

**MCHENRY COUNTY LAW & GOVERNMENT/LIQUOR COMMITTEE
667 WARE ROAD, WOODSTOCK ILLINOIS 60098**



**LIQUOR LICENSE PROCESS AND CHECKLIST
THE LIQUOR LICENSING PROCESS MAY TAKE UP TO EIGHT WEEKS**

The following procedures will be followed or reviewed by the Law & Government/Liquor Committee during the course of reviewing your liquor license application. These procedures are intended to provide applicants with guidelines to follow in preparing for the application process, but are not intended to encompass all of the requirements or items that the Committee will consider in the process.

1. There shall be a one time, non-refundable liquor license application fee of \$1,000.00 charged to new applicants of all classes of liquor licenses, excepting special permits and extended permits. **Partial payment of \$75.00 for each person fingerprinted is due at the time of fingerprinting. The balance of the application fee is to be paid prior to the interview.** The application fee shall not apply to renewals of liquor licenses by the same licensee. The liquor license fee will also be due at the time of the interview with the Law & Government/Liquor Committee. Licensees who change corporate officers or partners during the license period shall not be deemed a renewal for the next license period, and shall be subject to paying the liquor license application fee.
2. Applicants should contact the Liquor Committee Assistant (815-334-4214) to schedule an interview with the Committee and for fingerprinting. If the owner(s) is not a resident of McHenry County, they must bring in the manager to fill out the Manager's applicant questionnaire and be fingerprinted. The applicant questionnaire for the fingerprint and background check must be completed and brought to the Liquor Committee Assistant at which time you will receive information directing you to the Sheriff's Department for fingerprinting. If there is more than one person applying for a license, each person must be fingerprinted. Allow four to seven weeks for the fingerprint reports to come back from the Sheriff.
3. **Applicants must bring the items listed on the attached checklist to the Liquor Committee Assistant prior to an interview with the Law & Government/Liquor Committee:**

Please contact the Liquor Committee Assistant at 815-334-4214 to schedule an appointment with the Law & Government/Liquor Committee. Note: the applicant must have all documents and paperwork completed and in order prior to meeting with the Law & Government/Liquor Committee

CHECKLIST
EVERY ITEM SHOULD BE CHECKED PRIOR TO
ATTENDING AN INTERVIEW WITH THE LAW & GOVERNMENT/LIQUOR COMMITTEE

- A completed Application – the Application must be entirely filled out, signed and notarized.
- Zoning Certificate - Applicants must provide a certificate from the Code Enforcement Officer (for information contact the Planning & Development Department at 815-334-4560) that the premises in question comply with the McHenry County Zoning Ordinance prior to an interview with the Law & Government/Liquor Committee.
- Health Certificate - Applicants must bring a certificate from the McHenry County Health Department (for information contact the Health Department at 815-334-4510) stating the premises in question comply with the McHenry County Health Ordinance prior to an interview with the Law & Government/Liquor Committee.
- Three letters of recommendation for **each** person listed on the license (including name, address and telephone number of individual writing the letter). The letters should be from individuals the applicant cannot control (i.e. no family or employees). All letters must be originals and must be signed.
- A valid driver's license or state identification card for each applicant.
- Copy of Dram Shop Insurance – showing coverage for the entire license period (May 1 to April 30).
- Corporation papers - Articles of Incorporation and Corporate Resolution.
- If owner of the property, proof that real estate taxes have been paid for the premises is required.
- If purchasing property, proof of purchase.
- If property is leased, a copy of the lease.
- Proof of completion of a State Certified Beverage Alcohol Sellers and Servers Education and Training (BASSET) program for all persons who sell or serve alcoholic beverages, all management personnel working on premises, and anyone whose job description entails the checking of identification for the purchases of alcoholic beverages, pursuant to your license.
- If you live outside McHenry County you must have a manager who lives in McHenry County, and you can only apply as a corporation. The manager must also be fingerprinted, provide three letters of recommendation and a valid driver's license or state identification card.
- All Applications must be accompanied by remittance of fees in proper amount, made payable to the **McHENRY COUNTY TREASURER**.

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