

Liquor License Application Instructions



Before your application can be processed, you MUST complete the following requirements. Any documents indicated below must be attached to this application at the time of delivery to the Liquor Commission.

<input type="checkbox"/>	Complete the entire application. <i>(Each individual who has or will have supervisory or management responsibility over the business's employees MUST include this information on the application).</i>
<input type="checkbox"/>	Attach the following items to the completed application: <ul style="list-style-type: none">▪ A copy of the corporation's Article of Incorporation. <i>(If the corporation was not incorporated in Illinois but in another state, you must also attach the document pursuant to which the corporation is qualified to transact business in Illinois under the Illinois Business Corporation Act);</i>▪ Proof of Ownership (title or lease) of the premise where the business will operate;▪ A Management Company Affidavit (ONLY if the business is operated by a manager or management company);▪ Copy of Dram Shop Insurance;▪ Notarized Disclosure and Release (one for each applicant);▪ Non-Refundable application Fee of \$250.00;▪ Illinois Business Tax Number (IBT #) and Federal Employer Identification Number (FEIN).

Answers must be accurate and complete. Furnishing incorrect or misleading information shall be cause for license revocation. It is your sole responsibility to ascertain the veracity of your response. A claim that answers were given to the best of the answerer's knowledge will not be considered a defense to revocation.

LICENSE APPROVAL TAKES A MINIMUM OF 45 DAYS AND MAY TAKE LONGER. BARRING ANY ZONING ISSUES AND REQUIREMENTS, THE LICENSE WILL BE ISSUED AFTER THE ALL DOCUMENTS HAVE BEEN REVIEWED AND PROCESSED.

All information must be submitted to:
Pat Byrne
Assistant Liquor Commissioner
1000 Civic Center Dr., Niles, Illinois 60714
847-588-8081
pbb@vniles.com