

Frequently Asked Questions – BLLC Renewal Process 2024

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

*Answer: The renewal period for 2024-2025 begins March 1, 2024 – March 31, 2024. All applications are due by March 31, 2024. Any applications received after March 31, 2024 are subject to a late penalty of \$50 per day, not to exceed \$1,500. **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 submit to the BLLC to renew my license?

*Answer: A completed and notarized 2024 application, a check and/or money order made payable to the **“DIRECTOR OF FINANCE”** for application processing fee of \$50.00. Once the 2024 renewal application has been processed you will be notified (via phone and/or electronic mail) to provide payment 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 2024-2025 license.****

**** Note that all Class “A” Beer, Wine, and Liquor license, Class “A-2” Beer, Wine, and Liquor license, and Class “A-7” Beer, Wine, and Liquor license holders must submit the affidavit attesting that you have a digital surveillance system with high-definition cameras that provide continuous, 24-hour video monitoring without audio recording capacity. ****

3. 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 a Late Fee Waiver Request Letter. 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) and provide a form to the licensees to complete in order for payment to be properly processed.

4. 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 if you have outstanding obligations to this agency, or an obligation with the Director of Finance for the City of Baltimore, your 2024-2025 renewal license will not be released until these issues are resolved.

5. 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 the office at (410) 396-4377. **This request may take multiple business days to complete given the number of requests during the renewal period. Cost per copy is \$3.00.***

6. 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.

7. What if I moved and/or got married?

Answer: If you strictly wish to change your name for License Year 2024-2025, please provide documentation showing the change. If, during the past license year, you have moved to a new home address, please enter your new home address in the space provided.

8. 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 currently lives in the city and pays taxes within Baltimore City. This is a continuing requirement under State law, and you must always have someone on your license who qualifies as a City resident or taxpayer.*

9. Does the BLLC offer Notary Public services?

*Answer: **No.** The BLLC does not offer notary services and will not accept applications that have not been notarized properly.*

10. What happens if a 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. Please provide a copy of the death certificate, a certified letter of administration (if applicable) to show the deceased Personal Representative or filing of the will.

11. 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.***