

Liquor License Check List—City of Loves Park Liquor License Process

1. Letter of Request to Mayor as Liquor Commissioner w/\$250.00 (non-refundable).
Letter should include the following:
 - a. **Corporate Name**
 - b. **Doing Business As (d/b/a) name as applicable**
 - c. **Location address**
 - d. **Liquor Classification requested**
 - e. **Business Background.**

2. Codes and Regulations Committee Meeting. Request will be read in at City Council on a Monday night. The Codes and Regulations Committee Chairman will call a meeting for the following Monday night. Applicant is required to attend the Codes and Regulations Committee meeting.

3. Ordinance to City Council. The Monday following the Codes and Regulations meeting, City Council will be presented with an Ordinance for the requested liquor license at the requested location. City Council approval or denial will take two-weeks.

4. If the liquor license ordinance is approved by City Council, a liquor license application may than be filled out. **The application must be completely filled out in order to be accepted.**

5. The completed application must be signed, notarized, and accompanied with payment for the applicable fee for the classification requested.
 - a. **Class A--\$2,000**
 - b. **Class B--\$1,500**
 - c. **Class C--\$1,000**
 - d. **Class D--\$1,000**
 - e. **Class R-1--\$2,000**
 - f. **Class R-2--\$2,000**
 - g. **Class R-3--\$1,000**
 - h. **Class R-4--\$1,000**
 - i. **Class W--\$500**
 - j. **Class E--\$1,000**
 - k. **Class G--\$75 per day**
 - l. **Class CTR--\$1,000**
 - m. **Class F--\$2,000**
 - n. **Class H--\$2,000**



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6. Background Check per person. Background checks will be done at the Regional Office of Education. **You must call for an appointment.** The cost is \$45 per person and paid by the applicant. Regional Office of Education phone 815-636-3060. Results will be obtained by Nathan Bruck.
7. Other information required prior to issuance of liquor license:
 - a. **Liquor Liability Insurance on "Acord 25" Insurance Form.**
 - b. **Bill of Sale or Fully Executed Lease of Property. The State of Illinois will also need this documentation prior to their issuance of a State liquor license.**
 - c. **Certificate of Occupancy, if applicable**
8. Issuance of Liquor License Certificate by the City of Loves Park

If you have any questions or need assistance, please contact Nathan Bruck in the Community Development Department.

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