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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 7, 2022

Dear Licensee(s):

On March 1, 2022 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, 2022. 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, 2022 it will be deemed late.¹ 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 U.S. Mail, courier mail service (UPS, FedEx, etc.) or the BLLC's drop box outside our office doors.²

For your convenience, we have enclosed the 2022 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 2022 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 46th 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.³
- 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

¹Please note that your completed application and processing fee of \$50 should be postmarked no later than March 31, 2022, or else it will be considered late, and a late fee of \$50 per calendar day will be imposed not to exceed \$1,500.

²Please see BLLC SOP 2.26 for Drop Box Information <https://lb.baltimorecity.gov/sites/default/files/Drop%20Box%20SOP%202.26.pdf>.

³See Md. Code Ann., Alc. Bev. § 12-1804.2.