

# Montgomery County Department of Liquor Control Licensure, Regulation & Education

## 2017-2018 ALCOHOLIC BEVERAGE LICENSE RENEWAL CHECKLIST

- ✓ The renewal application fee is \$100.00. We accept:
  - All major credit cards (MasterCard, Visa, Discover & American Express)
  - Checks (Made payable to Montgomery County, Maryland)
  - Cash
- ✓ **UPDATES:** Any modifications/changes to your alcohol beverage license information requires notation at the time of renewal and may require additional paperwork. Circle any information on the application that has changed from last year.
  - **Contact Information:** Make sure all licensee contact information (addresses, phone numbers and emails) are up to date. Include your email address to receive timely notices and information on ordering changes and delivery information.
  - **Licensee Changes:** If you are removing a licensee or adding a new licensee (question #6) additional paperwork is needed. Visit our website at [montgomerycountymd.gov/dlc](http://montgomerycountymd.gov/dlc) or contact our office for information on how to complete all necessary steps.
  - **On Site Management Changes:** If the person in charge of the day to day operations (question #7) has changed since your last renewal, fingerprints, a 2x2 photo and a copy of their driver's license and phone number is needed.
- ✓ **TAXES:** Verify that you are up to date with all taxes, including retail, sales, amusement & withholding taxes. You may contact the **State of Maryland Comptrollers office at 410-767-1630** to inquire. You may still submit your renewal application; however, these taxes must be up to date prior to the liquor license issuance - by Friday, April 28, 2017.
- ✓ **FINES:** All outstanding fines owed to the Board of License Commissioners, or to the DLC for product, must be paid in full prior to the license issuance by April 28, 2017.
- ✓ **A.L.E.R.T: ALCOHOL LAW EDUCATION AND REGULATION TRAINING:** If you or any of your employees have previously been mandated by the Board of License Commissioners to attend the ALERT Class held by the Department of Liquor Control, the mandate must be met by April 10, 2017, prior to the license issuance. Call 240-777-1999 to register for ALERT.
- ✓ **SIGNATURES:** If you have a corporation, please make sure (d) on page #6 is signed by the president or vice president if this individual is not one of the applicants for the license.
- ✓ Page #2 – complete question #8 (a), (b) **OR** (c).
- ✓ Page #3 – complete question #9 (a) **OR** #9 (b).
- ✓ Page #4 – complete question #10 (a) **OR** #10 (b).
- ✓ If you DO NOT plan to renew your alcohol beverage license, please let the office know as soon as possible.
- ✓ Questions? Contact the office M-F 9:00 am – 5:00 pm at (240) 777-1999

Montgomery County Department of Liquor Control  
201 Edison Park Drive  
Gaithersburg, MD 20878  
[Montgomerycountymd.gov/dlc](http://Montgomerycountymd.gov/dlc)