

PROCEDURE FOR LIQUOR LICENSE APPLICATION

Application process takes about 8-12 weeks.

1. Obtain an application from the Mayor's office and Business License application from the Clerk's office.
2. Return completed and notarized liquor license application along with business plan and site plan of the proposed premises showing the location and dimensions of the building, the lot, parking areas and where/how liquor will be stored and secured. This site plan does not need to be prepared by a professional, but it should be reasonably and accurately drawn with accurate dimensions.
3. Make an appointment to be fingerprinted by the Police Department (815) 741-5115. The attached Fingerprint Submission Form must be completed and returned to the Police Department on your scheduled fingerprint appointment. One form per person, upon request more forms can be provided.
There is a fee of \$144.00 per person.
4. Once the fingerprint results have been returned from the Police Department, we will call you to schedule a date and time for a liquor meeting to be conducted, with the Mayor, Police Chief, and Deputy Liquor Commissioners.
5. Mayor will discuss the following at the liquor meeting:
 - Sale of alcohol to minors.
 - Alcohol outside of the establishment.
 - After hours.
 - Failure to report a disturbance.
6. After the liquor meeting please return the following to the Mayor's office:
 1. Proof of dram shop/liquor liability insurance for location
 2. Copy of lease Agreement
 3. Copy of Articles of Incorporation (if applicable)
 4. Copy of Will County Health Department permit
 5. Copy of State Liquor License
 6. Building Department Inspection Approval
7. You will then be scheduled to attend a City Work Session to meet the City Council members.
8. If needed, your application for a liquor license will be considered at the next City Council meeting for approval or denial.

If you have any questions, please feel free to contact the Mayor's office at 815-741-5123.

Raymond R. Soliman
Mayor-Liquor Commissioner



-Please return the following to the Mayor's office.....**

- Proof of dram shop/liquor liability insurance for location.
- Copy of lease Agreement
- Copy of Articles of Incorporation (if applicable)
- Copy of Will County Health Department permit
- Copy of State Liquor License
- Building Department Approval

Once documents have been provided to the Mayor's Office, we will issue a copy of the City of Crest Hill liquor license for you to take to the State of Illinois Liquor Commission at one of their locations to obtain your State Liquor License.

Chicago Office

Mon-Fri, 8:30am–5:00pm
100 W. Randolph St, 7-801
Chicago, IL 60601
P: 312.814.2206
F: 312.814.2241

Springfield Office

Mon-Fri, 8:30am–5:00pm
101 W. Jefferson St, 3-525
Springfield, IL 62702
P: 217.782.2136
F: 217.524.1911

-You will then be scheduled to attend a City Work Session to meet the City Council members.

-If needed, your application for a liquor license will be considered at the next City Council meeting for approval or denial.

******Please contact the Clerk's office, 815-741-5100 to apply for a business license and for any other documentation that is needed before opening your new business. ******

If you have any questions, please feel free to contact the Mayor's office at 815-741-5123.