



**CITY OF CHAMPAIGN, ILLINOIS
LIQUOR CONTROL COMMISSION
(217) 403-8720**

TO: Potential Liquor License Applicants

RE: Procedure for Processing Liquor License Applications

I. An applicant for a liquor license must be a resident of the City of Champaign, a corporation incorporated in the State of Illinois, or a foreign corporation that is qualified under the Illinois Business Corporation Act to transact business in Illinois.

II. Application for a Liquor License must be made in all of the following instances by completing and returning the provided application forms to the Office of the Liquor Commissioner, together with the **non-refundable processing fee** indicated for each:

1.	Original application/new business	\$500.00
2.	Change of ownership of premise	500.00
3.	Expansion of premise	500.00
4.	Transfer of location	500.00
5.	Change of category of license	500.00
6.	Temporary (Class T) license	30.00
7.	Change of form of ownership	30.00
8.	Annual renewal	30.00

In addition to the application and processing fee, additional documents as indicated on the attached Checklist must be **submitted with the application**. If any required information is omitted at the time of submission, the application will be returned without consideration.

III. A copy of the Liquor Ordinance (Chapter 5 of The Municipal Code, "Alcoholic Beverages") and a copy of The Rules of the Liquor Control Commissioner are attached for your review and retention. If you have any questions regarding the Ordinance or Rules, these should be addressed before submitting your application.

It is the responsibility of a liquor licensee to be familiar with all local and State requirements. Further, Rule 16 of The Rules of the Liquor Control Commissioner requires that all licensees shall keep a copy of the current

Liquor Ordinance and Rules and any amendments thereto in a place where they are readily available to all employees; said place being near or close to where the liquor license is posted. All licensees shall instruct each employee in the provisions of the Ordinance and Rules.

- IV. Applications received in this office are routed as follows:
1. Planning Department ([217] 403-8800) – The Zoning Administrator reviews the zoning of the property, related signs, parking, distance for a church, school, hospital, and so forth.
 2. Police Department ([217] 403-6901) – Review of criminal history, driver's license record, and credit history.
 3. Legal Department ([217] 403-8765) – Assistant City Attorney reviews application, documents showing proof of possession, dramshop insurance, and other legal requirements.
 4. Building Safety Division ([217] 403-6100) – Inspectors complete inspection of premises. Plans Reviewer reviews floor and site plans, sets occupancy limits. Building Safety Supervisor checks for compliance with City's Building, Mechanical, Electrical, Plumbing, and Property Maintenance codes in those instances where it is a new building, where there is substantial remodeling or change of use type, and/or where Supervisor feels inspectors should inspect the building.
- V. **The Building Safety Division will not approve the application until the final inspection shows compliance with all applicable codes. It is the responsibility of the applicant to communicate with contractors to contact the appropriate department when the building is complete in order to request an inspection. If violations are found, the applicant must have the necessary work performed and again contact the Building Safety Division for inspection.**
- VI. After all departments have completed their review and/or inspection and have signed the routing sheet, the application is sent to the Liquor Commissioner's Office for final review, determination of whether the license shall be issued, and preparation of license.
- VII. No license shall be issued until all applicable licenses fees as set out in Sec. 5-32 of the Liquor Ordinance are paid. The fee shall be reduced in proportion to the full calendar months that have expired.
- VIII. Before a licensee may purchase liquor from a wholesaler or begin operation, they must obtain a State Liquor License by applying in person to the Illinois State Liquor Control Commission, 101 West Jefferson, Ste. 3-525, Springfield, Illinois ([217] 782-2136). A licensee must present to them at least the following: the local liquor license issued by the City of Champaign, a Certificate of Registration giving Sales Tax Number (issued by the Illinois Department of Revenue, 1901 South 11th, Springfield, Illinois {[217] 785-3707}). You will also be required to have a Special Tax Stamp that can be applied for by filling out IRS Form 11.

**CHECKLIST FOR A CITY OF CHAMPAIGN LIQUOR LICENSE:
EXPANSION OF PREMISES**

The following four (4) items **must be submitted** before the processing of any Liquor License application will begin:

1. **Completed application** for liquor license, signed by all persons required to sign name, with signatures verified by a Notary Public (incomplete applications will be returned to the applicant for completion before processing begins) _____

2. **Application processing fee** _____

3. Three copies of **floor and site plans** (no larger than 11" x 17") prepared under the seal of an architect or engineer licensed to do business in the State of Illinois, including all dimensions, parking areas, design, and layout for determination of occupancy, and a written computation of proposed occupancy limits _____

4. **Exterior photograph of business** _____