

LICENSE RENEWALS

- ❖ Renewal applications **MUST** be received **ON or BEFORE March 3rd**. If March 3rd falls on a weekend, the renewal is due on or before the business day prior to March 3rd.
- ❖ There is **no grace period**. If the renewal application is not received by the deadline then your license will expire April 30th and you will not be able to sell any alcoholic beverages. Any grandfathered privileges (ie: drive-thru windows) will be permanently lost.
- ❖ Renewal packages are sent out in mid-January to the mailing address on record for your business. If your mailing address has changed you are required to notify this office in writing.
- ❖ Renewals will be rejected for the following reasons:
 - Incomplete – missing information
 - Renewals filled out in pencil – must be typed or filled out in black ink
 - Licensee or business information listed on renewal different than on current license or record
 - Incorrect, incomplete or fraudulent notarizations
 - Any perjuringly given information or statement on renewal application
 - Late filing
- ❖ All renewal applications must be accompanied by copies of the current Traders License & Maryland Sales & Use Tax certificate
- ❖ Restaurants must file a notarized ratio report with the renewal
- ❖ Specialty businesses must include a copy of any current licensure required to operate as said specialty – (ie: salons would require a copy of their current cosmetology licensure).
- ❖ Renewed licenses must be picked up by April 30th or the last business day prior to April 30th. Failure to do so will result in fines
- ❖ All taxes must be paid & in good status prior to picking up the renewed license.
- ❖ Renewed licenses not picked up by May 31st or the last business day prior to May 31st will void the renewal. The business will have to go through the process of applying for a new license – all grandfathered privileges will be lost – no alcohol may be sold until a new application is approved by the Alcohol Beverage Board.

***For more information see the
Local Rules & Regulations.***

***Detailed information will be included in the
renewal package mailed out in January.***