Dear Liquor Applicant:

Thank you for your recent inquiry regarding the procedures for obtaining a City of Peoria Liquor License. In reply to your request, we hope the following instructions for obtaining a liquor license in the City of Peoria are helpful.

As you may know, there are two steps to acquiring a license. (1) The location (actual street address) has to be approved for the sale of alcoholic beverages under a certain classification, such as A-Tavern, B-Restaurant, C-Package Goods, etc. That is called site approval. If liquor has been licensed and sold at your location anytime during the past three months, your location already has site approval. (2) Next, the principals of the actual liquor establishment have to be approved for the operation of the business.

Please use the handy index to assist you in answering your questions. For your convenience, we have used a question/answer format. As always, please feel free to call us at (309) 494-8565 if you need any assistance.

We hope this information is helpful.

Sincerely,

Beth Ball, MMC
City/Town Clerk of Peoria, Illinois

2/2013
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CHAPTER 1
SITE APPROVAL

1. **Q.** What is Site Approval?
   **A.** Site approval is a term used to determine whether or not the location you are interested in is currently eligible to sell alcoholic beverages.

   In the City of Peoria, all locations must be approved to sell alcoholic beverages by the Liquor Commission and the City Council. Obtaining this approval is called the site approval procedure.

2. **Q.** How do I know if I need site approval?
   **A.**
   a. If a business has been licensed and has sold liquor within the past three months at your location, that location already has site approval.

   b. If you have chosen a brand new location where liquor has not previously been approved (or one closed for three months) you will need to apply for and obtain site approval.

   c. Site approval is needed if you are planning to change the classification of the license at the current location. For example, if the establishment was a Tavern (Class A), and you desire to turn the establishment into a Restaurant (Class B), obtaining site approval for the new class is required under the ordinance.

3. **Q.** Where do I obtain the necessary application forms for site approval?
   **A.** Forms may be obtained from the Office of the City Clerk, Room 401, City Hall Building or on the City’s website at www.peoriagov.org.
4. **Q. Who files the site approval application?**  
A. The **OWNER of the property** must complete the site approval application.

5. **Q. I have so many questions. How do I begin?**  
A. The City has a “One Stop Shop” to help answer questions.

6. **Q. What is the One Stop Shop?**  
A. The “One Stop Shop” is a meeting of representatives from various City Departments who can help advise you of any difficulties you might encounter regarding the building Code, Fire Code, Zoning Ordinance or Traffic Engineering. It is strongly recommended that you attend the One Stop Shop prior to submitting the site application for your proposed business.

7. **Q. Where does “One Stop Shop” meet?**  
A. The “One Stop Shop” meets every Monday at 1:30 p.m. in Room 404 in City Hall (419 Fulton St.)

8. **Q. Is there a fee for “One Stop Shop?”**  
A. There is no cost.

9. **Q. Do I need an appointment?**  
A. Call (309) 494-8600 for an appointment.

10. **Q. Is there a fee for site approval?**  
A. Yes. There is a $250.00 non-refundable filing fee for processing the site approval application.

11. **Q. Where do I pay this fee?**  
A. The fee may be paid in the City Treasurer's Office, Room 100. Checks may be made payable to the City of Peoria.
12. **Q. Where do I file the site approval application?**
   A. The Treasurer’s receipt and the completed application form are filed in the **Office of the City Clerk**, Room 401.

13. **Q. How will I know when the site is approved?**
   A. a. There are a few steps in this procedure. (See Also #14, #15, #16, #17, #18.)
   b. First, Applicants will be notified by the Office of the City Clerk when a Public Hearing is to be scheduled before the Liquor Commission.

14. **Q. When does the Liquor Commission meet?**
   A. The Liquor Commission meets the first Monday of the month at 3:30 p.m in City Hall, Room 404, 419 Fulton Street, Peoria. (unless it falls on a City holiday)

15. **Q. What other procedure should I know?**
   A. a. A notice must be given to people in your area.
   b. This requirement can cause your case to be delayed until the next regular Liquor Commission meeting if you do not file your application until later in the month.

16. **Q. After the Liquor Commission meets, does this mean my site is approved?**
   A. a. Not yet. After the Liquor Commission reviews the site application and makes its recommendation, the application will go before the City Council for its vote.
   b. The Office of the City Clerk will submit the item for the Council Agenda.
   c. The City Council meets on the 2\textsuperscript{nd} & 4th Tuesdays.
17. **Q.** What do I do after the Site has been approved by the City Council?

   A. a. You are encouraged to attend the Council meeting so you'll know if approval has been given.

   b. Then, you can contact the City Clerk’s Office at (309) 494-8565 for Liquor License Application forms, or file your completed application and filing fee the next day after Council approval.

18. **Q.** Is there any reason why I can’t apply for my liquor license the same time I apply for site approval?

   A. a. It is wise to wait. We generally do not recommend applicants apply for site approval and their liquor licenses at the same time.

   b. Site Approval is the first step, and there is a $250.00 non-refundable filing fee for site approval.

   c. Applying for the Liquor License is the second step after site approval is given. The non-refundable filing fee for the liquor license is $400.00.

   d. If site approval is not granted and you have paid both the site approval filing fee and the liquor license filing fee, you have forfeited $650.00 in non-refundable filing fees.
CHAPTER 2
FILING AS AN INDIVIDUAL

In order to file as an Individual, you must be a resident of the City of Peoria and a U.S. Citizen. We recommend you determine if you are more protected by forming a Corporation for your business. We recommend you see your attorney.

1. **Q. How do I file as an Individual?**

   A. The ordinance requires that you submit the following forms (which you can obtain through the City Clerk’s Office, Room 401 or online at www.peoriagov.org):

   1. **Liquor License Application Form:** (in duplicate)
   2. **Schedule I (Individual) Application Form:** (in duplicate)
   3. **Individual Data Form:** filled out by the Individual (in duplicate)
   4. a. **Manager Form:** If manager is someone other than applicant, complete a Schedule I (in duplicate)
   
      b. **Note:** If you decide to add or change managers later, there is an additional $100.00 Filing Fee
   
      c. Some businesses are operated under a **Management Agreement.** If that is the case for you, please submit a signed Management Agreement outlining the financial considerations you have made.

   5. **Individual Data Forms** for each Manager (in duplicate)

   6. **Statement of Financial Disclosure:** (in duplicate). This should list the assets and liabilities of the business, not your personal assets. Failure to disclose any of this information may result in delaying the processing of your application.
7. **Scale Drawing** of the interior of the premises. Reduced size blueprints may be submitted.

8. **Liquor Bond**: $10,000.00 Liquor Surety Bond from your insurance company issued in the name of the Individual. It is recommended that the bond expire at the License year end, currently 12:01 a.m., March 1, 20XX. The Bond must be signed by the individual applicant.

9. **Certificate of Insurance**: Listing the City of Peoria as certificate holder.

10. **Bill of Sale**: If you are purchasing the business from the previous owners, please submit a Bill of Sale for the Purchase. Bill of Sale must be signed.

11. **Lease**: If you are leasing the establishment, please submit a Lease Agreement between you and the property owner with the lease expiring at the end of the license year or beyond. The lease must be signed by all parties before your liquor license can be issued. Subleases must have documentation showing permission from the Owner of the Building to Sublet, and a copy of the Lease under which your corporation is subletting. If applicant is buying the building, submit a copy of the deed or an agreement/contract to purchase the building.

12. **Deed**: If you are purchasing the building, please include a copy of the deed.

13. **Driver License**: Please submit a copy of your Drivers License. (Can be copied when you file your application)

14. Many of your forms require that **your signature be notarized**. If you sign in front of the City Clerk’s Office staff, they are able to notarize your forms. If you pre-sign your forms, please have them notarized before you file your application.
15. A Food and Drink License must be obtained from the Peoria City/County Health Department, 2116 N. Sheridan Road, (309) 685-6181, before a license can be issued.

You will need a zoning verification form from the Zoning Department, Room 302, City Hall, 419 Fulton, (309) 494-8600, when you apply for your Food and Drink license.

**NOTE:** (Only Class C’s dispensing perishable items will be required to obtain a Food and Drink License.)

2. **Q.** Is there a fee to file the liquor application?
   **A.** Yes. There is a $400.00 non-refundable filing fee.

3. **Q.** Where do I pay this fee?
   **A.** The filing fee is payable to the City of Peoria and should be paid in the City Treasurer’s Office, Room 100. Checks should be made payable to the City of Peoria.

4. **Q.** Where do I file my liquor license application?
   **A.** a. Bring the Treasurer’s receipt along with the completed liquor license application to the Office of the City Clerk, Room 401.
   
   b. We ask that only complete applications be submitted.

5. **Q.** After I file my application, how long does the application process take?
   **A.** You should receive an answer or your license within thirty (30) days, often sooner.
CHAPTER 3
FILING AS A PARTNERSHIP

In order to file as a Partnership, both you and your partner must be residents of the City of Peoria, and U.S. Citizens.

**NOTE:** We recommend you determine if you are more protected by forming a Corporation for your business. We recommend you see your attorney.

1. **Q. How do I file as a Partnership?**

   **A.** The ordinance requires the following forms be filed (which you can obtain through the City Clerk’s Office, Room 401 or online at www.peoriagov.org):

   1. **Liquor License Application Form:** (in duplicate)
   2. **Schedule II (Partnership) Application Form:** (in duplicate)
   3. **Individual Data Form** filled out by each partner (in duplicate)

      If your business will be managed by someone other than the partners involved, the local manager needs to submit a Schedule I and a Data Form in duplicate; Note: If you decide to add or change managers later, there is an additional $100.00 Filing Fee.

   4. Some businesses are operated under a **Management Agreement.** If that is the case for you, please submit a signed Management Agreement outlining the financial considerations you have made.

   5. **Individual Data Forms** for each Manager (in duplicate) if this is applicable.
CHAPTER 3: FILING AS A PARTNERSHIP

6. **Statement of Financial Disclosure:** (in duplicate) This should list the assets and liabilities of the business, not your personal assets. If you have an audit in booklet form, this may be attached to the financial disclosure form. Failure to disclose any of this information may result in delaying your application from being processed.

7. **Scale Drawing** of the interior of the premises. Blueprints may be submitted.

8. **Liquor Bond:** $10,000.00 Liquor Surety Bond from your insurance company issued in the name of the Partnership. It is recommended that the bond expire at the License year end, currently 12:01 a.m., March 1, 20XX. The Bond must be signed by both partners.

9. **Certificate of Insurance:** Listing the City of Peoria as certificate holder.

10. **Bill of Sale:** If you are purchasing the business from the previous owners, please submit a Bill of Sale for the purchase. Bill of Sale must be signed.

11. **Lease:** If you are leasing the establishment, please submit a Lease Agreement between both partners and the property owner, with the lease expiring at the License year end, or beyond. Subleases must have documentation showing permission from the Owner of the Building to Sublet, and a copy of the Lease from which you are subletting. If applicant is buying the building, submit a copy of the deed or an agreement/contract to purchase the building.

12. **Deed:** If you are purchasing the building, please include a copy of the deed. The deed should be in both partners’ names.

13. **Drivers License:** Please submit a copy of your Driver's License. Managers must also submit a copy of their Driver's License.
14. Many of the forms require that your signatures be notarized. If you sign in front of the City Clerk’s Office staff, they are able to notarize your forms. If you pre-sign your forms, please have them notarized before you file your application.

**NOTE:** All parties must be present to sign if you would like the City Clerk’s Office staff to notarize.

15. A Food and Drink License must be obtained from the Peoria City/County Health Department, 2116 N. Sheridan Road, (309) 685-6181. (You will need a zoning verification form from the Zoning Department, Room 302, City Hall, 419 Fulton, (309) 494-8600, when you apply for your Food and Drink License.)

**NOTE:** (Only Class C’s dispensing perishable items will be required to obtain a Health Department Food & Drink License.)

2. **Q.** Is there a fee to file the liquor application?
   **A.** Yes. There is a $400.00 non-refundable filing fee.

3. **Q.** Where do I pay this fee?
   **A.** The filing fee is payable to the City of Peoria and should be paid in the City Treasurer’s Office, Room 100.

4. **Q.** Where do I file my liquor application?
   **A.** a. Bring the Treasurer’s receipt, along with the completed liquor application to the City Clerk’s Office, Room 401 City Hall.

   b. We ask that only complete applications be submitted.

5. **Q.** After I file my application, how long does the application process take?
   **A.** You should receive an answer or your license within thirty (30) days, often sooner.
CHAPTER 3: FILING AS A PARTNERSHIP

CHAPTER 3A

For people already holding Partnership Licenses:

1. Q. My brother and I filed as Partners. What if one of us resigns from the Partnership?
   A. A new application will have to be filed. It will be considered a completely separate, new application. You, of course, will determine if your new business will be an Individual, Partnership or Corporation.

2. Q. My friend, Craig, and I filed as Partners. Craig resigned and my friend, Phillip, wants to be my partner. Can I operate as Michael and Phillip, using the same license?
   A. No. This is a new partnership, and requires a new, separate application with all accompanying new documents in the names of Michael and Phillip.

3. Q. Am I exempt from a filing fee?
   A. No. This is a new partnership and new application, which requires a $400.00 non-refundable filing fee.
CHAPTER 4

FILING AS A CORPORATION

1. **Q.** How do I file as a Corporation?
   
   **A.** You should submit the following forms which you can obtain through the City Clerk’s Office, Room 401, City Hall or online at www.peoriagov.org:

   1. **Liquor License Application Form:** (in duplicate)
   2. **Schedule III:** (Corporation) Application Form (in duplicate)
   3. **Individual Data Form** filled out by each officer (in duplicate). Names, addresses and birth dates must be supplied for anyone owning 5% or more of the stock.
   4. If the manager is not listed as a Corporate Officer, you need a Manager’s Form (Schedule I) in duplicate. **Note:** If you decide to add or change Managers later, there is a $100.00 filing fee.

   Some businesses are operated under a Management Agreement. If that is the case for you, please submit a signed Management Agreement outlining the financial considerations you have made.

   5. **Individual Data Forms** for each Manager (in duplicate).
   6. **Statement of Financial Disclosure:** (in duplicate) This should list the assets and liabilities of the business. If you have an audit in booklet form, this may be attached to the financial disclosure form. Failure to disclose any of this information may result in delaying the processing of your application.
7. **Scale Drawing** of the interior of the premises. Blueprints may be submitted.

8. **Liquor Bond:** $10,000.00 Liquor Surety Bond from your insurance company issued in the name of the Corporation, d/b/a (your TRADE NAME here). It is recommended that the bond expire at the License year end, currently 12:01 a.m. March 1. The Bond must be signed by the President.

9. **Certificate of Insurance:** Listing the City of Peoria as certificate holder.

10. **Bill of Sale:** If you are purchasing the business from the previous owners, please submit a Bill of Sale for the Purchase. Bill of Sale must be in the Corporation’s name. Purchase Agreements for the business (not building), including the Bill of Sale, must be signed.

11. **Lease:** If you are leasing the establishment, please submit a Lease Agreement between your Corporation and the property owner with the lease expiring at the License year end, or beyond. Subleases must have documentation showing permission from the Owner of the Building to Sublet, and a copy of the Lease under which you are subletting. If applicant is buying the building, submit a copy of the deed or an agreement/contract to purchase the building.

12. **Deed:** If you are purchasing the building, please include a copy of the deed. Your deed must be in the Corporation’s Name.

13. **Articles of Incorporation:** Please submit a copy of the Articles of Incorporation, which you have received from the State, with your application. (Your application cannot be processed without these articles.).

14. **Driver License:** Please submit a copy of Driver’s Licenses, for ALL Officers and Managers.
15. Many of your forms require that your signature be notarized. If you sign in front of the City Clerk’s Office staff, they are able to notarize your forms. If you **pre-sign** your forms, please have them notarized before you file your application.

16. A Food and Drink License must be obtained from the Peoria City/County Health Department, 2116 N. Sheridan Road, (309) 685-6181. (You will need a zoning verification form from the Zoning Department, Room 302 at City Hall, 419 Fulton, when you apply for your Food & Drink License.)

**NOTE:** (Only Class C’s dispensing perishable items will be required to obtain a Food and Drink license.)

2. **Q.** Is there a fee to file the liquor application?
   **A.** Yes. There is a $400.00 non-refundable filing fee.

3. **Q.** Where do I pay this fee?
   **A.** The filing fee is payable to the City of Peoria, and should be paid in the City Treasurer’s Office, Room 100, City Hall. Please make checks payable to the City of Peoria.

4. **Q.** Where do I file my liquor license application?
   **A.**
   a. Bring the Treasurer’s receipt along with the completed liquor license application to the Office of the City Clerk, Room 401.
   b. We ask that only complete liquor applications be submitted.

5. **Q.** After I file my application, how long does the application process take?
   **A.** You should receive an answer or your license within thirty (30 days, often sooner.)
CHAPTER 5
APPLICATION FILING FEES

New Liquor License Application.......................................................... $400.00
Second Application Filing Fee for same Firm, different address $100.00
Manager Change.................................................................................. $100.00
Location Change ................................................................................. $ 50.00
Duplicate License ............................................................................... $ 25.00
Site Approval Filing Fee................................................................. $250.00
Beer Garden Filing Fee ................................................................. $ 50.00
Sidewalk Café Filing Fee ................................................................. $ 50.00
Class L Application Fee ................................................................. $100.00

1. Q. Are the Filing Fees for filing the various applications outlined above refundable?
   A. No.

2. Q. When does the liquor license expire?
   A. The liquor license expires at the end of February each year.

3. Q. When do I renew my liquor license?
   A. Liquor license renewal forms will be mailed to you in November. The renewal form, fee and any additional required documents are due by JANUARY 31st of each year.
# CHAPTER 6: LIQUOR LICENSE FEES

## TAVERN
- **CLASS A**: $840.00

## RESTAURANT
- **CLASS B**: $1,000.00
  - (SALES 50% FOOD)
- **CLASS B-1**: $1,000.00
  - (FOOD SALES MUST BE 25% FOR MORE)

## PACKAGE GOODS
- **CLASS C**: $2,450.00
- **CLASS C-1, C-G**: $1,650.00

## HOTEL
- **CLASS D**: $1,000.00

## CLUB (over 200 Members)
- **CLASS E-1**: $840.00

## CLUB (under 200 Members)
- **CLASS E**: $425.00

## BEER & WINE ONLY
- **CLASS G**: $840.00

### TEMPORARY
- **CLASS F (INSIDE) & CLASS H (OUTSIDE)**
  - 1 DAY-$150, 2 DAY-$200, 3 DAY-$250, 4 DAY-$300, 5-DAY-$350

### TEMPORARY FAIR
- **CLASS H-1**: $100.00 PLUS $40.00/DAY

## ASSEMBLY HALL & STADIUM
- **CLASS I**: $1,000.00

## FARMER’S MARKET
- **CLASS J**: $375..00
  - (WINE-MAKERS)

## RENTAL HALLS
- **CLASS K**: $1,000.00

## **PUBLIC EVENTS
- **CLASS L**: $100.00 PLUS $40.00/DAY

## MAIL ORDER
- **CLASS M**: $925.00

## RIVERFRONT BUSINESS
- **CLASS N**: $925.00

**NOTE:** CLASS L LIST OF EVENTS & DATES HAVE TO BE APPROVED BY COUNCIL PRIOR TO LICENSE BEING ISSUED. IT IS SUGGESTED THAT YOU ADD 2 OR 3 RAIN DATES.
CHAPTER 7
SUBCLASS FEES

4:00 A.M. HOURS SUBCLASS #1 $2,500.00
(If there is more than one 4:00 a.m. license in the same building, the additional
4:00 a.m. license fee is $1,500.00 each)

2:00 A.M. HOURS SUBCLASS #1A $600.00
(Thursday, Friday & Saturday mornings only)

LIVE ENTERTAINMENT SUBCLASS #2 $150.00
BEER GARDEN SUBCLASS #3 $150.00
SIDEWALK CAFÉ SUBCLASS #3A $150.00
HOTELS & BALLROOMS SUBCLASS #4 $425.00
(Allows up to 6 temporary locations)

PRODUCT TASTING SUBCLASS #6 $700.00
ASSEMBLY HALL/STADIUM SUBCLASS #7 $425.00
(Allows up to 10 permanent locations, additional locations $40.00 each)

PRIVATE FUNCTION ON PUBLIC PROPERTY SUBCLASS #8 $750.00
CATERING OFF PREMISE-CLASS B & G ONLY SUBCLASS 10 $750.00
OUTDOOR EVENTS FOR OFF-SITE FUNCTIONS -
CLASS B ONLY SUBCLASS #11 $500.00

1. Q. Is there a filing fee for any of the Subclasses?
   A. a. Yes, for a Beer Garden and Sidewalk Café. There is a
        $50.00 filing fee for Subclass #3 and #3A;
        b. There is no filing fee for Subclass #1, #2, #4, #6 and #7.

2. Q. How is adding a Subclass handled?
   A. a. Obtain an application form from the City Clerk’s Office and
        complete.
        b. File application in Room 401, Office of the City Clerk.
        ($50.00 fee required for Subclass #3 (Outdoor Beer Garden),
         and #3A (Sidewalk Café).
c. The Liquor Commission Secretary will notify you of the date this matter will be placed on the Liquor Commission Agenda.

d. The Liquor Commission will make a recommendation to the Mayor, who ultimately decides, with the exception of Subclass 1A (2:00 a.m.), which requires City Council approval.

e. If approved, you will be notified by the Office of the City Clerk and asked to bring in the appropriate subclass fee and your license.

f. Upon receipt, the Subclass will be added to your license by City Clerk Staff.

**NOTE:** Some Subclasses require Notice to be given to Residents within 300 ft. of the Establishment 15 days prior to the Liquor Commission Meeting. This entire process may take 30-60 days.

**3. Q. When does the Liquor Commission meet?**
   A. The 1st Monday of each month. (unless a City holiday)

**4. Q. May I drop a Subclass anytime in the year?**
   A. Yes.

**5. Q. Is there a refund available?**
   A. Yes. The subclass fee is prorated, and you may receive a refund for any amount not used. City Clerk Staff will determine this amount for you.

**6. Q. May I add it later?**
   A. Yes, but you will be required to file an application with the Liquor Commission and go through the Hearing process.
CHAPTER 8
HEALTH DEPARTMENT LICENSE

A Peoria County Health Department License is required before a City Liquor License can be obtained. The Health Department will do two inspections, a primary and a final, before issuing a Health Department License. The Health Department also requires any applicant applying for a food/drink license to attend a 3-hour pre-operational class.

The Office of the City Clerk must have final clearance from the Health Department before your City Liquor License can be issued.

The Health Department will need a Zoning Verification Certificate issued before they can do a primary inspection. You may obtain this form from the Zoning Department, City Hall, 419 Fulton, Room 302, (309) 494-8600.

Please note: Class C (Package Liquor) License holders do not need to meet any Health Department requirements for package liquor, unless you are serving food for consumption on the premises, or selling hazardous foods (such as milk and eggs, etc.).

Please contact the Health Department at (309) 685-6181 for information regarding their requirements.
CHAPTER 9

RECEIVING LIQUOR LICENSE

1. Q. What happens after the application has been approved?
   A. a. The fee paid may be reduced on a prorated basis for each calendar month the license was not used.
   b. New License Fees must be paid by Certified Cashier’s Check, Money Order or Cash.
   c. Fee is paid in the Treasurer’s Office, Room 100.
   d. Take your Treasurer’s receipt to the Office of the City Clerk, Room 401, and the license will then be issued, if you have your Health Department License.

   Please Note: If you are seeking a new license for a location already in business, the previous owner must surrender his license on or before the time you receive your liquor license from our office.
CHAPTER 10
ADDITIONAL LIQUOR SURETY BOND INFORMATION

1. Q. Will I always have to provide a Liquor Surety Bond?
   A. No. Ordinance No.13,097 (Section 3-35 of the Code), provides for a Bond Waiver.

2. Q. What is an Affidavit of Waiver of Bond Requirement?
   A. An Affidavit of Waiver of Bond Requirement is a procedure and form which allows you not to file a bond if you qualify under Ordinance No. 13,097.

3. Q. How does the new requirement work?
   A. You may be granted a Waiver of your Bond Requirement if:
      a. You have been in business for the past 3 consecutive years and filed three valid bonds with the City.
      b. You have paid all fees, taxes and any other monies owed by this business to the City on time for the past three consecutive years.

4. Q. If I meet the requirements, what do I do?
   A. a. Sign a bond waiver form provided by the Office of the City Clerk.
      b. You may cancel your existing bond.

5. Q. What happens if I default on the bond requirements?
   A. a. You will not be able to claim the Bond Waiver for three years.
      b. You will be immediately required to post a $10,000.00 Bond.
      c. You will be required to post a bond for the next three years.
CHAPTER 11
TRADE NAME CHANGES

Ordinance No. 16,528 (Section 3-65 (c) A licensee must submit written notice to the City Clerk advising of the new name change and effective date within fourteen days of the change. No filing fee is required for the notice of change of name.

Sometimes a bond rider will have to be filed if the trade name is on the bond.

Please bring your license in and allow us to amend it.
CHAPTER 12
GOING OUT-OF-BUSINESS

1. Q. I no longer desire to be a Liquor License Holder. Must I stay in business for the whole license year?
   A. No. You may return your liquor license anytime during the license year.

2. Q. When I surrender my liquor license, am I entitled to a refund?
   A. Yes. The City of Peoria follows certain criteria for issuing a refund. You will receive a refund on the License fee, but not a refund on any special application (filing) fees, which may have been paid in addition to your license fee.

   1. A pro-rated refund will be issued if you owe no outstanding taxes.

   2. If taxes are owed to the City of Peoria, the amount of your refund will be applied to the taxes owed. In some cases if this happens, you will not receive a refund.

3. Q. How do I receive my Liquor License Refund?
   A. a. Return your License to the Office of the City Clerk and sign it on the back with a mailing address. We will need proof of your last day of alcohol sales.

   b. Your refund will be pro-rated. Once our finance office issues a check, we can mail it to you, or you may pick it up.

4. Q. How long does the process take?
   A. Once all your returns have been filed, please allow at least two weeks for processing.
CHAPTER 13
LIQUOR RENEWAL PROCESS

Sometimes licensees have questions about the liquor license renewal process for the City of Peoria. Use this section to familiarize yourself with the renewal process.

1. **Q.** What do I need to renew my Liquor License?
   
   **A.**
   
   a. A completed, signed, notarized renewal form
   
   b. $10,000 Bond valid to 12:01 a.m. March 1, 20XX
   
   c. Or a signed and notarized Waiver of Bond Requirement Form
   
   d. Lessee with leases expiring should provide a lease with lease expiring February 28, 20XX, or beyond
   
   e. 1. Receipt for correct License Fee
       
       2. Please pay in the City Treasurer’s Office, Room 100
       
       3. A New License Fee must be paid by Certified Cashier’s Check, Money Order or Cash

   f. Additional forms and fees for new officers or new Managers, if you have added them this year.

2. **Q.** When is my Renewal due in the City Clerk’s Office?
   
   **A.** On or before January 31, 20XX, by 5:00 p.m.

3. **Q.** What if I file a Renewal later than January 31, 20XX?
   
   **A.** A $20.00 per Business Day Late Charge will be assessed.

   **NOTE:** The Mayor, as Liquor Commissioner, states there will be no waiver or reduction of Late Fee charges.

4. **Q.** Will there be a Late Fee assessed if I am missing part of my Renewal Application--such as a Lease or Bond?
   
   **A.** Yes.
5. Q. Does this mean if I file my Renewal Form and Fee but my Bond is late, I must pay $20.00 per business day after January 31, 20XX, for every business day I go without submitting this Bond?

A. Yes.

6. Q. What if my Lease is filed after January 31, 20XX, but I have sent everything else in? Will I be assessed $20.00 per business day?

A. Yes.

7. Q. Why am I being assessed late fees for filing late or incomplete applications?

A. a. To keep Administrative costs low, because the cost of processing late and incomplete applications is high
b. To avoid being out of compliance with the Liquor Ordinance
c. Because processing late and incomplete applications slows down our ability to get your license issued on time
d. Because, as an applicant, I am aware these are basic requirements and have had proper notice through Chapter 3, Sec. 3-66

8. Q. What are the Bond requirements?

A. a. Each year, you are required to file a $10,000 Liquor Surety Bond from your Insurance Carrier valid to March 1, 20XX, 12:01 a.m.; or

b. You are required to file a signed, notarized affidavit of Waiver of Bond Requirement. (This form will be provided for you.)
9. Q. What if I am allowed a Bond Requirement Waiver and I am late on my taxes?
   A. a. You will not be allowed to claim the Bond Waiver for three consecutive years.
        b. You will be immediately required to post the $10,000 Bond.
        c. You will be required to post a bond for the next 3 years.
        d. You will be required to pay any late fees.

10. Q. What if during the license year, I am late with a month’s taxes?
    A. a. You will be immediately required to post a $10,000 Bond.
         b. At next year’s Renewal, you will be required to post a Bond, and you will be required to post that Bond for the next THREE (3) Consecutive Years.

11. Q. Does this mean if I am late with my taxes or any Fees regarding my Liquor License, I forfeit for a period of three years my opportunity to have my Bond Requirement Waived?
    A. Yes.
12. Q. How long have I lost this opportunity to file a Waiver?
   A. Three years.

13. Q. If I fall out of compliance, will I have to obtain a Bond?
   A. You will have to obtain a Bond right away for the remainder of the Year, and provide one for the next three consecutive years.

14. Q. What if my Bond expires in the middle of the year?
   A. You are required to obtain a Rider for coverage to 12:01 a.m. March 1, 20XX.

15. Q. Should I sign my Bond?
   A. Yes.

16. Q. I still have questions. What shall I do?
   A. Call the Office of the City Clerk at (309) 494-8565.
APPENDIX A
ALCOHOLIC BEVERAGE ORDINANCE
CHAPTER 3
PEORIA CITY CODE
SEC. 3-5. EMPLOYMENT OF PERSONS UNDER AGE OF TWENTY-ONE.

No licensee under this chapter shall employ or permit any person under the age of twenty-one (21) to handle, sell or serve alcoholic beverages, malt or liquors for sale; provided, however, that any establishment holding a Class “B, B-1, D, G or I” license may employ persons nineteen (19) years of age or older to serve alcoholic beverages to patrons in any fixed location used for service of food where such person is under the direct and immediate supervision of an employee 21 years of age or older who has supervisory authority over the underage employee and who is actually present on the premises at all times the underage employee is serving alcohol, but under no circumstances shall such person be employed or act exclusively as a bartender or cocktail server, nor shall such person handle, sell or serve alcoholic liquors for sale in temporary locations authorized under a subclass 7 supplemental license.

No licensee shall permit or allow volunteers under the age of 21 to handle, sell or serve alcoholic liquors. No license under this chapter shall employ or permit any person under the age of eighteen (18) to act as a compensated entertainer.
SEC. 3-52. CLASSES OF LICENSES, GENERALLY.

Licenses to sell alcoholic liquor at retail are hereby divided into twenty (20) classes, as follows:

(1) **Class A:** Class A licenses shall authorize the retail sale of alcoholic liquors on the premises of any tavern for consumption on the premises, as well as other retail sales of such liquor.

(2) **Class B:** Class B licenses shall authorize the retail sale of alcoholic liquors on the premises in any restaurant for consumption on the premises, as well as other retail sales of such liquor.

(3) **Class B-1:** Class B-1 licenses shall authorize the retail sale of alcoholic liquors on the premises in any restaurant that does not qualify for a Class B license for consumption on the premises, as well as other retail sales of such liquor, 25% or more of the monthly gross revenue must be from serving of meals.

*Restaurant* means any public place kept, used, maintained, advertised, and held out to the public primarily as a place where meals are served and where meals are actually regularly prepared and served without sleeping accommodations, such space being provided with adequate and sanitary kitchen, which shall include, but not be limited to, sink; refrigerator with the maximum capacity of 20 cubic feet; and oven with the minimum capacity of 4.3 cubic feet or a range or grill; and dining equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook and serve suitable food for its guests, and where the sale or consumption of alcoholic liquors is only incidental to the serving of meals. Except for restaurants with a B-1 classification, 50 percent or more of the gross revenue in any month from the operation of the licensed premises must be from the serving of meals.
(4) **Class C:** Class C licenses shall authorize the retail sale of alcoholic liquors in packages and not for consumption on the premises where sold for establishments with annual gross wholesale purchases of $500,000 or more the previous calendar year & includes unlimited product tastings.

**Class C-1:** Class C-1 licenses shall authorize the retail sale of alcoholic liquors in packages and not for consumption on the premises where sold and shall be the default license for any packaged liquor establishment which does not meet the definition of a grocery store as defined under section 3-1 of the Code.

**Class C-G:** Class C-G licenses shall authorize the retail sale of beer/wine only on premises where sold in conjunction with the operation of a gasoline station.

(5) **Class D:** Class D licenses shall authorize the retail sale of alcoholic liquors on the premises in any hotel for consumption on the premises, when such retail sale is made by the same person who operates the hotel.

(6) **Class E:** Class E licenses shall authorize the retail sale on the premises of alcoholic liquors in any club for consumption on the premises for clubs with membership of 200 or less and **Class E-1:** with membership of 200 or more.
(7) **Class F:** shall authorize the retail sale for consumption on the premises of alcoholic liquors in any nonresidential location within a structure for a period of fifteen (15) days or less as determined by the local Liquor Commissioner. No person shall be issued any temporary licenses under this Code for a total of more than fifteen (15) days in any twelve-month period. This license shall only apply to catered functions or special events.

(8) **Class G:** shall authorize the retail sale of beer and wine only on the premises of any tavern or restaurant for consumption on the premises, as well as other retail sales of such beer and wine.

(9) **Class H:** shall authorize the retail sale of alcoholic liquor in an outdoor, nonresidential location as part of a public activity which has been approved by the City Council. The period of said license shall not exceed five (5) days. No person shall be issued any temporary license or combination of temporary license under this Code for a total of more than fifteen (15) days in any twelve-month period. If an event has been held for (2) consecutive years, it does not need Council approval.

Class “H” licenses shall only be issued to civic, patriotic, fraternal, educational, religious or benevolent organizations which have been in active and continuous existence for at least one (1) year prior to the making of such application and which have been incorporated under the laws of Illinois. Applicants of Class H license shall submit proof of adequate dram shop insurance as required by the Illinois Liquor Control Act of 1934, as it is now or may hereafter be amended, prior to being issued such license. All applications for a Class H license shall be filed at least four (4) weeks prior to the event. The Mayor, however, may waive the four-week filing requirement should he find that sufficient time remains prior to the event for the City and State to process the application.

(9a) **Class H-1:** shall authorize retail sale of all alcoholic liquors on the grounds of a county fair, as defined in Section 2 of the Agricultural Fair Act, during the official dates of such annual county fair by the fair association or agricultural society conducting such fair or by an exhibitor who has rented space from such association or society for the purpose of the retail sale of beer and wine during such fair. No temporary license or
combination of temporary licenses under this Code for a total of more than fifteen (15) days in any twelve-month period.

Applicants for a Class “H1” license shall submit proof of adequate dram shop insurance as required by the Illinois Liquor Control Act of 1934, as it is now or may hereafter be amended, prior to being issued such license.

All applications for a Class “H1” license shall be filed at least four (4) weeks prior to the beginning of the fair and shall be accompanied by a copy of a contract for the rental of exhibitor space from the fair association or agricultural society conducting such fair.

(10) **Class I:** Class I license shall authorize the retail sales of alcoholic liquors on the premises of any assembly hall or stadium for consumption on the premises when such retail sale is made by the same person who operates the assembly hall or stadium.

(11) **Class J:** Class J license shall authorize the retail sale of wine by a wine-maker as defined under the Illinois Liquor Control Act, or a group of wine-makers issued a license or licensed by Illinois Liquor Control Commission during the operation of a Farmer’s Market on premises approved for the retail sale of wine.

(12) **Class K:** Class K license shall authorize the retail sale of alcoholic liquor for consumption on the premises of a rental hall business when such retail sale is made by the person who operates the rental hall business and the retail sale of alcoholic liquor at functions off the premises when liquor is only incidental to the food service, provided that such function is not open to the general public but only to invited guests and provided, further, that the sale of alcoholic liquor is in bulk to the person or organization conducting the function and no charge is made to persons being served individual drinks.

(13) **Class K-1:** Class K-1 shall authorize catering of alcohol as incidental part of a food service that serves prepared meals which excludes the serving of snacks as the primary meal at private functions for a package price agreed upon under contract on any approved location other than the premises covered by an existing license. (For outside the City caterers that do not have a fixed physical site within the City.)
The licensee shall file with the City Clerk not less than ten (10) days prior to said function a description of the location and the hours during which alcohol will be served.

(14) **Class L:** Class L License shall authorize the retail sale of alcoholic liquor for consumption on the premises in a non-residential location as part of public events which are within a scheduled program of events, which schedule has been approved by the City Council. No person shall be issued any temporary license or combination of temporary licenses under this Code for a total of more than fifteen (15) days in any twelve-month period.

Class L licenses shall be issued only to not-for-profit corporations or voluntary associations or commissions which have been in active and in continuous existence for at least one (1) year prior to making of such application and whose primary purpose has been the promotion and development of the Peoria area.

For outdoor events, the licensee shall be subject to the requirements of subsections (a) through (f) imposed upon a Class "H" license under this Code. Applicants for a Class “L” license shall submit proof of adequate dram shop insurance, as required by the Illinois Liquor Control Act of 1934, as it is now or may hereafter be amended, prior to being issued such license. The licensee shall submit a site plan not less than four (4) weeks before each event.

(15) **Class M:** Class M authorizes the retail sale by mail order for future delivery by mail or by common carrier of beer and wine in the original package container only and not for consumption on the premises where sold.

(16) **Class N:** Class N authorizes retail sale of alcohol for consumption on the premises in public areas and public buildings located in the Riverfront Business District at either private or public functions. (Riverfront Business District as defined in Ordinance No. 13,865, as amended.)
SEC. 3-53. SUPPLEMENTAL LICENSES AND FEES, GENERALLY.

(a) Upon application to the local Liquor Commissioner by a license holder, the following supplemental licenses may be issued after approval by the local Liquor Commissioner and the payment of the fees set forth herein;

(1) **Subclass (1):** A supplemental license authorizing the retail sale of alcoholic beverages until the hour of 4:00 a.m. as provided in Section 3-3 of this Chapter and as specified in Section 3-53 of this Chapter.

(1a) **Subclass (1a):** A supplemental license authorizing the retail sale of alcoholic beverages until the hour of 2:00 a.m. on Friday, Saturday & Sunday, March 18 and Thanksgiving mornings, as provided in Section 3-3 of this Chapter may be issued.

(2) **Subclass (2):** A supplemental license authorizing the performance of live entertainment. A supplemental license for live entertainment will not be required, however, of any establishment holding a Class D, E, or I liquor license.

This supplemental license in no way abrogates the responsibility of obtaining any other license required by this Code.

(3) **Subclass (3 & 3a):** Supplemental license may be obtained for the retail sale of alcoholic beverages in an outdoor beer garden or cafe or a sidewalk restaurant adjacent to the licensed premises.

To apply for this supplemental license, the licensee shall file its request, in writing, with the Mayor. A non-refundable application fee of fifty dollars ($50.00) shall be paid by the licensee requesting this supplemental license. Sidewalk café can be on private or public property and a valid permit for a sidewalk restaurant must be obtained pursuant to 26-286 through 26-298 of the City Code.
(4) **Subclass (4):** A supplemental license authorizing the retail sale of alcoholic beverages in a hotel in temporary locations such as ballrooms, party rooms and meeting rooms which are not licensed as permanent locations through the obtaining of a Class D license.

This supplemental license will allow the use of up to six (6) temporary locations.

(6) **Subclass (6):** A supplemental license for product tasting of wine, distilled spirits or beer on the premises of a Class C-1.

(7) **Subclass (7):** A supplemental license authorizing the retail sale of alcoholic beverages in assembly halls or stadiums in temporary locations such as ballrooms, party rooms, meeting rooms, movable concession stands or from traveling vendors which are not licensed as permanent locations through the obtaining of a Class I license.

This supplemental license will allow the use of up to ten (10) temporary locations.

(8) **Subclass (8):** Supplemental license for any licensee holding a valid Class A,B, B-1,D,E,G,I or K license authorizing retail sale of alcoholic beverages for consumption on the premises as an incidental part of food service at private functions which are held on sites previously approved by the City Council in public buildings or public areas, which are owned and operated by the City of another public entity.

(10) **Subclass (10):** Supplemental license for Class B or G Restaurants authorizing retail sale of alcoholic beverages for consumption as an incidental part of food service of snacks as primary meal at private functions for package price agreed upon under contract on any approved location other than premises covered by the existing license. Must notify City Clerk not less than ten days prior to the function. Display photocopy of license at function. No private event catered under this subclass shall exceed 8 hours in duration and no serving earlier than 10:00 am or later than 1:00 am. No Cash bar. (Ordinance 16,591)

(11) **Subclass (11):** A supplemental license may be obtained by a licensee currently holding a valid Class “B” (restaurant) License issued under this chapter, authorizing the retail sale of alcoholic beverages for consumption as an incidental part of a food service that serves prepared meals which excludes the serving of snacks as the primary meal for two outdoor events per
liquor license year with an annual license fee of $500.00 on an adjacent adjoining off-street parking lot of the licensed establishment or if the establishment is so located where there is no adjacent adjoining off-street parking lot, on an adjacent city-owned public right of way area approved by the local liquor commissioner.

In addition to the regulations imposed upon licenses under this chapter, a subclass (11) license holder shall comply with the requirement for a Class “H” license as prescribed under subsection 15-52(8) except to the restriction regarding the holder of the license being a civic, patriotic, fraternal, educational, religious or benevolent organization and the requirement under 15-62(8)(d).

SEC. 3-60. CHANGE OF LOCATION DESCRIBED IN LICENSE AND APPLICATION.

The location described in the license and application required by this chapter may be changed only upon the filing of a written application to make such change. A permit shall be issued by the Mayor, only if the proposed new location is a proper one for the retail sale of alcoholic liquor under the laws of the State, the provisions of this Chapter, and other ordinances of the City.

SEC. 3-64. REQUISITES FOR MANAGER.

All applications for approval as Manager of a licensed liquor establishment shall be submitted to the Mayor by filing in the Office of the City Clerk upon forms approved by the Mayor. A copy of said application shall be promptly forwarded to the Police Department, which shall conduct a thorough investigation of the fitness and eligibility of the applicant. Within ten (10) days, the Police Department shall report to the Mayor the results of its investigation, together with a recommendation whether the application should be granted or denied. The Mayor shall then, within ten (10) days, either grant or deny the application and notify the applicant. Any applicant whose application is denied may request a hearing before the Mayor by filing a written request in the Office of the City Clerk within five (5) days of the denial of the application.
No retailer’s license shall be renewed if the Department of Revenue has reported to the Illinois Liquor Control Commission that such retailer is delinquent in filing any required tax returns or paying any amounts owed to the State of Illinois until the applicant is issued a certificate by the Department of Revenue stating that all delinquent returns or amounts owed have been paid by guaranteed remittance or the payment agreement to all amounts owed has been accepted by the Department. No retailer’s license issued by the Local Liquor Commissioner shall be renewed unless the applicant provides documentation that any tax owed to (I) the municipality in which the applicant is located (in the case of a license issued by the Mayor or President of the Board of Trustees of a City, Village or incorporated Town acting as Local Liquor Control Commissioner) or (ii) the County in which the applicant is located (in the case of a license issued by the President or Chairman of the County Board acting as Local Liquor Control Commissioner) by the applicant has been satisfied by payment in the form of a cashier’s check, certified check, money order, or cash.

(Effective January 1, 1992)
APPENDIX C

CORPORATE OFFICER CHANGE

USE WHEN OFFICERS IN THE CORPORATION TRANSFER OR SELL THE ENTIRE STOCK TO ANOTHER INDIVIDUAL OR GROUP.

When filing as a CORPORATION OFFICER CHANGE, the following documents should be filed with the Office of the City Clerk, Room 401, City Hall Building.

This action means the Corporate name remains the same, but the assets are bought by another group (or an individual).

1. File a Schedule III (Corporation) showing the new officer(s) (in duplicate).
2. File Individual Data Form(s) for each new officer.
3. Please submit a copy of your Drivers License.
4. If someone other than the officers will manage the daily operations, please file a Schedule I (Manager) form and Individual Data Form. Submit a copy of your Driver License.
5. Statement of Financial Disclosure showing the assets being acquired and the liabilities of the business. The liabilities include the financial arrangements made by the new officers to purchase the Corporation.
6. Amended Articles of Incorporation noting the officer changes, if applicable.
7. If Registered Agent is changing, file a Registered Agent name change on Articles of Incorporation.
8. A signed and notarized Affidavit showing the transfer of stock or a signed certificate of stock transfer.
9. Corporate minutes showing the action and vote taken to sell the stock.
10. A lease may have to be assigned to the new stockholders.
11. $100.00 filing fee
Important Facts for Corporations already holding a License...
Use when an election is held (for Clubs) or one Officer resigns and is appointed to fill the vacancy.

1. **Q. What if one of our officer(s) resigned and we **added** a new officer in his/her place?**
   
   A. a. File on Schedule III listing the new slate of officers, and a Data Form for each new officer;
   
   b. A receipt for $100.00 paid to the City Treasurer; and
   
   c. A copy of your Driver’s License.

2. **Q. What if an officer resigned and we will not replace him?**
   
   A. Please submit a letter informing us of the resignation.
APPENDIX D
OTHER REQUIREMENTS

The State License may be obtained immediately in person or in 3-4 weeks by mail.

1. **NEED APPROVED LICENSE.**

2. **NEED RETAIL TAX NO.** Department of Revenue, 3101 W. Jefferson, Springfield, Illinois. Phone: 1-800-732-8866. (May be obtained immediately in person; takes 6-8 weeks by mail.)

3. **NEED STATE APPLICATION** - (We have forms here, or you may obtain at Springfield.) Need full disclosure of owners; Articles of Incorporation, if applicable, copy of lease, copy of dram shop insurance. (Illinois Liquor Control Commission, 101 West Jefferson, Springfield, Illinois, 62704)

4. $500.00 Fee. (Check or money order, will not accept Cash)

Further questions can be answered by: Office Manager, State Liquor Control Commission, 101 W. Jefferson, Springfield, Illinois, 62704, Phone: (217) 782-2135.
For further information, or if you have questions, please contact:

BETH BALL, MMC
City Clerk/Town Clerk
City Hall Building
419 Fulton Street, Suite 401 ● Peoria, Illinois 61602-1232
Phone: (309) 494-8565 ● Fax: (309) 494-8574
E-mail: bball@peoriagov.org ● Website: www.peoriagov.org