

## **2022-2023 LIQUOR LICENSE RENEWAL INSTRUCTIONS**

### **TO ALL LICENSE HOLDERS:**

The 2021-2022 alcoholic beverage license for your business will expire **April 30, 2022**. Below you will find a link for an online renewal application which must be filled out **completely by March 30, 2022**. **Once your renewal application is approved, you will need to mail or drop off a CHECK FOR YOUR ANNUAL FEE between March 1, 2022 and April 1, 2022.**

**Here is the link you will use to access the online renewal application:**

**[https://services.howardcountymd.gov/hcportal?id=sc\\_cat\\_item\\_311&sys\\_id=0f1ebe89db07b8508ef041db139619e1](https://services.howardcountymd.gov/hcportal?id=sc_cat_item_311&sys_id=0f1ebe89db07b8508ef041db139619e1)**

- **The liquor renewal application link can also be found on the Liquor Board Website: <https://cc.howardcountymd.gov/Liquor-License>**

*The amount of the fee is listed on page 3 and can be found in the Rules and Regulations for the Board of License Commissioners and the Alcoholic Beverage Hearing Board on page 48. Additionally, the renewal fee will populate in the online renewal application.*

Please make the check payable to **Director of Finance for Howard County**. Mail to: ***Board of License Commissioners, c/o Board Administrator, 3430 Court House Drive, Ellicott City, Maryland 21043.***

Please note that any changes since your last application must be reported to the Board.

Along with the renewal application, **licensees holding a Class B or a Class D license**, shall submit the annual sales from his/her Certified Public Accountant, or equivalent statement, certifying the percentage of gross revenue from the sale of food, and the percentage of gross revenue from the sale of alcoholic beverages for the purpose of ensuring the renewal of the proper class of license. Please mail to: ***Board of License Commissioners, c/o Board Administrator, 3430 Court House Drive, Ellicott City, Maryland 21043 or email to [liquoradmin@howardcountymd.gov](mailto:liquoradmin@howardcountymd.gov). All correspondence must include Applicant's Trade Name, Corporate Name, and Business CR Number.***

Incomplete applications cannot be processed.

Applications for renewal of licenses must be filed between March 1st and April 1st of each year. **A \$50.00 per day penalty** will be charged every day after the deadline of April 1, 2022. Failure to do so shall result in non-renewal of the license or a penalty of \$50 per day for every day the application is late. The late application must be postmarked by May 1 or delivered to the Liquor Board office by 5 p.m. on May 1 or a license expires by operation of law and may not be renewed. Since May 1, 2022 falls on a Sunday this year, the late application must be postmarked by May 2, 2022 or delivered to the Liquor Board office by 5 p.m. on May 2, 2022.

Any holds place by the Fire Inspector **must be completed prior** to your renewal being issued. In addition, any delinquent taxes due and owed to the State of Maryland or Howard County **must be**

**paid prior** to the renewal of your license. These taxes include Maryland Withholding Tax, Admission and Amusement Tax and Retail Sales Tax.

Upon approval and after renewal fee is paid, the 2022-2023 Liquor License will be available to print, during the week of **April 18<sup>th</sup>, 2022**. If you have questions or need help accessing the online renewal application, please email the Board Administrator at [liquoradmin@howardcountymd.gov](mailto:liquoradmin@howardcountymd.gov) or call (410) 313-2395.

## **CLASSES AND FEES**

### **Class A - Package Goods**

- Class A Beer \$ 150
- Class A Beer & Light Wine) \$ 175
- Class A-1 (7-day) Beer, Wine & Liquor \$ 900
- Class A-2 (6-day) Beer, Wine & Liquor \$ 700
- Class A (Winery) Light Wine) \$ 50

### **Class B - Restaurant and Hotels**

- Class BLX -Luxury Restaurant \$2,000
- Class B Beer, Wine & Liquor \$1,000
- Class B Beer, Restaurant \$ 150
- Class B Beer & Light Wine, Restaurant \$ 175
- Class B-SBW – Restaurant and Class B Beer, Wine, & Liquor (B-SBW) \$ 500

### **Class C – Clubs, Conference Centers, Retirement Communities, etc.**

- Class C Clubs, Beer & Light Wine \$ 150
- Class C Beer, Wine & Liquor \$250
- Country Clubs, Beer, Wine & Liquor \$1,500
- Veterans Clubs, Beer only \$ 25
- Beer, Wine & Liquor \$ 250
- Conf. Center, Beer, Wine & Liquor \$700
- Class C, Affiliate of International Organization of Police \$ 500
- Class C, Continuing Care Retirement \$ 250

### **Class D - Taverns**

A Class D tavern license issued prior to November 1, 1981, may continue to be renewed on the same terms and conditions in effect at that time.

- Class D Beer \$ 150
- Class D Beer & Light Wine \$ 175
- Class D Beer, Wine & Liquor
- 7-day consumption only on licensed premises \$1,000
- 6-day consumption only on licensed premises \$ 600
- 7-day on & off premise consumption \$1,000
- 6-day on & off premise consumption \$ 800

### **Class GC - Golf Course**

- Beer, Wine & Liquor \$1,500
- Beer and Light Wine \$ 350
- Race Track License \$1,000