



Aisha N. Braveboy  
County Executive

PRINCE GEORGE'S COUNTY  
BOARD OF LICENSE COMMISSIONERS  
OFFICIAL NOTICE OF  
**CLASS B LICENSE RENEWAL**



Terence Sheppard  
Director

1. **RENEWALS ARE DUE APRIL 1<sup>ST</sup>** – Applications will not be accepted after the close of business, Wednesday, April 1<sup>st</sup>. Class B licenses expire on **May 31<sup>st</sup>**.
2. **EXTENSION** – Licensees who are unable to complete the Renewal Application by the filing deadline must request an extension prior to April 1<sup>st</sup>. Requests must be submitted in writing or made using the BOLC extension request form, and must include a certified check, cashier's check, or money order in the amount of \$1,000. Upon approval, the extension will allow the license to be renewed through May 31<sup>st</sup>.
3. **FULLY COMPLETED APPLICATIONS** - The Renewal Application **MUST BE TYPED**. If a handwritten application is submitted, the BOLC reserves the right to reject the application (e.g., illegible). The Renewal Application is a fillable form. Please use the application, **Revised December 2024**. We will not accept any old renewal applications. Make sure all questions are answered fully, and all signatures are notarized. Incomplete applications will not be accepted.
4. **AFFIDAVITS** - Pursuant to Rule 45 of the Rules and Regulations, each licensee and/or stockholder must file an Affidavit.
5. **CORPORATIONS/LLC** - The Renewal Application **MUST BE ACCOMPANIED BY A CERTIFICATE OF GOOD STANDING**, which may be obtained from the State Department of Assessments and Taxation, State Office Building, 301 West Preston Street, Room 801, Baltimore, Maryland 21201. A remittance fee of \$20.00 must accompany your request for the Certificate. The walk-in fee is \$40.00. For additional information, please call 410-767-1340. Alternatively, the certificate can be obtained and printed from the Internet for a \$40.00 fee. The website is <https://egov.maryland.gov/BusinessExpress/EntitySearch> - follow the directions to obtain a "certificate of status."
6. **COMPLIANCE WITH ALCOHOL AWARENESS** - Renewal applications must be accompanied by a Certificate of Compliance with Alcohol Awareness Training as provided for in Section 3-504 of the Alcoholic Beverage Article of the Annotated Code of Maryland.
7. **WORKERS' COMPENSATION** – Submit a current copy of the establishment's Certificate of Liability Insurance. A Workers' Compensation Certificate of Insurance is not required if the business is family-owned and employs no individuals outside the family. In such cases, you must either submit a written statement confirming this or provide the BOLC "Exempt from Worker's Compensation" form.
8. **TRADER'S LICENSE** – Submit a current copy of the State of Maryland Traders License. Please refer to the Clerk of the Court with questions regarding the Traders License at 301-952-3331.
9. **TAXES** - Pursuant to Section 26-1807 of the Alcoholic Beverage Article of the Annotated Code of Maryland, **ALL TAXES DUE** to the State of Maryland, Prince George's County, and any municipality must be **PAID**, or a payment plan must be in place in order to renew any Alcoholic Beverage License.

10. **FIRE CAPACITY CERTIFICATE** – Submit the establishment’s Fire Capacity Certificate. Establishments with an occupant capacity of fewer than fifty (50) are not required to submit this certificate.
11. **ENVIRONMENTAL AND FOOD HEALTH PERMIT** - Submit the Environmental and Food Health Permit for the establishment. Please ensure that the permit is current and not expired.
12. **PAYMENT OF RENEWAL FEES** – Applications must be accompanied by a money order, certified check, or cashier’s check, made payable to Prince George’s County. CASH, PERSONAL, OR BUSINESS CHECKS WILL NOT BE ACCEPTED.

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| <b>Class B, Beer, On Sale</b>                                        | <b>\$365.00</b>    |
| <b>Class B, Beer and Wine, On Sale</b>                               | <b>\$365.00</b>    |
| <b>Class B (DH), Beer and Wine, On Sale</b>                          | <b>\$245.00</b>    |
| <b>Class B (BBS), Beer, Wine and Liquor On Sale</b>                  | <b>\$2420.00</b>   |
| <b>Class B (GC), Beer, Wine and Liquor, On Sale</b>                  | <b>\$500.00</b>    |
| <b>Class B, Beer, Wine and Liquor, On Sale - BL</b>                  | <b>\$2,305.00</b>  |
| <b>Class B, Beer, Wine and Liquor, On and Off Sale – BL+</b>         | <b>\$3,270.00</b>  |
| <b>Class B (ECR) Beer, Wine and Liquor</b>                           | <b>\$2,420.00</b>  |
| <b>Class B, MB22, Beer, Wine and Liquor, On Sale</b>                 | <b>\$1,090.00</b>  |
| <b>Class B (BH), Beer, Wine and Liquor – Hotel</b>                   | <b>\$5,000.00</b>  |
| <b>Class B (BCE), Beer, Wine and Liquor – Catering Establishment</b> | <b>\$4,480.00</b>  |
| <b>Class B (ECF), Beer, Wine and Liquor – On Sale</b>                | <b>\$5,175.00</b>  |
| <b>Class B, (ECF/DS), Beer, Wine and Liquor – On Sale</b>            | <b>\$8,275.00</b>  |
| <b>Class B (BLX), Beer, Wine and Liquor – On Sale</b>                | <b>\$3,875.00</b>  |
| <b>Class B (CI), Beer, Wine and Liquor – Country Inn</b>             | <b>\$2,365.00</b>  |
| <b>Class B (AE), Beer, Wine and Liquor – Arts and Entertainment</b>  | <b>\$3,600.00</b>  |
| <b>Class B (RD), Liquor – On Sale</b>                                | <b>\$725.00</b>    |
| <b>Class B (FBS), Beer, Wine and Liquor – On Sale</b>                | <b>\$21,780.00</b> |
| <b>Class B (TP), Beer, Wine and Liquor – On Sale</b>                 | <b>\$4,290.00</b>  |
| <b>Class B (CC), Beer, Wine and Liquor – On Sale</b>                 | <b>\$22,000.00</b> |
| <b>Class B (DD), Beer, Wine and Liquor – On Sale</b>                 | <b>\$3,025.00</b>  |
| <b>Class B (DD)(R), Beer, Wine and Liquor – On Sale</b>              | <b>\$5,000.00</b>  |
| <b>Class B (EF), Beer, Wine and Liquor – On Sale</b>                 | <b>\$22,000.00</b> |
| <b>Class B (EC), Beer, Wine and Liquor – On Sale</b>                 | <b>\$5,000.00</b>  |
| <b>Class B, RT, Beer, Wine and Liquor – On Sale</b>                  | <b>\$22,000.00</b> |
| <b>Class B(CAEVC), Beer, Wine and Liquor – On Sale</b>               | <b>\$3,500.00</b>  |
| <b>Distillery</b>                                                    | <b>\$500.00</b>    |