

Frequently Asked Questions – BLLC Renewal Process 2025

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

*Answer: The renewal period for 2025-2026 begins March 1, 2025 – March 31, 2025. All applications are due by March 31, 2025. Any applications received after March 31, 2025 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 2025 application, a check and/or money order made payable to the **“DIRECTOR OF FINANCE”** for the application processing fee of **\$78.00**. Once the 2025 renewal application has been processed you will be notified to provide payment for the yearly license fee, which should be made payable to the **“DIRECTOR OF FINANCE.”***

**** Renewal applications for Class “B” Beer, Wine, and Liquor licenses located within the 46th Legislative District must include a notarized food form that has been completed by a Certified Public Accountant. The 2025-2026 license will not be issued until this form is received by the BLLC.***

**** 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 a completed affidavit indicating that the licensed establishment is equipped with a high-definition digital surveillance system that provide continuous, 24-hour video monitoring without audio recording capacity. The 2025-2026 license will not be issued until this form is received by the BLLC.***

3. What is the process if I’m in the middle of a transfer of ownership?

Answer: The 2025 renewal application will still need to be submitted by March 31, 2025 in order to be deemed timely. If the license has not transferred at the time of application submission, the current licensees must complete the renewal application and pay the application fee of \$78. If the renewal application is submitted after March 31, 2025 at the time of the transfer, a late fee will be assessed.

4. 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 at the same time as the renewal application. 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 the amount owed. However, non-payment will delay the license from being issued.

5. 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 2025-2026 renewal license will not be released until these issues are resolved.

6. 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.***

7. 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.*

8. 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.

9. 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.*

10. 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.*

11. What happens if a licensee has died in the last year?

Answer: There are certain provisions under Alcoholic Beverages & Cannabis Article Title 4, Subtitle 8 and § 12-2302 that specifically apply to the death of a licensee and transfer that will take place. You will be required to provide a copy of the death certificate and other documentation. If you have any questions, please call the office at 410-396-4377.

12. What are the forms of payment 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 \$78.00 and is non-refundable.

13. Have administrative and license fees changed this year?

Answer: Yes. During the 2024 legislative session, the Maryland General Assembly approved an increase of all administrative and liquor license fees assessed within Baltimore City. The new fees went into effect on July 1, 2024, and are as follows:

NEW BLLC FEES

House Bill 733/Senate Bill 895 adopted by the Maryland General Assembly in the 2024 legislative session, increased the alcoholic beverage licensing fees in Baltimore City, effective July 1.

License Type	New Fee
ANNUAL LICENSES	
Renewal Application Fee	\$78
Class A Wine	\$250
Class A Beer & Wine	\$171
Class A and A-2 Beer, Wine & Liquor	\$2,060
Class A-7 Beer, Wine & Liquor	\$2,336
Class B Beer & Wine	\$310
Class B Beer, Wine & Liquor (<200)	\$2,060
Class B Beer, Wine & Liquor (>200)	\$2,060
Class B Hotel/ Motel License	\$10,108
Class B Market Place License	\$8,580
Class B Arena License	\$21,780
Class B-D-7 Beer, Wine & Liquor	\$2,336
Class C Beer & Wine	\$128
Class C Beer, Wine & Liquor	\$860
Class D Beer (Brewery)	\$300
Class D Beer & Wine	\$260
Class D Beer, Wine & Liquor	\$1,284
Class VLF Video Lottery Facilities (Casino)	\$17,500
Class VLC Video Lottery Concessionaire (Casino)	\$7,500
Class B Racetracks (Per day)	\$100
Class M-F (Municipal Family Fun Center)	\$500
Class LM-G Golf Course	\$936

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