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STATE OF MARYLAND  
**BOARD OF LIQUOR LICENSE COMMISSIONERS**  
FOR BALTIMORE CITY  
1 N. CHARLES STREET, SUITE 1500  
BALTIMORE, MARYLAND, 21201-3724  
PHONE: (410) 396-4377

February 1, 2019

Dear Licensee(s):

On March 1, 2019 the alcoholic beverages license renewal process for the Board of Liquor License Commissioners for Baltimore City (BLLC) begins. As per State law, the license renewal season ends on March 31, 2019. If your renewal application and processing fee of \$50 has not been submitted and accepted by the BLLC either in person or via mail by March 31, 2019 it will be deemed late.<sup>1</sup>

For your convenience, we have enclosed the 2019 renewal application along with a FAQ (Frequently Asked Questions) sheet. The renewal application, along with the FAQ sheet, and other applicable renewal documents, can be located and downloaded from our website: <http://llb.baltimorecity.gov/renewal>. Please note that all of these documents are posted online as fillable PDF documents.

To successfully submit your 2019 alcoholic beverages renewal application to the BLLC you must perform the following:

- Submission of a complete application, which requires the licensees to answer all applicable questions in the renewal application. If you believe a section does not apply to you, please write "N/A" on the application.
- Submission of an application that includes the notarized signatures of all licensees.
- If you are a Class "B" Beer, Wine, and Liquor Restaurant licensee in the 46<sup>th</sup> Legislative District, then you must also submit a "food form" that is accompanied by an affidavit of a licensed certified public accountant.
- Payment of a \$50 renewal application processing fee by check or money order made payable to the "Director of Finance."

***For each day that the application is late, a late fee of \$50 per calendar day will be imposed, not to exceed \$1,500. A renewal application shall receive a time stamp only after payment has been made and the agency deems the application complete for submission.***

If you have any questions or concerns regarding the alcoholic beverages license renewal process, please do not hesitate to contact our office at 410-396-4377.

Sincerely,

A handwritten signature in blue ink that reads "Douglas K. Paige".

Douglas K. Paige  
Executive Secretary

<sup>1</sup> Please note that if you choose to mail your completed application and processing fee of \$50 to the BLLC, then it should be postmarked no later than March 31, 2019, or it will be considered late, and a late fee of \$50 per calendar day will be imposed not to exceed \$1,500.