VILLAGE MANAGER'S OFFICE

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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:

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 Liquor License Application
4. Completed Police Department Background Check Authorization Form (individually completed and uploaded as an attachment in the Liquor License Application)
   a. All owners with 5% or more ownership interest, and all on-site managers, must individually complete the Background Check Authorization Form.
5. 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.
6. 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.
7. Menu (if applicant is a restaurant).

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

8. Copy of BASSET cards
9. Copy of Executed Lease or Deed
10. Certificate of Dram Shop Insurance

NOTE: An incomplete submittal will delay processing your application.

Liquor License Application Process:

Prior to beginning the Liquor License Applications, business owners must apply for a Business License with Building & Life Safety Department through the Civic Access Online Portal. After registering for an account, click on the "Apply" tab and search for the Business License that is applicable to your business.

After applying for a business license, use the same Civic Access Online Portal account to apply for a Liquor License for your business. The Liquor License Application process typically takes between 8 – 10 weeks. Applicants may also want to contact the Economic Development Manager in the Planning & Community Development Department to ensure your business is eligible to be located in your location.

After all of the necessary materials are submitted and the application is deemed complete by the Village Manager's Office, the application will be sent to the Police Department to begin the background check. Background checks take approximately four – six weeks. Applicants will be notified by the Village Manager's Office when to set up an appointment for fingerprinting with the Police Department. All principals, partners, officers, shareholders, directors, members, managers (if an LLC) holding an aggregate amount of 5% or more ownership interest in the business, as well as all on-site managers, must be fingerprinted and receive a background check.

Upon a satisfactory background check, applicants will be scheduled for a liquor interview before the Village Board of Trustees and Committee of the Whole meetings. Meetings are usually held on the first and/or third Mondays of each month in the evening. One week prior to the interview, a pre-interview and walk through of the business will be conducted by Village Manager's Office staff. At least one of the applicants must be in attendance at the pre-interview, and the same applicant must be present at the interviews.

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. Following Village Board approval, the applicant will inform Village Manager's Office staff of when they would like the liquor license to be issued. The applicant will be invoiced for the prorated cost of the license from the issue date to the April 30 expiration date. Once the invoice is paid, and upon receipt of any other outstanding documents, the liquor license will be issued to the applicant. The applicant will then use the Village's liquor license to obtain their State of Illinois liquor license. Business owners must have the Village's and State's liquor licenses prior to selling and/or serving alcohol.

Liquor License Renewal Process:

All Village liquor licenses are valid from May 1 to April 30 of the following year and must be renewed annually to continue selling and/or serving alcohol. Liquor license holders will be contacted in mid-March by Village Manager's Office staff with instructions to renew their license. Businesses that do not receive liquor license renewal approval by end-of-day on April 30 are not permitted to sell and/or serve alcohol beginning on May 1.

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