

## LIQUOR LICENSE CHECKLIST

- Complete the [Liquor License Application](#). The non-refundable \$250.00 application fee is paid to the Village of Oswego (this fee includes one background check/fingerprinting); additional background checks are \$100.00 per person.
- Complete the [Manager Application](#) for each Manager of the business, if applicable. A non-refundable \$100.00 application fee is paid to the Village of Oswego (this fee includes one background check/fingerprinting).
- Complete [Consent to Conduct Background Check- Liquor License](#) forms for each owner and manager.
- Apply for a Special Use Permit, with Development Services, if electing a license for a liquor store. This process can take up to 6-8 weeks for approval.
  - Background check and fingerprinting shall be conducted on owner(s) of business with 5% or more interest in the business. A general manager or store manager may be designated, with Village consent. All managers are required to be background checked. Background checks may take 6-8 weeks for approval.

Applications are sent to the Oswego Police Department. The applicant(s) and/or Manager(s) will need to call the Oswego Police Department to schedule an appointment for fingerprinting. The Police Department is located at 3355 Woolley Road, Oswego, Illinois and can be reached at 630-551-7300. 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.
- The 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.

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

- A copy of the approved Village of Oswego liquor license will be emailed to you from the Clerk's Office. This copy will need to be provided to the Illinois Liquor Control Commission as part of the State's liquor license application. The State will also require a letter, from the Village, to verify the business owner/applicant information. The Clerk's Office will email the letter along with the copy of the Village's liquor license.
- Apply for State liquor license:

### **Illinois Liquor Control Commission- New Liquor License Application Submission Process**

Effective September 1, 2020, all new applicants will have the option to EMAIL their new liquor license application and supporting documents to [LCC.Licensing@illinois.gov](mailto:LCC.Licensing@illinois.gov). The review process will begin immediately once the application and supporting documents are received. All ILCC applications and forms have been updated with specific instructions regarding this new process. This new process will help streamline the review and processing of new applications for all of our new applicants and this will help our licensees submit their applications in a more efficient manner. If you are applying for a new liquor or if you are a current licensee looking to make any changes you can now submit the required forms and applications electronically to [LCC.Licensing@illinois.gov](mailto:LCC.Licensing@illinois.gov). If you have any questions about the process or if you need further assistance, please reach out to us at 312-814-2206.

- Submit a copy of your State issued liquor license to the Village Clerk's Office

- Pay the liquor license fee (varies by classification) \*
- Submit liquor liability insurance certificate (dram shop) to the Village Clerk's Office
- Submit a copy of basset training certificate(s) to the Clerk's Office
- Copy of lease submitted to the Village Clerk's Office if not already submitted with the initial liquor license application
- Submit completed pages 2 and 4 of the [Food & Beverage Tax Information Packet](#)

\* Classifications:

CLASS A-1	\$1,800.00	CLASS F-1	\$1,200.00	CLASS M	\$550.00
CLASS A-2	\$1,800.00	CLASS F-2	\$1,800.00	CLASS N-1	\$2,200.00
CLASS A-3	\$1,800.00	CLASS G	\$1,200.00	CLASS N-2	\$2,500.00
CLASS B-1	\$1,500.00	CLASS H	\$100.00	CLASS O	\$625.00
CLASS B-2	\$1,800.00	CLASS I	\$800.00	CLASS P	\$1,200.00
CLASS C	\$1,500.00	CLASS J	\$250.00	CLASS Q-1	\$2,000.00
CLASS D	\$1,200.00	CLASS K	\$250.00	CLASS Q-2	\$2,500.00
CLASS E	\$750.00	CLASS L	\$2,050.00	CLASS R	\$4,000.00
				Class S-1	\$2,100.00

**\*\* 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 [Chapter 7- ALCOHOLIC BEVERAGES | Code of Ordinances |](#)

State Forms & Information

Please visit the Illinois Liquor Control Commission website at [ILCC](#) for updates to all laws and/or forms.

Effective October 3, 2022, licensees that renew or get a license for the first time will notice a QR code and watermark on the liquor license. Scanning the QR code will direct you to the Liquor License Lookup on the ILCC website. The new license will be accompanied by the [Inspection Checklist](#). This checklist serves as a reference guide, so you know what to expect during an inspection from the ILCC's enforcement agents. It is the responsibility of each license holder to review applicable laws and statutes or seek legal counsel to fully understand all rights and responsibilities you may have as a license holder. The list does not constitute all possible violations.