

RENEWAL APPLICATION INSTRUCTIONS
2025-2026 ALCOHOLIC BEVERAGE LICENSE

- Renewal applications for the Licensing Year beginning May 1, 2025, are available **ONLINE** at www.hclcb.org beginning **February 3, 2025**. Paper copies are available for pick up at the Board Office. **PLEASE READ THE APPLICATION CAREFULLY, AS SOME CHANGES HAVE BEEN MADE.**
- Completed Renewal Applications must be filed by **March 17, 2025**, 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 17, 2025; and applications received via postal mail must be POSTMARKED by March 17, 2025.**
- 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, 2025.**
- Applications received **after March 17, 2025**, 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, 2025**, 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 @ 410-638-3269**) and the State of Maryland (**BTC Call Center @ 410-649-0633** or cdcollectionbizz@marylandstatetaxes.gov) must be **received by April 30, 2025**, 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. **Keep in mind**, your Renewal Application must be submitted by the **March 17, 2025, deadline; and all outstanding tax issues, good standing, etc., must be satisfactorily resolved by April 30, 2025.**
- 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 a copy of their valid AAT certificate**) 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 by March 17, 2025.**

**LICENSES MAY BE PICKED UP AT THE BOARD OFFICE BETWEEN
APRIL 24, 2025 AND APRIL 30, 2025**

(THE BOARD OFFICE IS CLOSED SATURDAY, APRIL 26, 2025 AND SUNDAY, APRIL 27, 2025)

PAYMENT OF LICENSE FEE IS REQUIRED TO PICK UP YOUR LICENSE

RENEWAL APPLICATION DEADLINES

- ✓ **Monday, March 17, 2025:** Last day to submit the Renewal Application without incurring late fees
- ✓ **Tuesday, April 1, 2025:** Last day to file Renewal Application
- ✓ **Wednesday, April 30, 2025:** Last day to pay for & pick up the 2025-2026 Alcohol License
- ✓ **Thursday, May 1, 2025:** State Law requires the 2025-2026 Alcohol License be posted at your facility when you open for business.



LIQUOR CONTROL BOARD FOR HARFORD COUNTY, MD
 16 North Main Street, Bel Air, MD 21014
 410-638-3028 / 410-638-4970 (Fax)
www.hclcb.org



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

APPLICATION FOR LICENSE RENEWAL 2025-2026 LICENSE YEAR

This Application must be filed on or before **MARCH 17, 2025**, with a **\$150 Processing Fee**. **Late applications** will be assessed an additional **\$500 late fee**. **APPLICATIONS FILED AFTER APRIL 1, 2025, 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, 2025, AND UNTIL A 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: _____

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

(13) Are there any changes to the facts and information from your last issued alcoholic beverage license? (such as **address change, license holder name change, or changes to floor plan, outside service area, etc.**)
 Yes No IF YES, EXPLAIN on separate sheet of paper and attach.

(14) **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 by **March 17, 2025**.
 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 information required in support of renewal:

(15) 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

GENERAL OPERATIONS INFORMATION

(16) (a) (Name of Business Entity (If Applicable): _____

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)

(b) Does the above information reflect any change in the stockholders / interest holders / partners and the interest held for License Year 2024-2025? Yes No

(17) Do you directly or indirectly own or have any interest of any kind as owner, stockholder, financially or otherwise, in any establishment to or for which a license has been issued anywhere in the State of Maryland, or have you made any loans to a license holder? (Attach separate sheet, if necessary.)

LICENSEE		ESTABLISHMENT	INTEREST / LOAN AMOUNT
(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

(18) Does your spouse, or any other family member or relative directly or indirectly own or have any interest of any kind as owner, stockholder, financially or otherwise, in any establishment to or for which a license has been issued anywhere in the State of Maryland, or have they made any loans to a license holder? (Attach separate sheet, if necessary.)

LICENSEE		NAME OF RELATIVE	RELATION TO LICENSEE	ESTABLISHMENT	INTEREST / LOAN AMOUNT
(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No				

(19) Have you been convicted and/or found guilty of violating any local, State, or Federal criminal offense in the last 12 months?

LICENSEE		OFFENSE	WHEN	WHERE
(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No			

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

Yes (attach copy) No

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

(22) ***Attach a list of employees with valid Alcohol Awareness Training and include a copy of their current AAT Certificate.

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 13). 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, their duly authorized Deputies, Inspectors, and Clerks; the MD Alcohol Tobacco & Cannabis Commission, its 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

(23) **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

My Commission Expires: _____

(24)

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 _____

(License Holder's Initials)

NOT APPLICABLE

(property not leased; **signature required – Complete Question 25**)

(25)

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 MD Alcohol Tobacco & Cannabis Commission, its 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

			<u>6-Day</u>	<u>7-Day</u>
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-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 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		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 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		\$7000.00
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-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-3		CLUB – BWL License [Golf Courses, Country Clubs, Topiary Gardens, Yacht Clubs]	\$1300.00	\$1400.00