



## The Village of Arlington Heights

33 South Arlington Heights Road  
Arlington Heights, Illinois 60005

## Liquor Licenses

(847) 368 - 5100

### **INSTRUCTIONS TO NEW LIQUOR LICENSE APPLICANTS**

**Liquor licenses are not transferrable. A new owner must be approved for a liquor license before selling or serving liquor.**

#### **Materials to be submitted:**

**NOTE:** An incomplete submittal will delay processing your application.

1. \_\_\_ Completed Liquor **Application** with **\$135 fee** made payable to: Village of Arlington Heights.
2. \_\_\_ Written **notice** from current owner/landlord acknowledging we can accept your paperwork. An executed lease or deed is acceptable if it is available.
3. \_\_\_ Completed **Background Check** Authorization Form (individually completed) and completed Additional Liquor **Applicant Form** (individually completed by each person).
4. \_\_\_ **Ownership Verification Paperwork** Depending on structure, this can be Articles of Organization, Operating Agreements, Stock Ownership Documents, Share Certificates etc. Owners of the Business Entity must be listed.
5. \_\_\_ **Floor Plan** (no larger than 8½" x 11") showing the layout. Restaurants, please indicate table and chair seating arrangements and bar area. Include # of Seats, # of High chairs, and # of Bar Stools. Other establishments should include a layout showing the areas where liquor will be displayed and stored. Submitted floor plan must match layout at walk through.
6. \_\_\_ **Menu** (if applicant is a restaurant).

The items below must be provided **prior to release** of Liquor License:

7. \_\_\_ Copy of **BASSET** cards
8. \_\_\_ Copy of Executed **Lease** or Deed
9. \_\_\_ Certificate of Dram Shop **Insurance**

#### **PROCESS:**

**The process for a liquor license takes between 8 and 10 weeks.** Prior to beginning the application process, check with the Planning Department (847-368-5200) to see if the property is eligible for a liquor license. Also, applicants must apply for a business license with the Building Department (847-368-5577).

After all of the necessary materials have been submitted and the application is deemed complete, the application will be sent to the Police Department to begin the background check. **Background checks take approximately 4 weeks.** Applicants will be notified by Manager's Office when to set up an appointment for fingerprinting with the Police Department. *"Applicant" includes all principals, partners, officers, shareholders, directors, members, managers (if an LLC) holding an aggregate amount of 5% or more interest in the Business Entity. Also, includes on-site Managers.*

Once a satisfactory background report is received, applicants will be scheduled for an **interview** before the Village Board, meeting as a Committee-of-the-Whole. Meetings are usually held on the first and third Mondays of each month in the evening. **One week prior to the interview, a pre-interview and walk through of the facility will be conducted with the Assistant Village Manager.** At least one of the applicants must be in attendance at the pre-interview.

If the Board recommends approval of the application, the recommendation is usually approved at the Village Board meeting immediately following the Committee-of-the-Whole liquor interview. Once all outstanding items are submitted, liquor licenses will be available within two days. The pro-rated amount of the annual license will be due at the time of liquor license pick up. **After receiving the local liquor license, applicants will then need to get the State of Illinois retail liquor license** <https://www2.illinois.gov/ilcc>