



Charles County Board of License Commissioners

Matthew Darden, Chairman
Michelle Jones, Vice Chairman
Dorothy Brawner

Zhypar Beishenalieva
Associate County Attorney

Melody Weschler, Clerk

TO: LICENSEE
\$150 Application Fee

FROM: Board of License Commissioners

DATE: February 28, 2026

Attached is your 2026 Alcoholic Beverage License Renewal Application, which is also available online in a fillable format at:

<https://www.charlescountymd.gov/commissioners/boards/board-license-commissioners-liquor-board>

IMPORTANT INFORMATION - PLEASE NOTE THE FOLLOWING CHANGES IN THE RULES AND REGULATIONS:

Rule 4.110 – Renewals

1. License renewal application forms will be sent by the Clerk of the Board to the email or the mailing address on record for each licensed premises, approximately thirty (30) days prior to the filing deadline. Renewal application forms can also be obtained on the Board's website. It is incumbent upon the licensee to make certain that this renewal application form has been obtained. Failure to obtain or receive the renewal application form does not relieve the licensee of the requirement to file the renewal application in a timely manner.

2. Applications for renewal of licenses shall be filed with the Board on or before March 31st of each year. If any application for renewal is filed after March 31st, then the Board may impose on the licensee a late filing fee. The Board shall accept late renewal applications through the conclusion of the Board's April hearing. However, no renewal applications will be accepted after the Board's April hearing concludes. Failure to file an application for renewal of license will result in expiration of the license on April 30th at 11:59 p.m.

3. Each application for renewal of license is subject for the Board's consideration and approval during the April hearing. If the application for renewal of license does not get the Board's approval, the license will expire by the operation of the law on April 30th at 11:59 p.m. unless the Board has granted a postponement of the expiration of the license as set forth in Rule 4.110(5). If the existing license expires, an application for a new license shall then be submitted for consideration by the Board, subject to the off-sale license quota for any license with an off-sale privilege.

4. During its April hearing, in case of existence of any outstanding matter(s) related to the licensed establishment which would prevent the Board from approval of the renewal application, the Board may approve such renewal application contingently upon the resolution of the outstanding matter(s) before April 30th of the same year. If the outstanding matter(s) are not resolved timely, the license shall expire on April 30th at 11:59 p.m. by default.

A license holder may apply to the Board for a postponement of the expiration of an existing expiring license to avoid hardship. The application for postponement of expiration of the existing license shall be filed by the licensee before the April hearing of the Board. Such application is subject for the Board's consideration and approval during the April hearing. The Board may postpone the expiration of license for an additional period that may not exceed 20 days. The Board shall not consider applications for a postponement of license expiration after April 30th of each year.

IMPORTANT: The renewal form must be printed/signed and notarized, along with the application fee of \$150 and the renewal fee noted above, and filed with the Clerk to the Board of License Commissioners or postmarked and mailed, on or before March 31, 2026 to: Charles County Board of License Commissioners, Office of the County Attorney, 200 Baltimore Street, La Plata, MD 20646.

Signature(s) on the renewal application certifies that the facts stated in the original application are unchanged unless previously disclosed and approved by the Board of License Commissioners. If the facts contained in your original application have changed, you must submit a brief explanation to the Board of License Commissioners along with your renewal application. Applications that are incomplete or improperly executed will not be processed and will be returned by regular mail to the resident licensee at the address we have on file. **IMPORTANT: Any renewal application that is not complete and filed with the Board of License Commissioners or postmarked by March 31, 2026, may be assessed a fine of \$50.00 per day, beginning April 1, 2026. Any Renewal Application not filed with the Board before its April 9, 2026 meeting may not be considered for renewal and the current license may expire at Midnight on THURSDAY, APRIL 30, 2026.**

If the Treasury Division or Comptroller has identified your business as having outstanding matters relating to unpaid/unfiled assessments, and/or taxes due from the applicant to the State, County, or incorporated town, it is your responsibility to ensure that there are no filings and/or unpaid taxes due which would hold up the renewal of your 2026 Alcoholic Beverage license. If you have any questions concerning your taxes, please call (301) 645-0685 and request to speak with a tax specialist.

If you there is no holds placed on the issuance of your 2026 Alcoholic Beverage license, your approved 2026 License may be mailed to you at this address if indicated on the application. Please be aware that in the past there have been issues with receiving the license timely if mailed. Otherwise, you may call (301) 645-0555 to make an appointment to pick up your license. **You MUST purchase/pick up your new license no later than 4:00 P.M., Thursday, April 30, 2026.**

Thank you.

Melody Weschler, Clerk

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2026 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

APPLICATION MUST BE COMPLETE. EVERY LINE MUST BE FILLED OUT.

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

**** A copy of each Licensee(s) Driver's License/State ID must be attached to this application.**

* 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).			

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.
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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: _____

Printed Name: _____

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

I HEREBY CERTIFY that on this _____ day of _____, 2026, 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. 2: _____

Printed Name: _____

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

I HEREBY CERTIFY that on this _____ day of _____, 2026, 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: _____

Printed Name: _____

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

I HEREBY CERTIFY that on this _____ day of _____, 2026, 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: _____

Street 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 _____, 2026.

CORPORATE ENTITY (if applicable): _____

 Printed Name: _____ Title: _____ Signature: _____
 (SEAL) (SEAL)

STATE OF MARYLAND, CHARLES COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2026, 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: _____