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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 25, 2021

Dear Licensee(s):

On March 1, 2021 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, 2021.<sup>1</sup> If your renewal application and processing fee of \$50 has not been submitted, time-stamped and accepted by the BLLC via mail by March 31, 2021 it will be deemed late.<sup>2</sup> Due to the health and safety regulations as a result of the ongoing COVID-19 pandemic, our offices are currently closed to the public. As such, completed renewal applications will be accepted only via U.S. Mail or courier mail service.

For your convenience, we have enclosed the 2021 renewal application along with a FAQ (Frequently Asked Questions) sheet. The renewal application, FAQ sheet, and other applicable renewal documents can also be found on our website: <http://lb.baltimorecity.gov/renewal>.

To successfully submit your 2021 alcoholic beverages renewal application, please 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, write "N/A" on the application.
- Submission of an application that includes the notarized signatures of all licensees.
- If you hold a Class "B" Beer, Wine, and Liquor Restaurant license in the 46<sup>th</sup> Legislative District, then you must also submit a "food form" accompanied by an affidavit of a licensed certified public accountant.
- If you hold a Class "A" Beer, Wine, and Liquor license, a Class "A-2" Beer, Wine, and Liquor license or a Class A-7 Beer, Wine, and Liquor license then you must also submit an affidavit attesting you maintain and operate a surveillance system equipped with high-definition cameras that provide continuous, 24-hour video monitoring **without** audio recording capacity placed inside and outside the licensed premises.<sup>3</sup>
- 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.***

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,

*Douglas K. Paige*

Douglas K. Paige  
Executive Secretary

<sup>1</sup> Notwithstanding any unique circumstances caused by the COVID-19 pandemic this past year, per state law, **your current license will expire at the end of April 2021.** To continue selling alcoholic beverages in 2021-2022, **you must renew your license.**

<sup>2</sup> Please note that your completed application and processing fee of \$50 should be postmarked no later than March 31, 2021, or else it will be considered late, and a late fee of \$50 per calendar day will be imposed not to exceed \$1,500.

<sup>3</sup> See Md. Code Ann., Alc. Bev. § 12-1804.2.