

2025 Application Checklist

MUST BE FILLED OUT COMPLETELY INCLUDING:

_____ Application Fee of \$150

_____ Annual Renewal Fee (listed at the top of the letter).

(Payments can be made by check or money order made payable to “Charles County Treasurer”, cash and credit card.)

_____ Completed Application (**All boxes filled out**)

_____ Marked Mail or Pickup

_____ **Initial** in Appropriate Box for each question, for **each licensee** (1-7)

_____ Signed by each licensee and notarized

_____ Cert of Property Owner filled out, signed and notarized

_____ Copy of Driver’s License for each licensee

Applications will not be accepted unless application is complete, and all documents and payments are attached. NO EXCEPTIONS.

2025 ALCOHOLIC BEVERAGES LICENSE RENEWAL APPLICATION

TO THE BOARD OF LICENSE COMMISSIONERS OF CHARLES COUNTY, MARYLAND. **Application Fee: \$150**

Application is hereby made under the provisions of the Alcoholic Beverages Article of the Annotated Code of Maryland as amended, for a renewal of the _____ **[print license type]** alcoholic beverages license, held by the undersigned.

_____ Mail License _____ Will Pick Up

Corporate Entity		Trade Name:	
Licensee 1: _____ Cell Phone No: _____ Email Address: _____		% Interest:	
Licensee 2: _____ Cell Phone No: _____ Email Address: _____		% Interest:	
Licensee 3: _____ Cell Phone No: _____ Email Address: _____		% Interest:	
Licensed Premises Physical Address:		Licensed Premises Mailing Address:	
MD Sales Tax ID No.			

*** Certain Class B/BLX Licensees Exempt from ownership requirement. If exempt, cite publicly traded corporate entity.**

	As set forth in Alcoholic Beverages Article § 4-109 :	INITIAL BELOW where applicable:		
		Licensee 1	Licensee 2	Licensee 3
1.	The Licensee certifies that s/he nor any of the stockholders or interest holders have ever been convicted of a felony.			
2.	The Licensee certifies that the facts stated in the original application are unchanged, except where disclosed and approved by the Board of License Commissioners, and that all information provided herein is true and correct.			
3.	The Licensee has a financial interest in the business to be conducted under the license.			
4.	The Licensee does NOT have a financial interest in any other establishment which holds an alcoholic beverage license. * Exception – Class B/ BLX Alcoholic Beverages Article, §18-1605.			
5.	The Licensee has/has not been found guilty of violating a State or federal law. If so, attach certified copy of final disposition sheet.			
6.	No one other than the Licensee has a financial interest in the license or in the business to be conducted under the license. *Exception - Class B/BLX Alcoholic Beverages Article, §18-1605.			

7.	Licensee certifies that s/he is an officer of the corporation/managing member and/or authorized person of the limited liability company and holds at least a 20% interest in the company. *Exception - Class B/BLX - Alcoholic Beverages Article, §18-1404(b).			
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8. Name/Address of each additional person holding at least a 5% interest in the corporation or limited liability company. (Attach additional page if necessary.) *Class BLX license exception - Alcoholic Beverages Article, § 18-1404(d).

a.	b.	c.

9. Business/Daytime Phone No.: _____ Cell Phone No.: _____ Email: _____

10. Days/Hours of Operation: _____

11. Does the licensee host live entertainment? (Defined as "event, performance, or activity designed to entertain others")

YES

NO

☐☐

a) If Yes, describe type(s) of entertainment: _____

b) How Often?

☐

Daily

☐

Weekly

☐

Monthly

☐

Occasionally

Important Note: Live entertainment is not permissible unless disclosed and the applicable fee has been paid.

Your Use & Occupancy Permit **MUST allow for the type of entertainment described above.**

12. Does the licensee serve or allow patrons to consume alcoholic beverages in a **Board-approved** outside area?

YES

NO

☐☐

Important Note: If you desire to allow your patrons to consume alcoholic beverages in a defined outside area, you **cannot** use this application to request approval. Please contact the Clerk for more information on applying for a permanent Outside/Open-air exception.

The Applicant hereby certifies under oath by signature and by initialing where indicated, that the facts stated in the original application are unchanged except where disclosed and approved by the Board of License Commissioners, and that all information provided herein is true and correct.

Please identify the RESIDENT LICENSEE with an asterisk ().

Signature - Licensee No. 1: _____

Address: _____

Printed Name: _____

Notary - STATE OF MARYLAND, CHARLES COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2025, before me, the subscriber, a Notary Public of the State of Maryland in and for Charles County, Maryland, personally appeared _____, Licensee named in the foregoing renewal application, and made oath in due form of law that the matters and facts stated therein are true.

WITNESS my hand and Notarial Seal.

Notary

Address: _____

Signature - Licensee No. 2: _____

Printed Name: _____

Notary - STATE OF MARYLAND, CHARLES COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2025, before me, the subscriber, a Notary Public of the State of Maryland in and for Charles County, Maryland, personally appeared _____, Licensee named in the foregoing renewal application, and made oath in due form of law that the matters and facts stated therein are true.

WITNESS my hand and Notarial Seal.

Notary

Signature - Licensee No. 3: _____

Address: _____

Printed Name: _____

Notary - STATE OF MARYLAND, CHARLES COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2025, before me, the subscriber, a Notary Public of the State of Maryland in and for Charles County, Maryland, personally appeared _____, Licensee named in the foregoing renewal application, and made oath in due form of law that the matters and facts stated therein are true.

WITNESS my hand and Notarial Seal.

Notary

STATEMENT OF OWNER OF PREMISES

Licensed Premises

MD Dept of Assessments & Taxation

Trade Name: _____

Property Identification No: _____

Address: _____

As the Owner of the property, I/we assent to the granting of the sought license and authorize the Board of License Commissioners, its duly authorized agents and employees, and any peace officer of Charles County, Maryland to inspect and search, without warrant, the premises upon which the business is to be conducted and any and all parts of the building in which said business is to be conducted at any and all hours;

The undersigned affirms, under the penalties of perjury that:

1. he/she/they/it (circle one) is/are (circle one) the Owner(s) of the property where the alcoholic beverages license, if issued, shall be used; and
2. in the event that the Owner is not a natural person, the individual signing below further affirms that he/she is duly authorized to make and sign the foregoing statement on behalf of the Owner; and
3. that the Owner or his below indicated representative, hereby certifies under oath by signature that the facts stated in this Statement of Owner of Premises and all information provided herein is true and correct.

Witness our/my hand(s) and seal(s) this _____ day of _____, 2025.

CORPORATE ENTITY (if applicable): _____

_____(SEAL)

Printed Name:

Title:

_____(SEAL)

Signature:

STATE OF MARYLAND, CHARLES COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2025, before me, the subscriber, a Notary Public of the State of Maryland in and for Charles County, Maryland, personally appeared _____, named in the foregoing renewal application, and made oath in due form of law that the matters and facts stated therein are true.

WITNESS my hand and Notarial Seal.

FOR ADMINISTRATIVE USE ONLY

BOARD OF LICENSE COMMISSIONERS OF CHARLES COUNTY

Approved By: _____
Chairperson

Date: _____

CHARLES COUNTY TREASURER

Approved: _____

Date: _____