frequently Asked Questions – Growlers and Wine Corkage:
https://ilb.baltimorecity.gov/sites/default/files/Frequently%20Asked%20Questions_Growler%20and%20Wine%20Corkage%202019.pdf
 - Application form Growlers and Wine Corkage:
<https://ilb.baltimorecity.gov/sites/default/files/Wine%20Corkage%20and%20Growler%20Fee%20Application%202019.pdf>



Eligibility to Convert from a BD7 to an A-7

- **Conversion of a Class BD7 to a Class A-7 is a Possibility**
 - *Per Alc. Bev. Art. § 12-902.1, licensee(s) may request to exchange their **current** Class "BD7" Beer, Wine, and Liquor License with a Class "A-7"; 7-day Beer, Wine & Liquor (Package Goods) license if the license premises: (1) was issued on or before July 1, 2018; and (2) obtains approval by resolution of the Baltimore City Council. There is an application and issuance fee of \$100.*
- **Scope of A-7 License**
 - A holder of a Class A-7 License may sell Beer, Wine, and Liquor 7 days per week from 10:00 a.m. to midnight for off-premise consumption ONLY.
 - Annual license fee is \$1,500
- **City Council Resolution Required**
 - BEFORE making an application to the Board for a Class A-7 license, the licensee must obtain approval by resolution of the Baltimore City Council
 - All interested applicants should contact their local Councilmember to discuss the possibility of converting their license if they are interested.
 - Please visit the Baltimore City Council webpage to find out more information on how to contact the applicable Councilmember:
<http://www.baltimorecitycouncil.com/>

Community Engagement Initiative

- The Board of Liquor License Commissioners for Baltimore City (BLLC) is working to make sure all stakeholders are connected to our work through our Community Engagement Initiative.
- The BLLC conducts outreach proactively to communities across the City, offering a brief presentation on the operations and capabilities of the Liquor Board (about 10 minutes) and allowing for questions.
- The BLLC encourages **licensees** to be engaged members of your community. Should you need assistance finding your local community association or organization, please contact the Community Liaison.
- Visit the Community Engagement portion of the BLLC website, <https://llb.baltimorecity.gov/community-engagement-initiative>, for the following:
 - BLLC Community Connection – Monthly newsletter
 - Community Stat 6 month, and annual reports

Community Liaison Matt Achhammer can be reached by e-mail at matt.achhammer@baltimorecity.gov, cell phone number (410) 241-6525, or at the main office (410) 396-4377.



Resources

- **BLLC Website:** <https://llb.baltimorecity.gov/>
- Rules and Regulations
 - <https://llb.baltimorecity.gov/rules-regulations>
- BLLC Standard Operating Procedures
 - <https://llb.baltimorecity.gov/rules-regulations/bllc-sop-manuals>
- Hearing Schedule: <https://llb.baltimorecity.gov/hearings-schedule>
- Watch hearings live on CharmTV: <http://www.charmtv.tv/>
- Online video archive of recorded liquor board hearings:
<https://www.youtube.com/playlist?list=PLHAa8zfKf5XO-mNimsy6FfCOD5wbgXNLU>
- Board Decisions: <https://llb.baltimorecity.gov/hearing-dispositions>
- Notices of Transfer (Advertisements): <https://llb.baltimorecity.gov/notice-of-transfers>
- Community Connection Monthly Newsletter:
<https://llb.baltimorecity.gov/community-engagement-initiative>
- Liquor License Online Library -
<https://bllcrecords.baltimorecity.gov/docushare/dsweb/HomePage>
 - How to search liquor license documentation:
https://llb.baltimorecity.gov/sites/default/files/How%20to%20Search%20Liquor%20License%20Documentation_0.pdf
- Baltimore City Zoning: <https://dhcd.baltimorecity.gov/ce/zoning>
- Baltimore City Planning Department: <https://planning.baltimorecity.gov/>
- Baltimore City Dept. of Transportation: <https://transportation.baltimorecity.gov/>
- Maryland Alcohol Tobacco Commission:
<https://www.marylandtaxes.gov/divisions/atc/index.php>

BLLC Contact Information

- **BLLC Website:** <https://llb.baltimorecity.gov/>
- **Agency Staff (as of April 2024)**
 - Douglas K. Paige, Executive Secretary, Douglas.Paige@baltimorecity.gov
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 - Steven Han – Agent
 - Andy Perez – Agent
 - Terri Chase – Agent
 - Cindy-Leigh Tudhope – Inspector
 - Rosalba Jordan - Inspector
 - Kenyatta Washington – Inspector
 - Regina Brown– Inspector
 - Zain Nazir - Inspector
- **Administrative Staff**
 - Shena Branch - Office Assistant
 - Jared Ramsey - Office Assistant
 - Kirsten Robinson - Office Assistant
 - Sophia Reid-Marsh - Accountant
- **Appellate Counsel**
 - Alice G. Pinderhughes, Esq.