

## Board of License Commissioners (Liquor Board)



# The BUZZ

### ***Not Just Another News Letter***

*The Buzz provides licensees and community members with industry updates, topics of interest and rules & regulations of the BOLC.*



Terence Sheppard, Director

### DIRECTOR'S CORNER

Dear License Holder,

The Board of License Commissioners is pleased to welcome **Aisha Braveboy** as our new Prince George's County Executive. We look forward to working with County Executive Braveboy as she brings her leadership, vision, and commitment to building a stronger, more vibrant community.

County Executive Braveboy has introduced a series of bold initiatives designed to **revitalize Prince George's County**, strengthen our economy, and enhance the quality of life for all residents. These initiatives will focus on fostering local business growth, creating new opportunities for investment, and ensuring that Prince George's County remains a place where businesses and communities thrive together.

As license holders, you play a vital role in supporting these efforts and contributing to the success of our county. We encourage you to stay engaged as these initiatives move forward, and we will continue to share updates on how they may benefit you and your business.

We are excited about this new chapter in Prince George's County and look forward to working alongside County Executive Braveboy and each of you to achieve our shared goals. Thank you for your continued partnership and commitment to our community.

Sincerely,

Terence Sheppard, Director  
Board of License Commissioners

## Accela-brating a New Chapter in Licensing!



The Board of License Commissioners (BOLC) is excited to announce a major upgrade to our licensing and inspection system!

The BOLC has been working hard over the past few months to build a new online portal using the Accela Civic Platform; a modern, user-friendly system designed to make applying for and managing licenses faster, easier, and more transparent.

### **What is Accela?**

Accela is a software company that provides cloud-based solutions for government agencies; primarily at the local and state levels to help manage licensing, permits and inspections.

### **What's Changing?**

Beginning July 2026, you'll be able to:

- Apply for licenses online – No more paper forms or in-person-only submissions.
- Submit applications 24 hours a day 7 days a week
- Track application status in real time.
- Upload documents and receive updates - all from your computer or mobile device.
- Renew licenses and pay fees online.

### **Why Are We Doing This?**

- Go Green—reduces the use of paper applications
- Reduce office visit wait times
- Improving access and convenience for residents and business owners
- Increasing transparency and communication throughout the licensing process

### **Stay tuned for more updates, including:**

- A detailed launch date
- Step-by-step guides and video tutorials
- In-person and virtual training sessions (if needed)

# CONGRATULATIONS ON YOUR GRADUATION

On June 18, 2025 family, friends and colleagues gathered to celebrate the achievements of the Board of License Commissioners' (BOLC) three (3) new Liquor Inspectors. Kudos to Inspectors Simpson, Gregory, and Larman of Session 006, whose names are added to the rank of Inspectors. During the graduation, the new Liquor Inspectors took their solemn oath to serve the Prince George's County community, uphold the Alcoholic Beverage Annotated Code of Maryland, and the BOLC's Rules and Regulations. Completion of the Liquor Inspectors training is a significant milestone in the new Inspector journey. This training took approximately ninety (90) days to complete, and as part of their ongoing training cycle, the recent graduates have also completed a field training program where they were assigned to senior Liquor Inspectors.

With great pride, the BOLC welcomes Prince George's County's newest Liquor Inspectors as they begin their successful careers in the education and enforcement of alcoholic beverage laws. This training, coupled with their strong work ethics and personal character, will serve as a foundation in their ongoing service and pledge to the County.

The Liquor Inspectors who make up Session 006 are reflective of the BOLC's commitment to seeking individuals who possess the necessary qualifications to serve Prince George's County's diverse and inclusive community.

Finally, Inspectors Clinkscale, Patterson, North and Tredway were recognized as field training officers and received the Director's Certificate of Instructors in recognition of their compassion and commitment to the BOLC.

## NEVER FORGET - 09/11/2001

Honoring September 11, 2001

On Wednesday, September 11, 2025, we paused to honor the memory of all those who lost their lives on September 11, 2001. We remember the innocent victims, the brave first responders and the countless families forever changed by this day. Their courage and sacrifice remain with us, reminding us of the strength of unity, resilience and hope. Prince George's County lost nineteen residents in this horrible attack on America.

**WE WILL NEVER FORGET!**



## FACT CHECK

### **Recordkeeping—An Overlooked Requirement**

Paperwork may not be the most exciting part of running a business, but keeping organized records is one of the smartest moves you can make as a licensee. Many licensees don't realize how critical recordkeeping is until the Board requests documents during an inspection or hearing. Businesses are required to maintain accurate and up-to-date records, including purchase invoices, employee records, and sales logs. These records must be kept on-site and readily available for review.

Good recordkeeping not only ensures compliance but also protects your business in the event of a dispute or investigation. Consider designating one staff member to oversee record management and conduct regular internal audits. Staying organized can save time, prevent costly mistakes, and demonstrate to the Board that your establishment operates responsibly and transparently.

### **Staying Ready for Compliance Checks**

Compliance checks are one of the Board's most important tools in ensuring safe and responsible alcohol service. These inspections—often conducted by Liquor Inspectors and Underage Operatives—are designed to verify that licensees are following the law when it comes to underage sales, hours of operation, and other regulations. Passing a compliance check not only protects your license but also reinforces your business's reputation for responsibility. To prepare, always verify IDs carefully, train staff to recognize fraudulent identification, and make sure everyone understands the penalties for serving minors or violating license terms. A failed compliance check can result in fines, suspension, or even revocation of your license.

A good habit is to treat every transaction as if it could be a compliance check. Not only will this keep you in good standing with the Board, but it also shows your community that your business can be trusted. By maintaining high standards daily, your establishment will always be prepared when an inspector comes knocking. Remember the goal isn't to "catch" you—it's to ensure everyone is creating a safe, responsible environment.



## OPERATION CLEAN CREATES AWARENESS

**Upcoming events that the BOLC wants you to know!!**

**“OPERATION CLEAN” was such a success, it’s coming back!!**

Operation Clean is a Board of License Commissioners’ effort to ensure licensed liquor establishments are operating within County and State standards, regarding trash and debris on the premises, as well as an over abundance of signage on the property. The focus of this operation will be liquor stores operating in Prince George’s County.

Liquor Inspectors will examine the outside grounds of the premises in search of trash, debris and over abundance of signage that can be seen from the outside (front glass) of the establishment. This effort was in support of the County’s Going Green Initiative to make lifestyle changes to reduce environmental impact on Prince George’s County. Establishments found not in compliance will be given an opportunity to make corrections within 15 days.

“Operation Clean” will take place in the upcoming months. **Stay Tuned!**



## THE HISTORIAN

**“Free State” a name that was a badge of honor for Maryland.**

While Maryland ratified the 18th Amendment in 1918, Governor Albert C. Ritchie, refused to pass state legislation to enforce the federal prohibition.

During Prohibition, Maryland stood out as the "Free State" by refusing to pass state level laws to enforce the federal prohibition of alcohol, becoming the only state not to enforce the 18th Amendment. This led to a thriving underground liquor industry, with bootleggers utilizing the Chesapeake Bay to transport alcohol from overseas imports and locally produced moonshine.

Local businesses sometimes used subtle signals, such as a red crab in a window, to indicate that alcohol was served on the premises. Others like the Owl Bar at the Belvedere Hotel alerted patrons with blinking owl eyes when liquor was available and safe to drink. Maryland became known as a "wet" state, with abundant speakeasies and a general disregard for the federal ban.

**Repeal of Prohibition (1933):** With the 21st Amendment (ratified December 5, 1933), alcohol sales became legal again nationwide. Maryland moved quickly to re-establish regulated sales. The state created laws and licensing systems to govern alcohol production, distribution, and sales—this is when the modern framework began.

**HENCE THE NEED FOR THE CREATION OF THE BOARD OF LICENSE COMMISSIONERS.**



## BOLC WEARS PINK TO SUPPORT BREAST CANCER AWARENESS

October is Breast Cancer Awareness Month — a time to honor survivors, remember those we've lost, and take action toward early detection and support. Breast cancer affects thousands of individuals and families every year, but early detection saves lives.

BOLC encourages everyone to take charge of their health by scheduling regular screenings and mammograms, knowing their family history, and speaking with healthcare providers about prevention.

Let's stand together with the BOLC in hope, strength, support and one day soon **A CURE!**



## KNOW WHAT YOU KNOW

### NEW OR UPDATED POLICIES

The Board of License Commissioners (BOLC) serves a quasi-judicial function in administering and enforcing the Alcoholic Beverage Laws of the State of Maryland and the Rules and Regulations of the BOLC. Over the past few months the BOLC drafted new and revised several Rules and Regulations that have been approved. Below is the list of new/revised Rules and Regulations:

***RR #35— Tradename***

***RR #89— Compliance with Governmental Authority***

To download the new Rules and Regulations you may go to the BOLC website at <http://bolc.mypgc.us> or contact our office at 301-583-9980.

### COMPLIANCE: IT'S THE LAW

Pursuant to Sections 6-304 and 26-2707 of the Alcoholic Beverages Article of the Annotated Code of Maryland, a licensee or any of his/her employees or agents, may not sell, serve, furnish or allow the consumption or possession of any alcoholic beverages at any time to any person under the age of **twenty-one (21)** years.

# ASK & ANSWERED



## **Q1: How do I apply for an Alcoholic Beverage License? Where do I start?**

A: Applicants must be a resident and a registered voter in the State of Maryland.

Step 1 – Applications may be found at the BOLC's website at: <http://bolc.mypgc.us>

*Note: Application must be TYPED and fully completed.*

Step 2 – Click on New Application Process and select New/Transfer Application.

Step 3 – Submit a copy of a floor plan or interior layout design of the establishment.

Step 4 – Submit a copy of 2 forms of ID (refer to page 1 of the Rules & Regulations)

Step 5 - Submit the application fee of \$700 in the form of a Money Order, Cashier's Check or Certified Check payable to Prince George's County. (Cash, Business and Personal Checks will not be accepted)

Step 6- Complete a Criminal Background application in the State of Maryland.

## **Q2: I'm having an event, is BYOB or BYOL permitted in Prince Georges County? (Pursuant to 26-2501 of the Annotated Code of Maryland)**

A: **NO:** A person, including an owner or operator of an establishment may not serve, keep, or allow to be consumed by a customer, alcoholic beverages from supplies that the customer purchased, reserved, or otherwise brought to the establishment from supplies purchased or otherwise brought to the establishment by the owner or operator of the establishment or an agent of the owner or operator.

## **Q3: What class of alcoholic beverage license is best for my establishment?**

A: Types of classes of licenses available:

Class A- Liquors Stores (Not permitted to issue this class of license since 1996 per the Annotated Code of Maryland)

Class B- Restaurant, Lounges, Hotels, Entertainment Facility (Stadiums)

Class C- Veteran, Fraternal Organizations, Golf Courses, Country Clubs

Class D- Taverns, Salons, etc.

## **Q4: How do I get a mobile liquor license?**

A: The county does not issue mobile liquor licenses; however, you may contact the State of Maryland Alcohol and Tobacco Commission at 410-260-7314 to enquire about their policy on mobile liquor license.

## **Q5: How do I know if an establishment is applying for an alcoholic beverage license in my community?**

A: The BOLC advertises in both the Prince George's Post and Gazette newspapers at least two (2) weeks prior to a scheduled hearing. Citizens may also check the BOLC website for monthly agendas. Bulletins are also posted on the establishment requesting alcoholic beverage license in each community.

## **Q6: How do I submit a letter of support or a letter of opposition for an establishment applying for an alcoholic beverage license in my community?**

A: Citizens/Communities/Attorneys may submit a letter to [BLC@co.pg.md.us](mailto:BLC@co.pg.md.us) at least two (2) weeks prior to the hearing date.

## **Q7: Where do I go to obtain a criminal background check?**

A: Applicants applying for an alcoholic beverage license must use the LiveScan form obtained from the BOLC office or website with the BOLC agency authorization code. After completing the form, applicants can go to any fingerprinting service in the State of Maryland to have their criminal background check completed.

For listings, please visit: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

## **Q8: How do I or the community protest a renewal of an alcoholic beverage license?**

A: Citizens must submit a written letter protesting the renewal of the alcoholic beverage license supported by a signed petition (must be a registered voter of the State of Maryland) to the BOLC no later than March 1<sup>st</sup>. Following the submission of the letter, a public hearing will be scheduled.