

LIQUOR LICENSE CHECKLIST

- Complete the Liquor License Application. The non-refundable \$250.00 application fee is 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

Information is immediately sent to the Police Department. Applicant will need to 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, the applicant’s request for a liquor license will be placed on the next available agenda for Village Board approval.

- 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 a Special Use Permit, with Community Development, if electing a Class “A” liquor license or opening a liquor store. This process can take up to 6-8 weeks for approval

Once approved by the Village Board, the following will need to be completed:

- Pick up copy of approved Village of Oswego liquor license from the Clerk’s office to apply for State liquor license (if applicable). The State will require a letter from the Village to verify business owner/applicant information.
- Apply for State liquor license through the Illinois Liquor Commissions website at www.ILCC.illinois.gov
- Submit copy of State issued liquor license to the 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 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
- Food & Beverage Tax Forms

** Classifications:*

CLASS A \$1,800.00	CLASS G \$1,200.00	CLASS M \$550.00
CLASS B \$1,500.00	CLASS H \$100.00	CLASS N \$2,200.00
CLASS C \$1,500.00	CLASS I \$800.00	CLASS O \$625.00
CLASS D \$1,200.00	CLASS J \$250.00	Class P \$1,200.00
CLASS E \$750.00	CLASS K \$250.00	
CLASS F \$1,200.00	CLASS L \$2,050.00	

**** Liquor Licenses are not transferable**

*****All on premises consumption licensees, where the sale of alcoholic beverages is the principal business and primary to the sale of food, shall post a Human Trafficking notice in accordance with 775 ILCS 50/5. Notices must be visible by the public and employees.**

For more detailed information concerning liquor licensing and alcoholic beverages code requirements, please visit the Village's website at www.oswegoil.org.

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.