

LIQUOR LICENSE CHECKLIST

- Liquor License Application with non-refundable \$250.00 application fee paid to Village of Oswego (this fee includes one background check/fingerprinting); additional background checks are \$100.00 per person.
 - Background check and fingerprinting shall be conducted on the owner(s) of business. A general manager or store manager may be designated, with Village consent
 - Change of ownership will require a new Liquor License Application to be completed, including a background check and fingerprinting. Board approval will be required.
 - Village Clerk's office needs to be notified, immediately, of a manager change. New managers will be subject to a background check and fingerprinting. A \$100.00 fee will be accessed.

- Apply for Special Use Permit, with Community Development, if electing a Class "A" liquor license. This process can take up to 6-8 weeks for approval

Information is faxed immediately to the police department. Applicant will go to the Oswego Police Department for fingerprinting. The Police Department will contact the Clerk's office when the background check has been completed. Upon acceptable background check, and approved Special Use Permit, if applicable, applicant's request for a liquor license will be placed on the next available agenda for Board approval.

Once approved, the following will need to be completed:

- Pick up copy of approved Village liquor license from Clerk's office to apply for state liquor license; letter from Village verifying business owner/applicant, if applicable
- Apply for state liquor license
- Submit copy of state issued liquor license to Village Clerk's office
- Pay liquor license fee (varies by classification)*
- Submit liquor liability insurance certificate (dram shop) to the Village Clerk's office
- Submit \$1,000 surety bond to the Village Clerk's office; bond submitted must be the original
- Submit copy of straight id or basset training certificate to the Clerk's office
- Copy of lease, if applicable, submitted to the Village Clerk's office
- Concealed Carry questionnaire
- Video Gaming questionnaire

* *Classifications:*

<i>CLASS A</i>	<i>\$1,800.00</i>	<i>CLASS F</i>	<i>\$1,200.00</i>	<i>CLASS K</i>	<i>\$ 250.00</i>
<i>CLASS B</i>	<i>\$1,500.00</i>	<i>CLASS G</i>	<i>\$1,200.00</i>	<i>CLASS L</i>	<i>\$2,050.00</i>
<i>CLASS C</i>	<i>\$1,500.00</i>	<i>CLASS H</i>	<i>\$100.00</i>	<i>CLASS M</i>	<i>\$550.00</i>
<i>CLASS D</i>	<i>\$1,200.00</i>	<i>CLASS I</i>	<i>\$800.00</i>		
<i>CLASS E</i>	<i>\$750.00</i>	<i>CLASS J</i>	<i>\$250.00</i>		

**** No liquor license will be renewed unless principal owner or manager has attended the Village of Oswego's mandatory annual Straight I.D. Liquor Training Session. All employees are encouraged to attend. Basset Training is also offered, at no charge, at the time of the Straight I.D. Liquor Training. Straight I.D. and Basset Training is usually held in the month of March. Failure to attend shall result in fines, additional training requirements, and possible suspension or revocation of liquor license.**

***** Liquor Licenses are not transferable**

For more detailed information concerning liquor licensing and alcoholic beverages code requirements, please visit the Village's website at www.oswegoil.org. Village Code - Alcoholic Beverages 3-7-1 through 3-7-25.

State Forms & Information

Forms, signs, and flyers are being provided as a courtesy to our new liquor license applicants. Documents provided are not all encompassing and are subject to change.

Please visit the Illinois Liquor Control Commission website at www.ILCC.illinois.gov for updates to all laws and/or forms.