



Office of the Board of License Commissioners for Howard County

George Howard Building
3430 Court House Drive
Ellicott City, Maryland 21043-4392

COUNCILMEMBERS

David Yungmann, Chair
Opel Jones, Vice Chair
Deb Jung
Christiana Rigby
Liz Walsh

Kel Berg
Administrator, Acting

2023-2024 LIQUOR LICENSE RENEWAL INSTRUCTIONS

TO ALL LICENSE HOLDERS:

The 2023-2024 alcoholic beverage license for your business will expire **April 30, 2023**. Below you will find a link for an online renewal application which must be filled out **completely by March 30, 2023**. Once your renewal application is approved, you can pay online; mail; or drop off a check for your annual fee between **March 1, 2023 and April 1, 2023**.

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

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

*The amount of the fee for your establishment is listed below under **CLASSES AND FEES** and may be found in the Rules and Regulations for the Board of License Commissioners and the Alcoholic Beverage Hearing Board. 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**.

Applications for renewal of licenses must be filed between March 1st and April 1st of each year. Failure to do so shall result in non-renewal of the license or a **penalty of \$50 per day** after April 1, 2023 for every day the application is late. The late application must be completed by **May 1 by 5 p.m. or a license expires by operation of law and may not be renewed**.

Incomplete applications will not be processed, and paper copies will not be accepted.

Upon approval and after renewal fee is paid, the 2023-2024 Liquor License will be emailed to all licensees as a PDF attachment to print, during the week of **April 17th, 2023**. If you have questions or need help accessing the online renewal application, please email liquoradmin@howardcountymd.gov or call (410) 313-3114.

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

CLASS B or D - REQUIRED DOCUMENTATION

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. **All correspondence must include Applicant's Trade Name, Corporate Name, and Business CR Number.**

HOLDS ON LIQUOR LICENSE ACCOUNTS

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.

For HOLDS for Fire – Jonathan Shim at jshim@howardcountymd.gov (410-313-5928)

For HOLDS for Property Tax – Melvin Daniels at elicense@howardcountymd.gov (410-313-1160)

For HOLDS for State Tax – CDCOLLECTIONBIZZ@MARYLANDTAXES.GOV OR call one of the Representatives listed below:

Ron Carr	(410)767-6754	Charney Jefferson	(667)401-2742
Maranita Drummond	(410)767-6532	Connie Snooks	(410)767-1677
India Phillips	(667)401-2816	Lategra Yates	(410)767-1316

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 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