

**RENEWAL APPLICATION INSTRUCTIONS**  
**2024-2025 ALCOHOLIC BEVERAGE LICENSE**

- Renewal applications for the Licensing Year beginning May 1, 2024, are available **ONLINE** at [www.hclcb.org](http://www.hclcb.org) beginning **February 1, 2024**. Paper copies are available for pick up at the Board Office.
- Completed Renewal Applications must be filed by **March 15, 2024**, with a renewal processing fee of **\$150.00\***. Only Cash or Checks (made payable to Harford County Liquor Control Board) will be accepted.
- The Board Office has a locked drop box located outside the front door. Renewal applications may also be submitted via this drop box or via postal mail. **Applications submitted via the drop box must be IN THE DROP BOX by close-of-business on March 15, 2024; and applications received via postal mail must be POSTMARKED by March 15, 2024.**
- You may pay your **Annual License Fee** at the same time; however, it must be submitted as a **SEPARATE CHECK**. **PLEASE NOTE: You are still responsible for picking your license up from the Board office by April 30, 2024.**
- Applications received **after March 15, 2024**, will be charged an additional **\$500.00\* late fee** (total \$650). Please file your application early to avoid the late fee.
- Applications submitted **after April 1, 2024**, will be **held by the Board for a period of 30 days** before further action is taken and **will result in the License Holder being unable to serve or sell alcoholic beverages for the time between the expiration of the prior license and the approved effective date of the Renewal License.**
- Tax Clearances from Harford County (**Revenue Collections @ 410-638-3290 or [pmanis@harfordcountymd.gov](mailto:pmanis@harfordcountymd.gov)**) and the State of Maryland (**See contact information document on the Board's website**) must be **received by April 30, 2024**, regardless of whether your Renewal Fee and/or License Fee are paid. **Please note that both the County and the State require all payments to be made in certified/guaranteed funds, and payment processing for the State takes 15 business days. Licenses will not be released** without approval from both tax agencies. You must have a valid license to make sales.
- Your business must be in **Good Standing** with the State. To check the status, contact the **State of Maryland at 410-767-1330** or online at [www.dat.state.md.us](http://www.dat.state.md.us). **Keep in mind**, your Renewal Application must be submitted by the **March 15, 2024, deadline; and all outstanding tax issues, good standing, etc., must be satisfactorily resolved by April 30, 2024.**
- You are required to have both a valid **Worker's Compensation Insurance ("WCI") Certificate** and employees with valid **Alcohol Awareness Training ("AAT")**. Please include a copy of your WCI certificate (Form ACORD 25, from your insurance carrier) and a list of your employees with AAT (including training expiration date) with your Renewal application.
- **Food Alcohol Sales Ratio Report:** Holders of Class B-BWL, B3-BWL, BNR, B-Café, and B-Fine Dining Licenses must complete and submit an **Annual Food Alcohol Ratio Report** (including all required attachments) **via email at [contact@hclcb.org](mailto:contact@hclcb.org) by March 15, 2024.**

**LICENSES MAY BE PICKED UP AT THE BOARD OFFICE BETWEEN  
APRIL 24, 2024 AND APRIL 30, 2024**

**(THE BOARD OFFICE IS CLOSED SATURDAY, APRIL 27, 2024 AND SUNDAY, APRIL 28, 2024)**

**PAYMENT OF LICENSE FEE IS REQUIRED TO PICK UP YOUR LICENSE.**

**RENEWAL APPLICATION DEADLINES**

- ✓ **Friday, March 15, 2024:** Last day to submit the Renewal Application without incurring late fees
- ✓ **Monday, April 1, 2024:** Last day to file Renewal Application
- ✓ **Tuesday, April 30, 2024:** Last day to pay for & pick up the 2024-2024 Alcohol License
- ✓ **Wednesday, May 1, 2024:** State Law requires the 2024-2024 Alcohol License be posted at your facility when you open for business.

**\*Denotes new processing fees effective January 1, 2024**



DATE RECEIVED	
<input type="checkbox"/> In Person	<input type="checkbox"/> Drop Box
<input type="checkbox"/> Mail	<input type="checkbox"/> Email

**APPLICATION FOR LICENSE RENEWAL  
 2024-2025 LICENSE YEAR**

This Application must be filed on or before **MARCH 15, 2024**, with a \$150 Processing Fee. **Late applications** will be assessed an additional \$500 late fee. **APPLICATIONS FILED AFTER APRIL 1, 2024, WILL NOT BE CONSIDERED BY THE BOARD FOR UP TO THIRTY (30) DAYS, WHICH WILL RESULT IN THE INABILITY TO SELL ALCOHOL AFTER MAY 1, 2024, AND UNTIL A FURTHER DETERMINATION IS MADE.**

(1) MD Sales & Use Tax License No.: 

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(2) Individual / Business Entity Name: \_\_\_\_\_  
 Sole Proprietorship     Corporation     Limited Liability Company     Partnership

(3) Trade Name: \_\_\_\_\_

(4) Premise Address: \_\_\_\_\_  
(Street Address / City / State / Zip)

(5) Business Mailing Address: \_\_\_\_\_  
(Street Address / City / State / Zip)

(6) Business Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

(7) Business Website: \_\_\_\_\_

(8) Hours/Days Business is Open:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

(9) License Class: \_\_\_\_\_ License Fee: \_\_\_\_\_  
 Restaurant     Hotel     Tavern     Club     On Sale     Off Sale     6-Day     7-Day

(10) Are you applying for a **Beer & Wine (BWT) Tasting** License (Class A-BW-Off Sale Only Licenses)?  
 365 Days @ \$225     52 Days @ \$150     26 Days @ \$100     N/A

(11) Are you applying for a **Cordial, Beer & Wine (CBWT) Tasting** License (Class A1-BWL-Off Sale Only Licenses)?  
 365 Days @ \$400     52 Days @ \$200     26 Days @ \$125     N/A

(12) Are there any changes to the facts and information from your last issued alcoholic beverage license? (such as **address change(s), license holder name change(s), change of license holder(s), criminal convictions [to include serious traffic violations], change(s) in ownership percentage, change(s) in corporate officers, change(s) to floor plan/layout, etc.**)  
 Yes     No    IF YES, EXPLAIN on separate sheet of paper and attach.

(13) **Annual Food & Alcohol Ratio Report:** Holders of a Class B-BWL, B3-BWL, BNR, B-Café, or B-Fine Dining License must submit a completed Food & Alcohol ratio Report (including all required attachments) via email at [contact@hclcb.org](mailto:contact@hclcb.org) by **March 15, 2024**.  
 Emailed on: \_\_\_\_\_  N/A  
(Date Emailed)

**TO THE COMMISSIONERS OF THE LIQUOR CONTROL BOARD FOR HARFORD COUNTY, MD:**

Each of the Applicants listed below applies for renewal of the license now held, and submits the following required information in support of renewal:

**(14) APPLICANTS: Must be completed by each Applicant.**

**(a)** \_\_\_\_\_ (First Name / Middle Initial / Last Name) \_\_\_\_\_ (Corporate / L.L.C. Title) \_\_\_\_\_ (% Interest Held)  
\_\_\_\_\_  
(Home Address / City / State / Zip) \_\_\_\_\_ (County) \_\_\_\_\_ (For How Long?)  
\_\_\_\_\_  
(Email Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Cell Phone)

Are you the Responsible Operator?  Yes  No      Is the Affidavit of Responsibility on file?  Yes  No  N/A

**(b)** \_\_\_\_\_ (First Name / Middle Initial / Last Name) \_\_\_\_\_ (Corporate / L.L.C. Title) \_\_\_\_\_ (% Interest Held)  
\_\_\_\_\_  
(Home Address / City / State / Zip) \_\_\_\_\_ (County) \_\_\_\_\_ (For How Long?)  
\_\_\_\_\_  
(Email Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Cell Phone)

Are you the Responsible Operator?  Yes  No      Is the Affidavit of Responsibility on file?  Yes  No  N/A

**(c)** \_\_\_\_\_ (First Name / Middle Initial / Last Name) \_\_\_\_\_ (Corporate / L.L.C. Title) \_\_\_\_\_ (% Interest Held)  
\_\_\_\_\_  
(Home Address / City / State / Zip) \_\_\_\_\_ (County) \_\_\_\_\_ (For How Long?)  
\_\_\_\_\_  
(Email Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Cell Phone)

Are you the Responsible Operator?  Yes  No      Is the Affidavit of Responsibility on file?  Yes  No  N/A

**(d)** \_\_\_\_\_ (First Name / Middle Initial / Last Name) \_\_\_\_\_ (Corporate / L.L.C. Title) \_\_\_\_\_ (% Interest Held)  
\_\_\_\_\_  
(Home Address / City / State / Zip) \_\_\_\_\_ (County) \_\_\_\_\_ (For How Long?)  
\_\_\_\_\_  
(Email Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Cell Phone)

Are you the Responsible Operator?  Yes  No      Is the Affidavit of Responsibility on file?  Yes  No  N/A

(15) **Name of Business Entity** (If Applicable): \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Corporation**       **Limited Liability Company**       **Partnership**

List **ALL** Stockholders / Interest Holders / Partners: (Attach separate sheet, if needed.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Percentage: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address / City / State / Zip) (Phone Number)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Percentage: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address / City / State / Zip) (Phone Number)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Percentage: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address / City / State / Zip) (Phone Number)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Percentage: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address / City / State / Zip) (Phone Number)

**AFFIDAVITS**

(16) Do you currently have, and wish to maintain, permission for **service on an outdoor patio or deck**?

**Yes**       **No**       **N/A**

(17) Do you currently have, and wish to maintain, permission to make **retail deliveries**? (Class A & A-1 Licenses Only)

**Yes**       **No**       **N/A**

(18) Do you currently **cater food and alcoholic beverages** off-premises?

**Yes**       **No**       **N/A**

If so, do you have a:  **Statewide Catering License** (issued by the State of Maryland)

**License No:** \_\_\_\_\_

(19) Do you currently have, and wish to maintain, permission to keep **cooking liquor** on the premises (Class B1 Licensees only)?

**Yes**       **No**       **N/A**

(20) Do you currently have, and wish to maintain, permission to allow **Wine Corkage**? (Available only to Class B & Class C Licensees)

**Yes**       **No**       **N/A**

(21) Do you currently have, and wish to maintain, a **Growler Permit**? (Available only to Class A – A1 – Class B & D with Off-Sale)

**Refillable Container (\$50 Annual Fee Required)**       **No**       **N/A**  
 **Non-Refillable Container (\$50 Annual Fee Required, unless a Refillable Container permit is also held)**

(22) Do you currently have an **Off-Site Storage Permit**? (For off-premises storage of alcohol inventory; issued by the State of MD)

**Yes (attach copy)**       **No**

(23) **\*\*\*Attach copy of current Worker's Compensation Insurance Certificate** (Form ACORD 25, from your insurance carrier).

(24) **\*\*\*Attach a list of employees with valid Alcohol Awareness Training, including expiration dates.**

**Extract from Alcoholic Beverages (AB) Article § 6-330 of the Annotated Code of MD:** "If any signed statement, affidavit or oath required under the provisions of this Act shall contain any false statement, the offender shall be deemed guilty of perjury, and upon indictment and conviction thereof, shall be subject to the penalties provided by law for that crime."

All the facts and information contained in the original application upon which the present license was issued are true and unchanged to this time (or have been changed as noted above in Section 12).  AGREE

I do solemnly declare and affirm under the penalties of perjury that the content of the foregoing document are true and correct to the best of my knowledge, information, and belief.  AGREE

**Under the Alcoholic Beverage Laws of Maryland:** I/We hereby authorize the State Comptroller, his duly authorized Deputies, Inspectors, and Clerks; the Liquor Control Board for Harford County, its duly authorized Agents and Employees; and any Peace Officer of Harford County to inspect and search, without warrant, the premises upon which the business is to be conducted at any and all hours; and the undersigned owner further agrees that evidence uncovered during such inspection shall be admissible as evidence in any prosecution for the violation of any of the Acts or Laws heretofore mentioned.  AGREE

(25) **SIGNATURE (S) OF APPLICANTS:**

ALL APPLICANTS MUST SIGN **IN THE PRESENCE OF A NOTARY** UNDER SECTIONS (a), (b), (c), OR (d) BELOW. The (a), (b), (c), and (d) signatures must correspond to the person(s) listed on number 13 (page 2).

(a) \_\_\_\_\_  
(Signature of Applicant)

(b) \_\_\_\_\_  
(Signature of Applicant)

(c) \_\_\_\_\_  
(Signature of Applicant)

(d) \_\_\_\_\_  
(Signature of Applicant)

State of \_\_\_\_\_ County of \_\_\_\_\_

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_, before me, a notary public of the aforesaid State and County, personally appeared: (a) \_\_\_\_\_,

(b) \_\_\_\_\_, (c) \_\_\_\_\_,

and (d) \_\_\_\_\_, the **above-named** in this Renewal Application, and made oath in due form of law that the matters and facts contained in said application are true and correct.

Witness my hand and official seal:

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My Commission Expires: \_\_\_\_\_

SEAL

(26)

**LEASE INFORMATION**

(a) The business property is currently under a signed lease with the following terms:

(i) Date Lease was made: \_\_\_\_\_ (ii) Date Lease expires: \_\_\_\_\_

(iii) Renewal Options (if any): \_\_\_\_\_

(b) **PURSUANT TO AB § 4-405(b):** "The Harford County Liquor Control Board may not require a signed property owner's consent statement for a renewal application if: (1) the owner signed a comparable consent statement in connection with an original or previous license renewal; (2) the consent statement under item (1) is in effect for the term of the owner's lease with the applicant; and (3) the lease does not expire during the term of the license renewal."

**This property is currently under a signed lease and meets the requirements of AB § 4-405(b). Therefore, the signature of the property owner(s) is/are not required for renewals of the alcoholic beverage license during the term of said lease.**

**ACKNOWLEDGED** \_\_\_\_\_  **NOT APPLICABLE**  
*(License Holder's Initials)* (property not leased; signature required – Complete Question 27)

(27)

**CONSENT STATEMENT OF THE PROPERTY OWNER**

I/We hereby certify that I am/we are the owner(s) of the property known as: \_\_\_\_\_  
*(Business Name)*

located at \_\_\_\_\_  
*(Property Address/City/State/Zip)*

named in the foregoing Renewal Application made by \_\_\_\_\_  
*(Applicant)*

to the Liquor Control Board for Harford County, Maryland.

(a) **Under the Alcoholic Beverage Laws of Maryland:** I/We assent to the granting of the License applied for; and that I/we hereby authorize the State Comptroller, his duly authorized Deputies, Inspectors, and Clerks; the Liquor Control Board for Harford County, its duly authorized Agents and Employees; and any Peace Officer of Harford County to inspect and search, without warrant, the premises upon which the business is to be conducted at any and all hours; and the undersigned owner further agrees that evidence uncovered during such inspection shall be admissible as evidence in any prosecution for the violation of any of the Acts or Laws heretofore mentioned.

(b) Date of Signature: \_\_\_\_\_

If the property is owned by a **Corporation / Limited Liability Company (L.L.C.)**, list the name of Corporation / L.L.C. for whom you have signed: \_\_\_\_\_

(i) \_\_\_\_\_  
**(Signature of Property Owner)**  
\_\_\_\_\_  
**(Printed Name of Property Owner)**  
\_\_\_\_\_  
**(Address)**  
\_\_\_\_\_  
**(Phone Number)**  
\_\_\_\_\_  
**(Email Address)**

(ii) \_\_\_\_\_  
**(Signature of Property Owner)**  
\_\_\_\_\_  
**(Printed Name of Property Owner)**  
\_\_\_\_\_  
**(Address)**  
\_\_\_\_\_  
**(Phone Number)**  
\_\_\_\_\_  
**(Email Address)**

(iii) \_\_\_\_\_  
**(Signature of Property Owner)**  
\_\_\_\_\_  
**(Printed Name of Property Owner)**  
\_\_\_\_\_  
**(Address)**  
\_\_\_\_\_  
**(Phone Number)**  
\_\_\_\_\_  
**(Email Address)**

(iv) \_\_\_\_\_  
**(Signature of Property Owner)**  
\_\_\_\_\_  
**(Printed Name of Property Owner)**  
\_\_\_\_\_  
**(Address)**  
\_\_\_\_\_  
**(Phone Number)**  
\_\_\_\_\_  
**(Email Address)**

**LICENSE CLASSES & FEES**

			<b><u>6-Day</u></b>	<b><u>7-Day</u></b>
Class B	HOTEL	Beer, Wine & Liquor On Sale Only License	\$2260.00	\$2685.00
Class B	HOTEL	Beer & Wine On/Off – Liquor On Sale Only License	\$2260.00	\$2685.00
Class B	HOTEL	Beer, Wine & Liquor On/Off Sale License	\$2610.00	\$3135.00
Class B-3	HOTEL	Beer, Wine & Liquor On Sale Only License	\$2620.00	\$3045.00
Class B-3	HOTEL	Beer & Wine On/Off – Liquor On Sale Only License	\$2620.00	\$3045.00
Class B-3	HOTEL	Beer, Wine & Liquor On/Off-Sale License	\$2970.00	\$3495.00
Class B	RESTAURANT	Beer, Wine & Liquor On Sale Only License	\$1720.00	\$2145.00
Class B	RESTAURANT	Beer & Wine On/Off – Liquor On Sale Only License	\$1720.00	\$2145.00
Class B	RESTAURANT	Beer, Wine & Liquor On/Off Sale License	\$2070.00	\$2595.00
Class B-3	RESTAURANT	Beer, Wine, & Liquor On Sale Only License	\$2050.00	\$2435.00
Class B-3	RESTAURANT	Beer & Wine On/Off – Liquor On Sale Only License	\$2050.00	\$2435.00
Class B-3	RESTAURANT	Beer, Wine & Liquor On/Off Sale License	\$2400.00	\$2885.00
Class BNR	RESTAURANT	Beer, Wine, & Liquor On Sale Only License		\$3000.00
Class B (INN)		Beer, Wine & Liquor License (11 – 24 Rooms or Suites)		\$2500.00
Class B (INN)		Beer, Wine & Liquor License (25 or More Rooms or Suites)		\$3295.00
Class B-BB		Beer, Wine & Liquor On Sale Only License (1 – 10 Rooms)		\$1000.00
Class B-FD		Beer, Wine & Liquor On Sale Only License (Fine Dining)		\$2900.00
Class B-Cafe		Beer & Wine On/Off Sale License		\$1575.00
Class B-Café		Beer & Wine On/Off – Liquor On Sale Only License		\$3000.00
Class B-1		Beer & Wine On Sale Only License	\$350.00	\$500.00
Class B-1		Beer & Wine On/Off Sale License	\$350.00	\$500.00
Class B-1		Beer & Wine On/Off – Liquor Off Sale Only License	\$700.00	\$950.00
Class B-2		Beer & Wine On Sale Only License	\$500.00	\$700.00
Class CC		Beer & Wine On Sale Only – Community College License		\$1500.00
Class A-1		Beer, Wine, & Liquor – Off Sale Only License		\$1470.00
Class A-2		Beer, Wine, & Liquor – Off Sale Only License	\$980.00	
Class A		Beer & Wine – Off Sale Only License	\$625.00	\$850.00
Class ALP		Beer, Wine, & Liquor – On Sale Only License		\$3500.00
Class BWT		Tasting License – Class A Licensees Only (26 Dates)		\$100.00
Class BWT		Tasting License – Class A Licensees Only (52 Dates)		\$150.00
Class BWT		Tasting License – Class A Licensees Only (365 Dates)		\$225.00
Class CBWT		Tasting License – Class A-1 Licensees Only (26 Dates)		\$125.00
Class CBWT		Tasting License – Class A-1 Licensees Only (52 Dates)		\$200.00
Class CBWT		Tasting License – Class A-1 Licensees Only (365 Dates)		\$400.00
Class D		Beer, Wine, & Liquor (On Sale Only) License		\$3000.00
Class D		Beer, Wine, & Liquor (On & Off Sale) License		\$4000.00
Class DBR		Beer Only (On Sale Only) License		\$500.00
Class GC		BWL – Golf Course License		\$3500.00
Class GCR		BWL – Golf Course Restaurant		\$3500.00
Class H		BWL – Catering License		\$1500.00
Class H-CC		BWL – Corporate Conference Center License		\$3000.00
Class HC		BW – Health Club License	\$1300.00	\$1400.00
Class MT		BWL – Movie Theatre License		\$500.00
Stadium		BWL (On Sale Only) License		\$10000.00
Resort Complex		BWL License		\$4000.00
Performing Arts Theater		BW (On Sale Only) License		\$500.00
Class C-1		CLUB – BWL License (451 – Up) [American Legions & V.F.W.'s]	\$1000.00	\$1100.00
Class C-1		CLUB – BWL License (251 – 450)	\$850.00	\$950.00
Class C-1		CLUB – BWL License (100 – 250)	\$600.00	\$700.00
Class C-1		CLUB – BWL License (50 – 99)	\$350.00	\$450.00
Class C-1		CLUB – BW Only License	\$150.00	\$225.00
Class C-2		CLUB – BWL License (451 – Up) [Elks, Moose, Knights of Columbus]	\$1200.00	\$1300.00
Class C-2		CLUB – BWL License (251 – 450)	\$1050.00	\$1150.00
Class C-2		CLUB – BWL License (100 – 250)	\$800.00	\$900.00
Class C-2		CLUB – BW Only License	\$350.00	\$425.00
Class C-3		CLUB – BWL License [Golf Courses, Country Clubs, Topiary Gardens, Yacht Clubs]	\$1300.00	\$1400.00
Class C-3		CLUB – BW Only License	\$450.00	\$525.00