

# Liquor Licensing

## HOW TO OBTAIN A LIQUOR LICENSE

The following steps will need to be taken to apply for and obtain a Liquor License in the City of Blue Island.

1. Schedule a pre-application meeting with the Community Development Department to determine the proposed location's conformance with the City of Blue Island's zoning, building, life safety and licensing codes.
2. If the proposed site meets City Codes, you'll be asked to submit the Liquor License Application form and required documents with a \$100, non-refundable application fee. This fee includes the cost of fingerprinting and a background check from the Illinois State Police, Bureau of Identification.
3. Schedule your appointment to be fingerprinted. All fingerprinting appointments are made in advance by telephone and will be scheduled at the Blue Island Police Department, 13031 Greenwood Avenue, Blue Island.

To request an appointment call the Blue Island Police Department at 708-396-7004, Monday through Friday. Please leave your name and daytime telephone number. BIPD will contact you to confirm the date and time of your appointment.

You will need to bring the following to your appointment:

- Picture identification; and
  - Naturalization certificate (if applicable).
4. Fingerprints will be forwarded to the Illinois State Police, Bureau of Identification.
  5. Following final review and recommendation, the Community Development Department will schedule a public meeting with an Aldermanic Committee to review the suitability of the location and liquor application.
  6. The results are forwarded to the Liquor Commissioner, Mayor of the City of Blue Island. The Liquor Commissioner approves all Liquor Licenses.
  7. If approved, Liquor License will be issued by City Clerk's Office. See the table of liquor license types for the required annual fee.

## **TRAINING**

State law requires that the operator of a liquor license establishment must complete a state-certified Beverage Alcohol Sellers and Servers Education and Training (BASSET) Program, and provide its training to servers or other similar workers.

Establishments that prepare food are required to have staff with a Food Service Sanitation Manager Certification. Servers must have a Food Handlers Certification.

## **REQUIRED APPLICATION MATERIALS**

All applicants for a new Liquor License are required to submit the following:

- Business Plan, Market Analysis or other report
- Floor Plans, dimensioned and including any proposed remodeling
- Exterior Elevations and Signage Plan, with dimensions
- Copy of State ID
- Sales Tax Number (letter)
- Property Title or Lease

Liquor License Type	Annual Fee *	Max
A Class "A" license shall entitle the licensee to make sales at retail of alcoholic liquor for use or consumption on or off the premises where sold, provided that any alcoholic liquor sold to go off premises must be in its original container.	\$1000.00	30
A Class "B" license shall entitle the licensee to make sales at retail of alcoholic liquor for consumption only on said premises, provided the sale is in conjunction with the license operation of a licensed restaurant facility.	\$900.00	15
A Class "C" license shall entitle the licensee to make sales at retail of alcoholic liquor for consumption only on said premises, provided the sale is in conjunction with the license operation of a licensed bowling alley or recreational facility.	\$900.00	4
A Class "D" license shall entitle the licensee to make sales at retail of only beer and wine for consumption only on said premises, provided the sale is in conjunction with the license operation of a licensed restaurant facility.	\$600.00	10
A Class "AA" license shall entitle the licensee to the sale at retail of alcoholic liquor at the premises, but not for consumption on the premises. All alcoholic liquor sold on the premises shall at the time they leave the premises be in their original container.	\$800.00	10
A Class "BB" license shall entitle the licensee to the sale at retail of beer and wine on the premises, but not for consumption on the premises. All beer and wine sold on the premises shall at the time they leave the premises be in their original container.	\$700.00	10
A Class "E" license shall entitle the licensee to the sale at retail of alcoholic liquor for use or consumption on or off the premises where sold, provided that any alcoholic liquor sold is in conjunction with a licensed catering or banquet facility.	\$800.00.	6
A Class "M" license shall entitle the licensee to the sale at retail of alcoholic liquor for use or consumption on the premises provided the premises are owned and operated by the municipality.	Waived by the city	2

A Class "F" license shall entitle the licensee to the sale at retail of alcoholic liquor to be consumed only within the established location of club by the members thereof and their guests. \$400.00 4

\* Annual Fee subject to change; refer to the current Blue Island Fee Schedule.