

Instructions- Video Gaming

Here are the steps in opening a business which includes video gaming. Each step individually (1-7) needs to be completed before you can move to the next step:

- 1) Obtain zoning approval through the Community Development Department. They can be reached at 630-554-3622. In some cases, a Special Use Permit may be required. Once you have the approval, in writing, you can proceed to step 2. A copy of the approval letter shall be provided to the Clerk's office.
- 2) Provide written permission from the landlord/building owner for your business. Letter should include the landlord/building owner agreeing that they are allowing the business to hold a liquor license and video gaming license through the Village of Oswego and the State of Illinois.

Proceed to step 3.

- 3) Apply for a liquor license and go through the background check process. A \$250 non-refundable application fee will apply. You will need to determine whether you can meet the requirements for a Class "A, C, D, E, or G" liquor license. This part of the process can take 6-8 weeks due to the processing of documentation and the background check process. Once your background check is cleared, you can move to step 4. I have attached the liquor license application for your convenience.
 - A Class "C" allows for the consumption of alcohol on premises inside a restaurant. A restaurant must receive more than 50% of its gross revenue from the sale of food. (\$1,500)
 - A Class "D" allows for the consumption of beer and wine only on premises. Premises must receive more than 50% of its gross revenue from the sale of food. (\$1,200)
 - A Class "E" allows for the consumption of alcohol on premises inside a fraternal society or club. These are typically non-for-profit organizations. Business must provide proof of non-for-profit status. (\$750)
 - A Class "G" allows for the consumption of alcohol at a golf course. (\$1,200)

Should you feel that you cannot meet the 50% gross revenue requirement, you will need to apply for a Class "A" liquor license. A Class "A" liquor license allows for consumption of alcohol on premises, but does not have a percentage of gross revenue requirement that needs to be met. Business will be required to provide receipts and revenues will be compared to reports provided by the State Gaming Board and Illinois Department of Revenue. (\$1,800)

- 4) Complete a Pre-Qualification application for video gaming, attach all requested documents, and return to the Village Clerk's office. I have attached the form for your convenience. As part of the approval process, you will be required to present your business plan to the Village Board at Regular Village Board meeting. Our meetings are held the first and third Tuesday of every month. Please note, this process takes two meetings in front of the Village Board. The first meeting is to present your business plan and provide all documentation as specified in the Pre-Qualification application. If the Village Board agrees to move forward, the item will be brought back to a future Village Board meeting for approval of both the liquor and video gaming license. Once you have received Village Board approval, you can move to step 5.

5) Complete the liquor license and video gaming process through the Village of Oswego. A checklist will be provided to explain the next steps for liquor licensing through the Village. Apply for your State of Illinois liquor and video gaming license. The following are the fees associated with video gaming:

- Non-refundable license fee= \$750.00; due at time of first application and annually by December 31st
- Non-refundable video gaming terminal fee= \$300.00 for each terminal; due at time of first application and annually by December 31st
- Non-refundable redemption machine fee= \$50.00 for each redemption machine; due at time of first application and annually by December 31st
- Distributors shall pay a non-refundable fee of \$1,000 due at time of first application and annually by December 31st
- If the business or Distributor does not pay the fees and/or fails to obtain and renew their State licenses, your video gaming license will be suspended and possibly revoked through the Village

Proceed to step 6.

6) The Building & Zoning department will require you to obtain a certificate of occupancy (CO) which includes permits from the Village of Oswego, Oswego Fire Protection District and the Health Department. Your liquor and video gaming license will not be valid until a full occupancy permit is issued. I have seen this process take 6 months to a year depending on your buildout.

- No work can begin until a permit is applied for and issued, all contractors or subcontractors have been registered with the Village, and any other requirements as provided by the Building & Zoning department.
- If your business plan relies on you obtaining a liquor and video gaming license, it is highly recommended that you wait to obtain a permit until you have received Village Board and State of Illinois approval for both the liquor and video gaming licenses.

Proceed to step 7.

7) Complete a business registration form and pay the fee. This is an annual renewal due by December 31st. I have attached the form for your convenience.

It is highly recommended that you DO NOT sign a lease until you have received your full liquor and video gaming license from both the Village of Oswego and the State of Illinois and a full certificate of occupancy. In some cases, I have seen the landlord/building owner include provisions/contingencies in the lease.