

KEY DATES:

All license applications received in the current year will be licensed in the current year. Applications will not be held by FCS for the next year.

It is highly recommended that all new licenses submitted after the first week in November pay for both current license and following year licenses to avoid the risk of receiving a late fee.

**Due to Covid-19 we are 1 week behind schedule.*

Last week in September – Send license list to Counties for review and updated mailing addresses.

Second to Last Saturday in October – Renewals will be run.

Last Monday in October – renewal notices mailed for all active licenses.

Last Monday in October - email will be sent to all establishments with listed emails.

Last Friday in November – email will be sent to all establishments still owing license fees with listed emails.

First Week of December – 2nd reminders (postcards) mailed for all unpaid licenses.

Second Week of December – email will be sent to all establishments still owing license fees with listed emails (we will begin date stamping envelopes with date received).

Last Week of December – email will be sent to all establishments still owing license fees with listed emails.

December 31st – licenses expire, except Estop.

January 1st – late fees assessed on all unpaid licenses.

First Week of January – waive erroneous late fees from licenses paid on-line or mailed before January 1st.

Second Week of January – delinquent notices mailed.

Last Week of January – Paid Estop licenses will roll into the next license year.

First Week of February – delinquent notices for licenses still owing just the late fee printed & mailed.

Second Week of March – Counties will be emailed a list of unpaid licenses that may be inactivated due to lack of payment.

Last Wednesday in March – all renewal checks must be scanned and spreadsheet sent to Fiscal by 2:00pm.

First Monday in April – delinquent licenses will be inactivated in the licensing database and letters regarding inactivation of licenses will be mailed to both the operator and the county. FCS website reactivated.