

**Department of Liquor Control  
Licensure, Regulation & Education**

**2017 ALCOHOLIC BEVERAGE LICENSE RENEWAL INSTRUCTIONS**

Enclosed in this packet you will find a renewal application form for your Alcoholic Beverage License. Your alcohol license expires on April 30, 2017.

The renewal application fee is \$100.00, and must be submitted with the application. Cash, Checks (made payable to Montgomery County, Maryland), or credit cards (MasterCard, VISA, Discover, American Express) will be accepted.

Renewal applications must be filed with the Board of License Commissioners no later than Friday, March 31, 2017. The LRE office is open Monday through Friday, from 9:00 am to 5:00 pm located at 201 Edison Park Drive, Gaithersburg, Maryland 20878. You are encouraged to bring the application in person. If mailed, make sure it is postmarked before March 31, 2017 and you include a check for the application fee.

There is a \$50.00 per day late fee for applications received after March 31, 2017. Please file your application early to avoid late fees.

**NO RENEWAL APPLICATIONS WILL BE ACCEPTED AFTER WEDNESDAY, APRIL 12, 2017!**

The Board of License Commissioners will meet on Thursday, April 13, 2017, to approve renewal applications. You do not need to be present. You will receive a letter from the Board instructing you when to pick up your license. All renewal licenses must be picked up **between Monday, April 17, 2017 and Friday, April 28, 2017**, and displayed at your facility on **Monday, May 1, 2017**.

Any license modifications/changes must be brought to our attention; please call our office at (240) 777-1999 if you have any questions.

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**2017 – 2018 RENEWAL APPLICATION DEADLINES:**

- Friday, March 31, 2017: last day to submit the renewal application without incurring late fees
- Friday, April 28, 2017: last day to pick up and pay for the 2017 alcohol license
- Monday, May 1, 2017: State law requires that the 2017-2018 alcohol license be posted at your facility when you open for business.
- The renewal application can be found on our website:  
[www.montgomerycountymd.gov/dlc](http://www.montgomerycountymd.gov/dlc)

**MONTGOMERY COUNTY, MARYLAND  
2017 FEE SCHEDULE FOR ALCOHOLIC BEVERAGE LICENSES**

You may pick up your license by providing your **business name, account number**, and the **required fee listed below**, to the DLC Licensing Office, 201 Edison Park Drive, Gaithersburg, MD 20878 between **Monday, April 17, 2017 through Friday, April 28, 2017**

**Please make checks payable to: “MONTGOMERY COUNTY, MARYLAND”.**

CLASS A	BEER & WINE	\$ 250
	WINE	\$ 100
	BEER AND WINE SAMPLING TASTING PERMIT	\$ 200
CLASS B	BEER & WINE	\$ 400
	BEER, WINE & LIQUOR - CATERERS (CAT)	\$1250
	BEER, WINE & LIQUOR (Large Performing Arts)	\$1000
	BEER, WINE & LIQUOR (Hotel-Conference)	\$2500
	BEER, WINE & LIQUOR (Hotel/Restaurant)	\$2500
	BEER, WINE & LIQUOR (Hotel/Motel)	\$2500
	BEER, WINE & LIQUOR (Special BK – Kensington)	\$2500
	BEER, WINE & LIQUOR (Corporate Training Center)	\$2500
	BEER, WINE & LIQUOR (Multiple licenses)	\$2500
CLASS BD	BEER, WINE & LIQUOR	\$3500
CLASS C	BEER, WINE & LIQUOR (Country Club)	\$2000
	BEER, WINE & LIQUOR (Fraternal/Veterans)	\$1000
	BEER, WINE & LIQUOR (Retirement Community)	\$ 500
	CONSUMPTION	\$ 300
CLASS D	BEER & WINE	\$ 400
	BEER, WINE & LIQUOR	\$3000
CLASS H	BEER	\$ 400
	BEER & WINE	\$ 400
CLASS A	BEER, WINE & LIQUOR - TAKOMA PARK	\$ 910
OTHER LICENSE TYPES:		
	BEER & WINE	
	Theater	\$ 100
	Art Gallery	\$ 100
	Beauty Salon	\$ 100
	Cooking School	\$ 100
	Sports Stadium	\$ 2000
	BEER, WINE & LIQUOR	
	Community Performing Arts	\$ 750

**Please Note:**

**LICENSES CANNOT BE RELEASED IF A FACILITY HAS A TAX HOLD, INCLUDING ALL MARYLAND STATE SALES, AMUSEMENT, AND WITHHOLDING TAXES and/or HAVE ANY OUTSTANDING FINES OR FEES DUE OR UNMET TRAINING MANDATE TO THE BOARD OF LICENSE COMMISSIONERS OR THE DEPARTMENT OF LIQUOR CONTROL.**