

NOTE: ALL ITEMS ON THIS LIST ARE REQUIRED BEFORE THE ISSUANCE OF A NEW LIQUOR LICENSE

- INTRODUCTION LETTER TO THE LIQUOR COMMISSIONER APPLYING FOR CLASS \_\_\_\_\_ LICENSE
- CORPORATIONS HAVE TO PROVIDE THE CERTIFICATE OF INCORPORATION ISSUED BY THE STATE OF ILLINOIS AND SECTION 5 MUST BE COMPLETED LISTING ALL STOCK AND SHAREHOLDERS OWNING MORE THAN 5%.

Section 3-305 and 306 Police background investigation and fees.

- Department of Police Liquor License Application for background checks for each applicant required be investigated
- \$500 background investigation (non-refundable) fee required for each applicant, and or stockholder owning more than 5% or any Regional or inclusive Manager must undergo the investigation.

\_\_\_\_\_ Date request for background investigation sent to Police Department:

\_\_\_\_\_ Date background investigation returned and status:

Section 3-304 - Application

- Liquor License Application – complete
  - Corporation: pages 3 and 4 for each stockholder owning more than 5%
  - If there is to be a manager: page 4 must be completed by the prospective manager
  - Rider to Application for Liquor License required by Ethics Ordinance

Section 3-307 - Health certificates

- Physician's statement for each owner who oversees the preparation & serving of food

Section 3-308 - Certificate of compliance

- County Health Department CONTACT DUPAGE HEALTH DEPARTMENT (630)-620-3350
- Community Development Department (including Fire Dept.) CALL (630)-834-8500

Section 3-309(14) - Right to premises Through JANUARY 1<sup>ST</sup> OF THE LICENSE YEAR

- Premises either owned by applicant or applicant has a lease through the term of the license TO JANUARY 1<sup>ST</sup> OF license year

Section 3-310 – Insurance through JANUARY 1<sup>ST</sup> OF THE LICENSE YEAR

- Certificate of Insurance-must be same term as license JANUARY 1<sup>ST</sup>, with required limits and coverage; in the name of applicant; Village as certificate holder. In the amount prescribed by section 6-21 of the Liquor Control, Act (235 ILCS 5/6-21).

Section 3-312 - Bond Term through JANUARY 1<sup>ST</sup> OF THE LICENSE YEAR

- License bond for \$1,000; name of principal is same as licensee. Village of Villa Park must be certificate holder.

Section 3-314 - Original issuance fee (See Municipal Code for Class of License Fee)

- See fee for class of license

Section 3-316 - Annual fee (See Municipal Code for Class of License Prorated Fee)

- See fee for class of license (prorated on quarterly basis after April 1)

Section 3-326 - Inventory on Transfer Allow 3 to 5 working days to set up this appt.

- If purchasing an existing business an inventory list must be made out and checked by the police department personnel.

- STATE OF ILLINOIS LIQUOR LICENSE. WE WILL SUPPLY YOU WITH THE STATE LIQUOR APPLICATION. AFTER COMPLETED THE APPLICATION YOU WILL NEED TO GOT TO THE STATE LIQ. COM. WITH THE APPROPRIATE FEE AND A COPY OF VILLAGE OF VILLA PARK'S LICENSE TO OBTAIN YOUR STATE LICENSE. YOU MUST OBTAIN A STATE LIQUOR LICENSE AND A COPY MUST BE FORWARDED TO THE VILLAGE BEFORE SERVING LIQUOR.

NEW LOCATION OR NONEXISTING LIQUOR ESTABLISHMENTS, MUST SCHEDULE THEIR REQUEST AT 3 BOARD MEETINGS DATES: \_\_\_\_\_ COMMITTEE OF WHOLE C.O.W. Informal meeting

\_\_\_\_\_ FORMAL AGENDA First reading of the Ordinance to increase liquor licenses

\_\_\_\_\_ FORMAL AGENDA Second and final reading to vote on the above ordinance

AFTER 3<sup>rd</sup> BOARD MEETING CONTACT THE MANAGER'S OFFICE TO SET UP A MEETING WITH THE LIQUOR COMMISSIONER AND POLICE CHIEF. THEY WILL ISSUE THE LIQUOR LICENSE TO YOU.