



## LOCAL LIQUOR COMMISSIONER

1420 Miner Street  
Des Plaines, IL 60016  
P: 847.391.5301  
W: desplaines.org

### CHECKLIST FOR A LIQUOR LICENSE NEW APPLICANT

#### **ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING**

- Completed application for Liquor License (supplemental to the Business Registration)
- Copy of the Articles of Incorporation issued by the IL Secretary of State
- Copy of the executed lease reflecting tenancy or filed deed reflecting ownership of the premises
- Certificate of Insurance listing general and liquor liability. Liquor liability must specify coverage for Dram Shop (consumption on premises) for classifications A, C, E, F, G, H-1, I, K, L, N and P
- Copy of the current IL Business Tax Certificate (sales tax) issued by the IL Department of Revenue
- Completed list of business owners and general managers
- Completed confidential form for each business owners and general managers
- Copy of the current driver's license for each business owners and general managers
- Copy of alcohol awareness / BASSET certification for each business owners and general managers
- Payment of \$50.00 for fingerprinting/background check each business owners and general managers
- Payment of \$55.00 for the application processing fee
- Payment for the appropriate license fee (reference to the classifications and schedule of fees)

#### **DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS**

- Licensing Division / 847-391-5366  
For information on registration requirements, licensing requirements and status of an application



LOCAL LIQUOR COMMISSIONER

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5301
W: desplaines.org

APPLICATION FOR A LIQUOR LICENSE

BUSINESS INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Dept: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Day/Hours of Operations: Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

CLASSIFICATION

- A TAVERN- seats 250 or less
A1 TAVERN - seats 251 - 500
A2 TAVERN - seats 501 +
AB TAVERN & BULK SALES - seats 250 or less
AB-1 TAVERN & BULK SALES - seats 251 - 500
B BULK SALES - retail only
B-1 BULK SALES -alcohol not primary retail
C CLUB
E RESTAURANT DINING ROOM - over 50
F RESTAURANT - beer only
G BANQUET HALL
H-1 RESTAURANT - beer & wine only
H-2 BULK SALES - beer & wine only
I RELIGIOUS SOCIETY
J SPECIAL 4:00AM - must have class A
K GOVERNMENTAL FACILITY
L WINE ONLY
M GAS STATION - retail only
N CASINO
P COFFEE SHOP

OWNERSHIP INFORMATION (list President, Vice-President, Secretary and all Officers owning 5% or more of stock)

Title: \_\_\_\_\_ % of Stock: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ % of Stock: \_\_\_\_\_

Name: \_\_\_\_\_

Has either the President, Vice-President, Secretary or any officer ever plead guilty, been found guilty, received supervision, plead nolo contendere (no contest) to any felony under Federal, State, County or Municipal law, statute or ordinance? [ ] NO [ ] YES - Attach documentation identifying the charge, finding, court branch and docket #

**ADDITIONAL INFORMATION**

Does the applicant own the property or premises of the business?  NO  YES  
If NO, please provide name/address of the property owner and expiration date of the executed lease:

---

Is any elected City Official, County Commission or County Board member affiliated directly or indirectly with the applicant/business?  NO  YES  
If YES, please provide name, position and a detailed description to the particulars:

---

Has any officer, owner or stockholder of the corporation or business obtained a liquor license for another location?  NO  YES  
If YES, please provide name, location and disposition/status of each:

---

Has any officer, owner or stockholder of the corporation or business had a liquor license revoked for another location?  NO  YES  
If YES, please provide name, location and reason for revocation of each:

**AFFIDAVIT**

The undersigned swears and affirms that I have read and understand the Liquor code of the City of Des Plaines and that the corporation and/or business name on this application and its employees will not violate any of the municipal codes, IL State Statutes or governmental laws, in conduct of the place of business described herein. The statements contained in the application are true and correct to the best of my knowledge.

\_\_\_\_\_ INITIALS

Either an owner, manager or bartender with alcohol awareness training, whom has been fingerprinted and background checked with the Des Plaines Police Department and has been placed on file with the Local Liquor Commissioner will be on duty at all times during the sale and serving of alcohol on the premises.

\_\_\_\_\_ INITIALS

I acknowledge that any changes to the information on file during the time frame of the current liquor license period must be immediately reported to the Local Liquor Commissioner. Failure to comply may result in immediate suspension of the Liquor License, additional fines up to \$10,000 for each violation, revocation of the Liquor License and/or denial to renew for a Liquor License for the next time frame period.

\_\_\_\_\_ INITIALS

\_\_\_\_\_  
Signature of Owner

SUBSCRIBED and SWORN to before me this  
\_\_ day of \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
NOTARY PUBLIC (STAMP SEAL BELOW)



**LOCAL LIQUOR COMMISSIONER**

1420 Miner Street  
 Des Plaines, IL 60016  
 P: 847.391.5301  
 W: desplaines.org

**CLASSIFICATIONS AND SCHEDULE OF FEES  
 FOR A LIQUOR LICENSE**

<b>CLASS</b>	<b>DESCRIPTION</b>	<b>CONSUMPTION</b>	<b>INITIAL</b>	<b>Dram Ins Required</b>
A	Tavern liquor dealer's license (250 or less)	On Premises	\$ 3,850.00	Yes
A1	Tavern liquor dealer's license (251 - 500)	On Premises	\$ 4,840.00	Yes
A2	Tavern liquor dealer's license (501+)	On Premises	\$ 6,050.00	Yes
AB	Tavern and bulk sales dealer's license (250 or less)	On & Off Premises	\$ 7,480.00	Yes
AB-1	Tavern and bulk sales dealer's license (250 – 500)	On & Off Premises	\$ 8,470.00	Yes
AB-2	Tavern and bulk sales dealer's license (501+)	On & Off Premises	\$ 9,680.00	Yes
B	Bulk sales dealer's license (retail alcohol only)	Off Premises	\$ 3,630.00	No
B-1	Bulk sales dealer's license (alcohol not primary retail)	Off Premises	\$ 3,630.00	No
C	Club liquor license	On Premises	\$ 1210.00	Yes
E	Restaurant and dining room license	On Premises	\$ 3,630.00	Yes
F	Beer only license	On Premises	\$ 2,860.00	Yes
G	Banquet hall liquor license	On Premises	\$ 3,630.00	Yes
H-1	Beer and wine only license (restaurant only)	On Premises	\$ 3,630.00	Yes
H-2	Beer and wine only license (bulk sale only)	Off Premises	\$ 3,630.00	No
I	Religious society license	On Premises	\$ 600.00	Yes
J	Special four A.M. liquor license (A,A-1,A-2 required)	On Premises	\$ 3,630.00	Yes
K	Governmental facilities license	On Premises	\$ 550.00	Yes
K-sub	Governmental facilities license (for caterer only)	On Premises	\$ 440.00	Yes
L	Wine only license	Off Premises	\$ 2,860.00	No
M	Gas station license (retail only)	Off Premises	\$ 3,630.00	No
N	Casino liquor license	On Premises	\$ 12,000.00	Yes
P	Coffee shop license	On Premises	\$ 3,630.00	Yes



LOCAL LIQUOR COMMISSIONER

1420 Miner Street  
Des Plaines, IL 60016  
P: 847.391.5301  
W: desplaines.org

LIST OF OWNERS AND GENERAL MANAGERS

List the information below for owners owning 5% or more in stock and general managers. A confidential form must be completed by each persons listed below accompanied with a copy of the current driver's license/state ID and alcohol awareness training:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

***With the adoption of the amendment to municipal code 4-4-3, fingerprinting and confidential forms for on-site managers and bartenders is no longer required.***

**For current employees**, a confidential form must be completed by each persons accompanied with a copy of the current driver's license/state ID and alcohol awareness training.

**For newly hired employees**, a confidential form must be completed by each person accompanied with a copy of the current driver's license/state ID, alcohol awareness training and a \$50.00 payment for fingerprinting check fee. All documentation must be remitted to the Licensing Division Room 301 at the address above. A receipt will be provided **prior to** the scheduling of a fingerprinting appointment. Fingerprinting is scheduled by appointment only. Walk in appointments are prohibited.

**For change of ownership and newly hired general manager,**

It is the responsibility of owner/president that any change of ownership and/or newly hired general manager after July 1<sup>st</sup> complies with all liquor license requirements within **30 days** from the date of ownership or employment. Failure to comply within 60 days may result in an additional fine for each violation and/or suspension of the liquor license.



LOCAL LIQUOR COMMISSIONER

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5301
W: desplaines.org

CONFIDENTIAL INFORMATION

The information below is confidential and shall be kept with the Liquor License for the business listed.

EMPLOYMENT STATUS:

[ ] New Hired Employee [ ] Existing Employee Date of Employment: \_\_\_\_\_

EMPLOYMENT TITLE:

[ ] Owner [ ] General Manager

APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

BUSINESS INFORMATION

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

ATTESTATION

I hereby authorize the Police Chief, or his designee, to conduct a background check and report this information to the office of the Local Liquor Commissioner. I authorize any entity having information relevant to the application to release such information as requested by the City of Des Plaines. I understand that I waive any right I may have to receive notice from any persons contacted in furtherance thereof regarding the release of information relating to the application.

I affirm I have not ever plead guilty, been found guilty, received supervision, plead nolo contendere (no contest) to any felony under Federal State, County or Municipal law/statute/ordinance for any of the following:

- an offense involving moral turpitude
• pandering or other crime or misdemeanor opposed to decency and morality
• the keepers of a house of ill fame

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## LOCAL LIQUOR COMMISSIONER

1420 Miner Street  
Des Plaines, IL 60016  
P: 847.391.5301  
W: desplaines.org

### CHECKLIST FOR A NEW EMPLOYEE CONFIDENTIAL FORM

#### **ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING**

- Completed Confidential Information Form
- Copy of the current driver's license
- Copy of alcohol awareness / BASSET certification
- Payment of \$ 50.00 for fingerprinting fee

- The above needs to be remitted to the Licensing Division. Once received, a receipt will be provided to the applicant to present at the time of the fingerprinting appointment.
- The applicant must obtain a receipt ***prior to*** the scheduling of a fingerprinting appointment.
- Fingerprinting is scheduled by appointment only. Walk in appointments are prohibited.
- After receiving the required receipt, the applicant must contact the Police Department at 847-391-5414 to schedule their appointment.
- Newly hired managers and bartenders have 30 days from the date of employment to remit the above and complete the fingerprinting process.

#### **DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS**

- Licensing Division / 847-391-5366  
For information on registration requirements, licensing requirements and status of an application