

Frequently Asked Questions – BLLC Renewal Process 2019

1. What is the renewal period and when are applications due?

*Answer: The renewal period for 2019-2020 begins March 1, 2019 – March 31, 2019. All applications are due by March 31, 2019. Any applications received after March 31, 2019 are subject to a late penalty of \$50 per day, not to exceed \$1500. **A renewal application shall receive a time stamp only after it has been submitted, payment has been made, and the agency deems the application complete.***

2. What do I need to bring to renew my licensee?

*Answer: A completed and notarized 2019 application, a check and/or money order made payable to the **DIRECTOR OF FINANCE** for application processing fee \$50.00. Once the 2019 renewal application has been processed you will be notified (mail and/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 46th Legislative District Class “B” Beer, Wine, and Liquor Restaurant Food form needs to be completed, certified by your accountant, and submitted before the BLLC will issue your 2019-2020 license. ****

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

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

- **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.
- **Licensee Pick Up:** The licensee or his or her authorized designee may pick up the license during the BLLC hours of operation: 8:30 am to 4:30 pm Monday through Friday.

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

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

5. When can I pick up my license?

Answer: After the BLLC reviews your application and approves of the renewal of your license for 2019-2020, you shall receive a letter from the BLLC stating that your license is ready to be picked up. This letter will list the certificate number of your license and provide you with the annual renewal fee for the license and if applicable any additional ancillary services.

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

Answer: All requests for a waiver/reduction of late fees must be made via submission of the Late Fee Waiver Request Form. A copy of the form shall be provided by staff upon request. Upon receipt, the Chairman or his or her designee shall review the request and make a determination if a waiver/reduction of late fees should be applied. If granted, BLLC staff shall contact licensee(s) to ensure that payment is properly processed.

7. Does a “Sales tax hold” or failure to maintain “Good Standing” of my business, or outstanding fines/fees other obligations to the BLLC delay my license renewal?

Answer: Yes, these items can delay the issuance of your license. 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 2019 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 JaredN.Ramsey@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 to attach any additional documentation to my renewal application?

Answer: Generally, No. However, if you are a Class "B" Beer, Wine, and Liquor Restaurant licensee in the 46th Legislative District, then you must also submit a "food form" that is accompanied by an affidavit of a licensed certified public accountant.

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: If you strictly wish to change your name for License Year 2019-2020, please check "Yes" in the "Name Change from 2018" section. If, during the past license year, you have moved to a new home address, please enter your new home address in the space provided.

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

*Answer: If you are **changing** the city resident and taxpayer on your license at renewal, you must provide proof that the applicant has lived in the city, owns property, and pays taxes on that property within 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 Alc. Bev. Art § 3-802 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 application processing fee is \$50.00, and is non-refundable.***