



PROCEDURAL GUIDE FOR YEAR-ROUND, NEW LIQUOR LICENSE APPLICATION PROCESS

1. The Liquor License application can be obtained from the City Administrator's Office or from the City's website. Contact Jeanne Fornari at (630) 938-4544 for assistance if needed.
2. Complete the application, have it notarized, and return it to Ms. Fornari at City Hall. Remember to have the following when submitting the paperwork:
 - \$200 application deposit
 - \$50 per 'individual applicant' (pg. 3) fingerprint fee
 - Copy of fully executed lease agreement if property will be leased
3. Once the fully completed application is received, it will be routed to the Police Department to perform the required background checks on all individual applicants listed on the application. This process can take up to 60 days.
4. Once the background investigation is complete, the Police Department will send their report to the Liquor Commissioner and Deputy Liquor Commissioner for review. If the application is approved, Ms. Fornari will contact the applicant to schedule formal approval of adding the license by the City Council. This is usually a 2-week process.
5. License **issuance** will only take place AFTER:
 - All final building and safety inspections by our Building Dept. have been approved and the applicant has received their Occupancy Certificate.
 - Certificate of dram shop insurance is received showing coverage through April 30 of the licensed year.
6. Applicants must make an appointment with the City Administrator's Office to pick up their license and related documents including required "Under 21" signage only after Step #5 is complete. Applicants should call Ms. Fornari at (630) 938-4544 to set up that appointment.