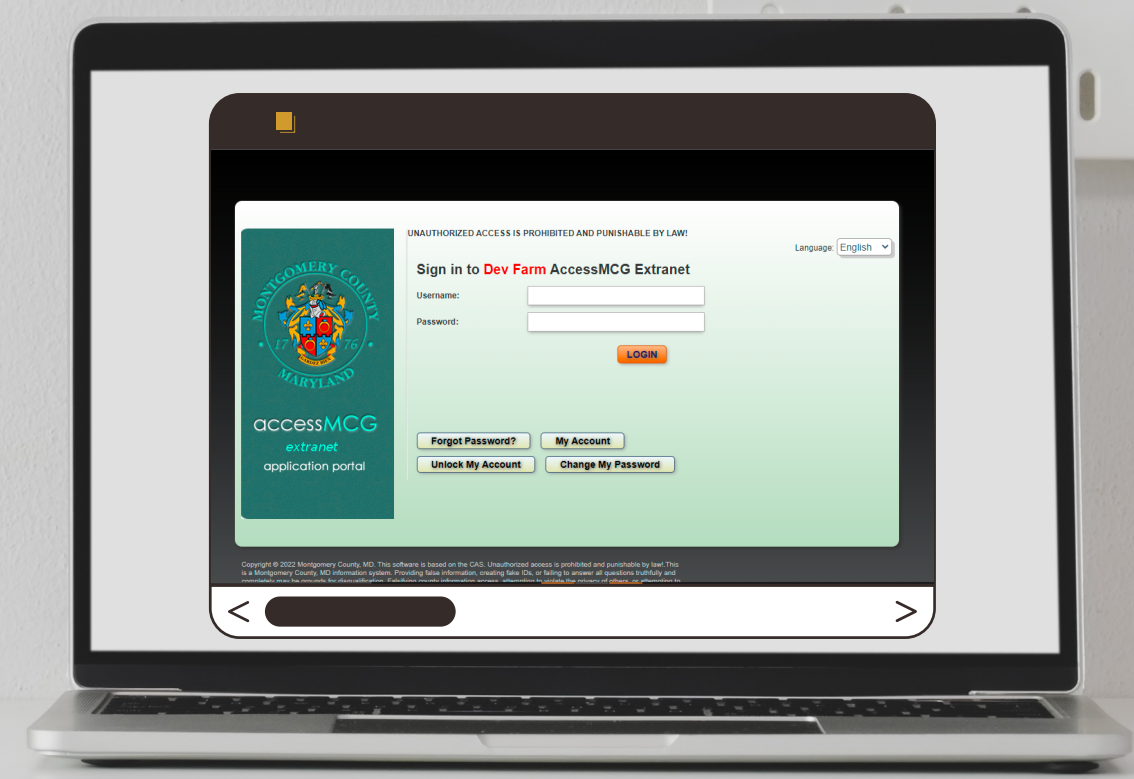


MONTGOMERY COUNTY  
ALCOHOL BEVERAGE SERVICES

# Online Renewal Guide



# Requirements

## Locate Account Number



MONTGOMERY COUNTY  
MARYLAND  
Department of Liquor Control

Report Date: 16-NOV-2015  
Page 1 of 1

Ship Date 16-NOV-15    Total Cases: 30    Total Weight: 900 LB    DLC Internal Trip Reference No:

**Customer  
Number**



Ship From	Ship To	Customer No	Phone No	FOB	Pay Terms	CUSTOMER SITE
WHS DLC Warehouse 201 Edison Park Drive Gaithersburg, MD 20878		<b>1054321</b>				IMMEDIATE

Cases	Item	Description	Delivery No (Payment Ref No)	Order #	Ordered By	Wholesale (Case)	Discount	Keg Charge	Net		Net Price
									Case	Bottle	

Close

**Account Number**  
Found in alcohol invoices



Locate License Number

2016  
STATE OF MARYLAND  
Alcoholic Beverages Law  
Beer & Light Wine. Class B (On/Off Sale)  
Hotels & Restaurants

Montgomery County, to Wit: **BWL12345** ← License Number

THIS IS TO CERTIFY, THAT **ABC RESTAURANT**  
**201 EDISON PARK DRIVE**  
**GAITHERSBURG, MD 20878**

is licensed by Authority of the Board of License Commissioners FOR MONTGOMERY COUNTY to keep for sale and sell beer and light wines at retail at the hotel or restaurant herein described, for consumption on the premises or elsewhere. Alcoholic beverages on the licensed premises must be purchased from the Department of Liquor Control for Montgomery County.

The hours during which the privileges conferred by this license may be exercised shall be from 9:00 a.m. to 1:00 a.m. on the day following, Sunday 10:00 a.m. to 1:00 a.m. Alcoholic beverages purchased before the required time for ceasing sales may be consumed during a half hour grace period after which all alcohol must be removed from service areas by the end of the grace period. Off sale hours may be exercised from 6:00 a.m. to 1:00 a.m. daily including Sunday, and shall be subject to the Rules and Regulations of the Board of License Commissioners for Montgomery County.

Issued under authority of the Alcoholic Beverage Article of the Public General Laws of Maryland. This license cannot be transferred until all retail sales, amusement, admission and withholding taxes have been paid to the Comptroller of the Treasury and the State of Maryland.

**License Number  
Found in your license**

# Accessing Your Account

## Online Licensing System

The renewal period for 2022 is February 1 through March 31. Learn how to apply online with the [Online License Renewal Guide](#).

If you have an account with iStore, use the same username and password to log on to the Online Licensing System.  
If you do not have an account with iStore, please create a new account to access the Online Licensing System.

[Create New Account](#)

[Access Online Licensing System](#)

Have questions or need additional support?

Call 240-777-1999 or send email to [ABSLicensing@MontgomeryCountyMD.gov](mailto:ABSLicensing@MontgomeryCountyMD.gov)

Act responsibly when consuming alcoholic beverages !

201 Edison Park Drive, Gaithersburg, MD 20878

☎ 240-777-1900 ✉ [ABS@montgomerycountymd.gov](mailto:ABS@montgomerycountymd.gov)



javascript:void(0);

- 1) To access the Online Licensing System, you'll need to have an online account. If you already have an account click on "Access Online Licensing System".
- 2) If you do not have an account, click on "Create New Account".



**Read this First:** If you received a temporary userId and password from the County (e-g., Ex-Employee, Supplier), please click [here](#).

If you are registering for **personal, individual purpose** and not for business purpose:

Please select one of the options below that best describes your activities with the County.

Your Role	
<input type="radio"/> Individual	Individual
<input type="radio"/> Student	Student
<input type="radio"/> Volunteer	Volunteer
<input type="radio"/> Former County Employee	Former County Employee

Select Individual Role

If you are registering for **business purpose**, please Search and Select Your Business/Company

Business/Company to search  \* Min 3 letters of the business name

Search Clear Cancel

Let Me Enter Company Details

3) Make sure you click on "Individual" as your role.

4) Fill out the information required and create your account. You will login and be able to start the renewal process.

# Starting the Renewal



Renewal Application

License

Facility

Applicant

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

Payment

### Locate License

Find your license using Account Number and License Number

Account Number \*  ?

License Number \*  ?

5) Insert Account Number and License Number.

6) Click "Find" to proceed. You may save your application and return to it later, but the same user must return to complete the application.

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Locate License

Facility

Account Number	<b>756356</b>
License Number	<b>BBWLHR756356</b>
Facility Name	<b>Our Family Restaurant</b>
Facility Address	<b>201 EDISON PARK DR, GAITHERSBURG, MD, 20878</b>

7) Verify information. Each license needs its own renewal application.

8) Click Continue to proceed.

**Facility**

Renewal Application

License

**Facility**

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

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Review

Payment

### Facility Details

Facility Trade Name \*

If the address of your facility has moved or will move, you must apply for a transfer of location.  
Call 240-777-1999 or visit our Licensing page.

Street

City

State

Zip Code

Facility Phone Number \*

Has your business entity changed from the date the license has been issued? \*  Yes  No

9) Verify Facility Information. If a facility has moved, you must apply for a transfer of location by calling 240-777-1999 or visiting our Licensing page.



Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

Street 201 EDISON PARK DR

City GAITHERSBURG

State Maryland

Zip Code 20878

Facility Phone Number \* (240) 777-1999

Has your business entity changed from the date the license has been issued? \*  Yes  No ?

Type of Business Entity \*  
Limited Liability Company (LLC) ▼  
Select One  
Corporation  
Limited Liability Company (LLC)  
Partnership  
Individual

Save as Draft Save and Confirm

Montgomery County Government All Rights Reserved.

10) Select your facility's entity. If you have changed entities, you must apply for a transfer of ownership by calling 240-777-1999 or visiting our Licensing page.

**Applicant**

Renewal Application

- License
- Facility
- Applicant**
- Limited Liability Company (LLC)
- Business Operational Hours
- Property Owner
- Property Lease
- Affidavits
- Permits
- Permits - Catering
- Signatures
- Review
- Payment

### Applicant Details

List all applicants to be included on the alcohol license

Applicant Name	Address	Status	Actions
GUSTAVO MARTINEZ	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<a href="#">Edit</a> <a href="#">Delete</a>
KATHERINE ANDERSON	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<a href="#">Edit</a> <a href="#">Delete</a>
PIL CHUNG	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<a href="#">Edit</a> <a href="#">Delete</a>

[Save as Draft](#) [Save and Continue](#)

11) Verify information for current license holders by clicking Edit. You must click Edit for each applicant even if the information has not changed.

Renewal Application

License

Facility

**Applicant**

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering


Signatures

Review

Payment

Applicant's First Name: GUSTAVO

Applicant's Last Name: MARTINEZ

Is the applicant an Authorized Person? No 

**Applicant's Contact Information**

Email Address/Phone Number is correct  Yes  No

Email Address: abslicensing@montgomerycountymd.go

Home Phone: (240) 777-1999

Mobile Phone: Mobile Phone Number

**Applicant's Primary Residence Address**

Home address is correct  Yes  No

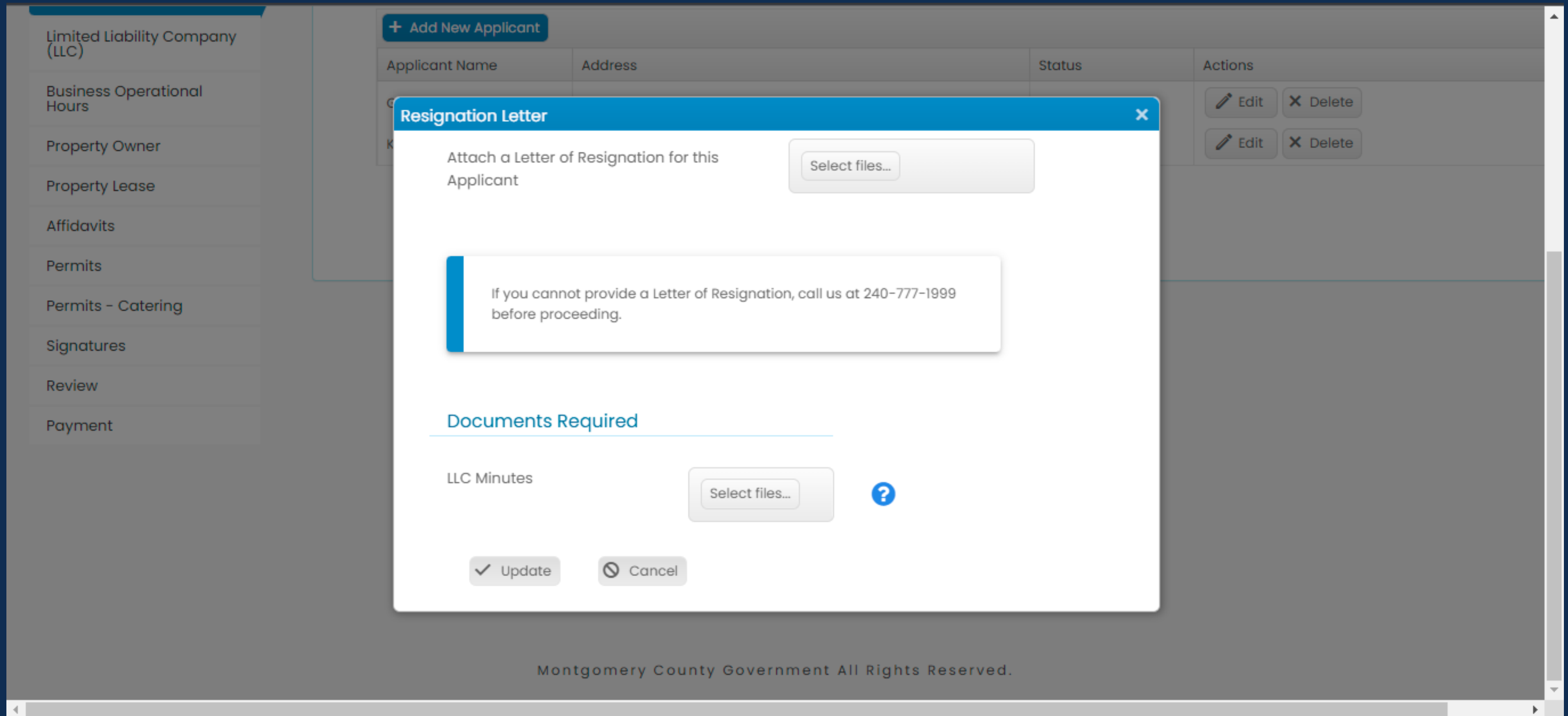
Street: 201 Edison Park Drive

City: Gaithersburg

State: Maryland

12) To confirm information, click Yes on all fields. If edits need to be made, click No and make edits. You may also add new people to the license.





13) You may remove someone from the license by clicking "Delete". You will be required to upload a Letter of Resignation and a copy of the entity's minutes.

Renewal Application

License

Facility

**Applicant**

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

Payment

### Applicant Details

List all applicants to be included on the alcohol license

[+ Add New Applicant](#)

Applicant Name	Address	Status	Actions
GUSTAVO MARTINEZ	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<a href="#">Edit</a> <a href="#">Delete</a>
KATHERINE ANDERSON	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Existing Applicant	<a href="#">Edit</a> <a href="#">Delete</a>
PIL CHUNG	201 Edison Park Drive , Gaithersburg , Maryland , 20878	Removed	<a href="#">Cancel Removal</a> <a href="#">View Lett</a>

[Save as Draft](#) [Save and Continue](#)

14) If you would like to add a new applicant, click on "Add New Applicant". You will need to upload a copy of a government-issued ID and a copy of the entity's business minutes. New applicants will need to be fingerprinted. More information [here](#).

# Business Entity

License

Facility

Applicant

**Corporation**

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

### Corporation Details

Corporation Name: Our Family Restaurant, LLC

Address: Street Name

City: City Name

State: Select

Zip Code: Zip Code

### Corporation President Info

Corporation President Name: Corporation President Name

Corporation President Email: Corporation President Email

### Corporation Structure

Incorporated under law of: Select

Month and year of incorporation: Month: Select Year: Select

Authorized Capital: Authorized Capital

Number of shares authorized: Shares Authorized

Number of shares issued: Shares Issued

### Corporation Ownership

Is Publicly Traded?  Yes  No

15) Enter the business entity's information. Each entity has its own required information. This is for a Corporation. Ownership must equal 100%.



Renewal Application

- License
- Facility
- Applicant
- Limited Liability Company (LLC)**
- Business Operational Hours
- Property Owner
- Property Lease
- Affidavits
- Permits
- Permits - Catering
- Signatures
- Review

### Limited Liability Company (LLC) Details

LLC Name: Our Family Restaurant, LLC

Address: 201 Edison Park Drive

City: Gaithersburg

State: Maryland

Zip Code: 20878

### LLC Structure

Incorporated under law of: Maryland

Month and year of incorporation: Month: July, Year: 1951

15a) This is the information required for a Limited Liability Company (LLC). Ownership must equal 100%.

Renewal Application

- License
- Facility
- Applicant
- Partnership**
- Business Operational Hours
- Property Owner
- Property Lease
- Affidavits
- Permits
- Permits - Catering
- Signatures
- Review

### Partnership Details

Partnership Name: Our Family Restaurant, LLC

Address: Street Name

City: City Name

State: Select ▼

Zip Code: Zip Code

### Partnership Structure

Incorporated under law of: Select ▼

Month and year of incorporation: Month: Select ▼ Year: Select ▼

15b) This is the information needed for a Partnership. Ownership must equal to 100%.

Review

Payment

### LLC Ownership

Has there been any change in the ownership structure of your organization?  Yes  No

Is the change in the ownership structure 51 percent or more since your original application?  Yes  No

I attest that no more than 50 percent of the organization's ownership has changed since the original application.

List all owners for the LLC

**Add Owner**

Name	Shares Owned (%)	Action
Our Fam Res LLC	100	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 1 of 1 items

16) Regardless of the entity you will need to Add Owner by clicking Add New. Multiple owners can be added.

Has there been any change in the ownership structure of your  Yes  No

### Add Owner ✕

#### Owner Information

Is the owner an Individual (person) or an Entity (corporation, LLC or partnership)?

Owner Name

Owner Street Address

City

State

Zip Code

Shares Owned (%)

Attach Ownership Chart for the Entity  [?](#)

17) Add Owner Information. If ownership is through an Entity, an Ownership Chart must be uploaded.



# **Business Operations**








Renewal Application

- License
- Facility
- Applicant
- Limited Liability Company (LLC)
- Business Operational Hours**
- Property Owner
- Property Lease
- Affidavits
- Permits
- Permits - Catering
- Signatures
- Review
- Payment

### Business Operational Hours Details

#### Business Operational Hours

Days and hours business will operate



Day	From	To	Actions
Monday	Closed	Closed	 Edit
Tuesday	10:00 AM	9:00 PM	 Edit
Wednesday	10:00 AM	9:00 PM	 Edit
Thursday	10:00 AM	9:00 PM	 Edit
Friday	10:00 AM	10:00 PM	 Edit
Saturday	9:00 AM	11:00 PM	 Edit
Sunday	10:00 AM	8:00 PM	 Edit

18) Add business hours by clicking Edit. If business is closed, choose the closed option. If your business closes after lunch and opens for dinner, indicate when the business opens first and when it closes last. All hours for all days must be submitted.

Signatures

Review


Payment

Saturday	9:00 AM	11:00 PM	 Edit
Sunday	10:00 AM	8:00 PM	 Edit

### Manager Information

[Add General Managers](#)

Name	Is New Manager	Actions
------	----------------	---------

 0 No items to display

[Save as Draft](#) [Save and Continue](#)

19) Scroll down to Add General Manager.

Review

Payment

Sunday 10:00 AM 8:00 PM Edit

### Add General Manager

**General Manager**


General Manager Name: Manger One


Email Address: abslicensing@montgomerycountymd.gov

Mobile Number: (240) 777-1999

Is this a new manager?  Yes  No

*New Manager needs to be fingerprinted.*

Attach a government-issued ID:  

 View Document

Montgomery County Government All Rights Reserved.

20) Fill out the information for the General Manager. If the general manager is new, a government-issued ID must be uploaded and the manager must be fingerprinted.

# Property Owner/Lease Information

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

**Property Owner**

Property Lease

Affidavits

Permits

Permits - Catering

Signatures

Review

Payment

**Property Owner Details**

Property Owner's Name

Address

City

State

Zip Code

Phone Number

Email Address

21) Add the Property Owner information and click save and continue.



Renewal Application

- License
- Facility
- Applicant
- Limited Liability Company (LLC)
- Business Operational Hours
- Property Owner
- Property Lease**
- Affidavits
- Permits
- Permits - Outdoor Cafe
- Signatures
- Review
- Payment

### Property Lease Details

Does your current lease run through or beyond April 30, 2023?  Yes  No

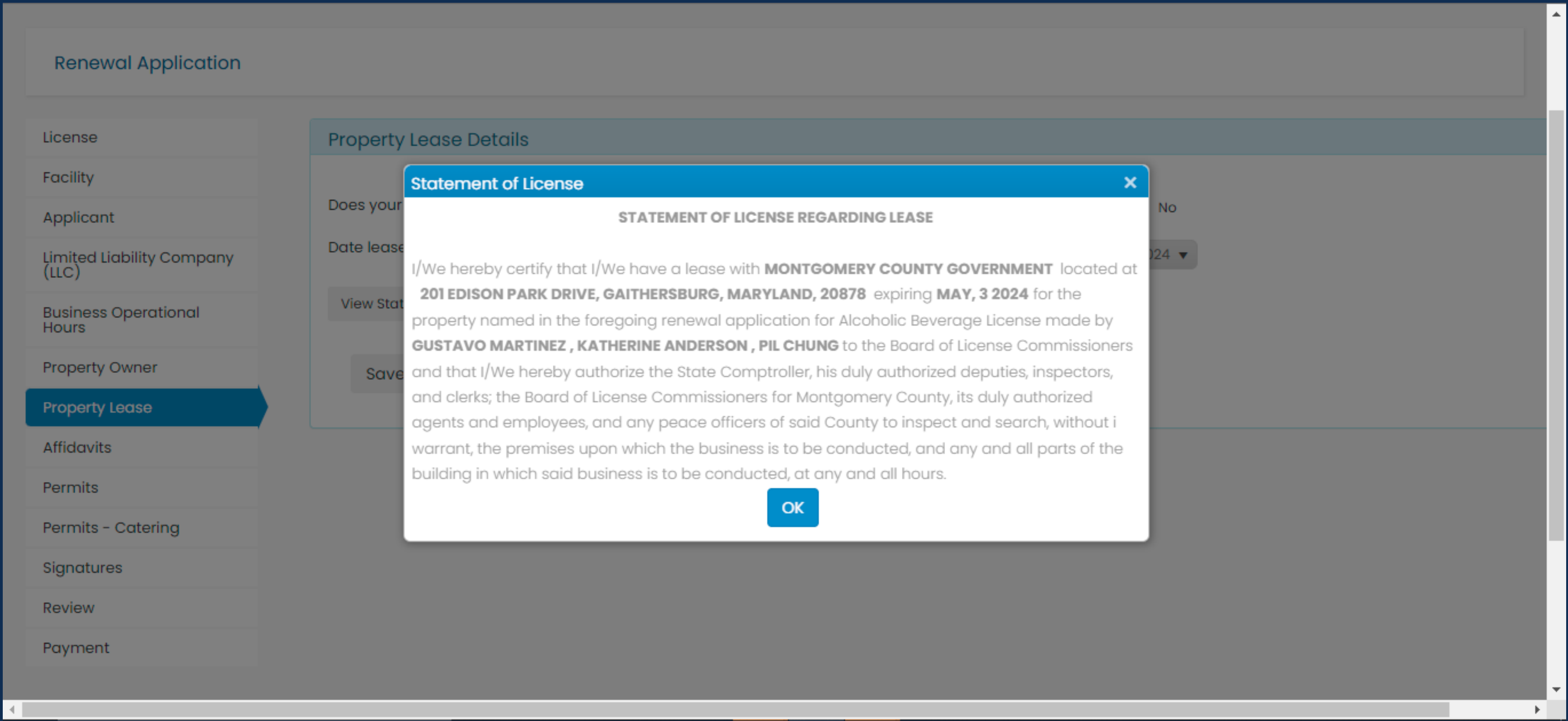
Date lease expires

Month  Day  Year

[View Statement of Licensee](#)

[Save as Draft](#) [Save and Continue](#)

22) Fill out the property lease information. Click on Statement of Licensee to confirm all the information. If you are the property owner, click "no". You'll be required to provide a signature.



**Example of Statement of Licensee**

# Tax Affidavit

Renewal Application

- License
- Facility
- Applicant
- Limited Liability Company (LLC)
- Business Operational Hours
- Property Owner
- Property Lease
- Affidavits**
- Permits
- Permits - Catering
- Signatures
- Review
- Payment

### Affidavit Details

#### Tax Affidavit

Taxes must be up to date prior to the liquor license issuance.  
To release holds within the Liquor Unit of the Comptroller's office, call 410-767-1630.

Maryland State Sales Tax Account Number

I hereby agree to keep current all state and local tax obligations including, but not limited to, state sales and use tax, withholding tax, and admissions tax and local personal property tax

23) Check the box to attest that you agree to state and local tax obligations. You may submit a renewal application. However, you will not be issued a license if you have a tax hold.

# Permits

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

**Permits**

Permits - Catering

Signatures

Review

Payment

### Permits Details

You already have the permits checked below. If you no longer want a permit, uncheck the box.  
If you want to add any of the other permits listed below, check the box and complete the required documentation.

- Catering ?
- Outdoor Cafe ?
- Wine Corkage ?

24) Permits will automatically populate with the permits you already have.

25) Only check the boxes if you are making a change to your permits. If you have a question about each permit, click on the blue question mark.



# Signatures

Renewal Application

- License
- Facility
- Applicant
- Limited Liability Company (LLC)
- Business Operational Hours
- Property Owner
- Property Lease
- Affidavits
- Permits
- Signatures**
- Review
- Payment

### Signature Details

#### Attestation

I/We hereby attest, under penalty of perjury, that all the information contained in the original license application are true and unchanged at this time except for information I/We have since submitted to ABS in writing on renewal applications or otherwise.

#### Extract from The Alcoholic Beverage Article, Annotated Code of Maryland, Section 6-329

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.

#### Affidavit

By signing this application, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Applicant #1	Applicant #2	Applicant #3
KATHERINE ANDERSON	PIL CHUNG	GUSTAVO MARTINEZ
<a href="#">Send email to capture signature</a>	<a href="#">Send email to capture signature</a>	<a href="#">Send email to capture signature</a>
<a href="#">Copy link to capture signature</a>	<a href="#">Copy link to capture signature</a>	<a href="#">Copy link to capture signature</a>
<a href="#">View signature</a>	<a href="#">View signature</a>	<a href="#">View signature</a>

[Save as Draft](#) [Save and Continue](#)

26) You will need to submit all signatures. Signatures can be collected by sending an email or by copying signature link. All signatures are electronic.

27) Emails will be sent to when an application has been signed and completed.

# Application Review

The screenshot displays a web application interface for a 'Renewal Application'. On the left, a vertical navigation menu lists various sections: License, Facility, Applicant, Limited Liability Company (LLC), Business Operational Hours, Property Owner, Property Lease, Affidavits, Permits, Signatures, Review (highlighted with a blue arrow), and Payment. The main content area is titled 'Review Details' and features a 'Print Application' button at the top left. Below this is a note: 'Note: Click on the linked heading text to expand or collapse accordion panels.' The central part of the page contains ten accordion panels, each with a green plus sign and a heading: License Facility, Facility Details, Applicants Details, Limited Liability Company (LLC), Business Operational Hours, Property Owner Details, Property Lease, Tax Affidavits, Permits, and Attestation. At the bottom of the 'Review Details' section is a 'Continue with payment' button.

28) Review you application. You will also be able to print your application for your own records.

29) Once reviewed, click on "Proceed with Payment".

# Payment

Renewal Application

License

Facility

Applicant

Limited Liability Company (LLC)

Business Operational Hours

Property Owner

Property Lease

Affidavits

Permits

Signatures

Review

**Payment**

Payment Details

Pay with credit card

Payment Information

Amount

Privacy Info  
After reviewing and confirming your payment amount, you will be redirected to a secure credit card payment page hosted by Elavon Converge  
Montgomery County never sees or stores your credit card information.

Refund Info  
Be advised the alcohol license application fee is non-refundable.

Receipt Info  
After your payment is approved, you will receive two receipts.  
First receipt will be displayed once your payment is approved.  
Second receipt will be sent to your email address.

Proceed with payment

30) Renewal total will be displayed here. You must pay for the renewal fee and your license fee.

31) Online renewal system accepts credit card and e-check payments only.



## **You're finished!**

- **Once you submit your renewal application, you will be contacted by our licensing office if you are missing any information.**
- **Once renewals are reviewed and approved by the Board of License Commissioners, you will be able to print and display your license.**
- **Remember, all new licenses must be displayed starting May 1, 2024.**



## Questions?



**Email:**

[abslicensing@montgomerycountymd.gov](mailto:abslicensing@montgomerycountymd.gov)

**Phone:**

240-777-1999

**ABS**  
ALCOHOL BEVERAGE SERVICES