

INSTRUCTIONS FOR APPLYING FOR A CITY OF PEORIA LIQUOR LICENSE

NOTE: Site Location Approval is necessary for new locations or locations which have not been used for the sale of alcoholic beverages for the past 3 months, or for locations where a change of license "class" is requested. Forms and instructions may be obtained in our office. If site approval is not necessary, you may proceed as follows:

CORPORATION OR LLC

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

You may file your application papers for your liquor license, providing the Health Department application is in process. There are several steps required. Please follow their instructions carefully.

(Please Print or Type Information on Forms. Please answer all questions on the forms, or write N/A. Thank you for your cooperation.)

- ___1. Liquor License Application form. (Corporation is the Applicant)
- ___2. Schedule III Corporation.
- ___3. Individual Data Form for each Officer.
- ___4. Statement of Financial Disclosure.
- ___5. Scale Drawing of the interior of the premises.
- ___6. Liquor Surety Bond in the amount of **\$10,000** from your insurance company (**in force to March 1, 12:01 a.m.** of the current liquor license year expiration date). Must be signed by the **President** and in the **Corporation Name**.
- ___7. Certificate of Liquor Liability Insurance (dram coverage) listing the City of Peoria as Certificate Holder and in the **Corporate Name**.
- ___8. Bill of Sale between former licensee and new applicant for the purchase of the business, fixtures, stock, etc. (This may be separate or included in a lease/deed).
- ___9. If applicant is leasing the building, please submit a copy of the lease. The lease should be in force at least to the end of the current license expiration date and **Must** be to the **Corporation**. 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.
- ___10. A receipt for a non-refundable filing fee in the amount of **\$400.00** payable to the City of Peoria to be paid in the office of the City Treasurer, Room 100, City Hall Building; except where the applicant currently holds a valid liquor license, the filing fee shall be \$100.00.
- ___11. A FOOD AND DRINK LICENSE obtained (or applied for) from the PEORIA CITY/COUNTY HEALTH DEPARTMENT, 2116 N. Sheridan Road, Telephone 679-6161. (You will need a zoning verification form from the Planning/Zoning Department, when you apply for your food and drink license). We encourage you to obtain the verification first. (Class C's dispensing food will be required to obtain a Food and Drink License.)
- ___12. Articles of Incorporation for Corporations **OR** Articles of Organization for LLC.
- ___13. Please submit a copy of your driver's license. (All Officers & Managers)

NOTE: IF THE ESTABLISHMENT FOR WHICH YOU ARE APPLYING HAS A CURRENT, VALID CITY LIQUOR LICENSE, THAT LICENSE MUST BE SURRENDERED TO THE CLERK'S OFFICE BEFORE YOURS CAN BE ISSUED.

PLEASE NOTE: NO LICENSE CAN BE ISSUED WITHOUT HEALTH DEPARTMENT VERIFICATION.

PLEASE PLAN YOUR OPENINGS FOR YOUR ESTABLISHMENT OR CLOSINGS FOR REAL ESTATE REQUIREMENTS ACCORDINGLY. AFTER THESE REQUIREMENTS ARE MET, YOU MAY OBTAIN YOUR STATE LICENSE THROUGH THE SPRINGFIELD COMMISSION.

NOTE: FOR CORPORATION CHANGING OFFICERS – BUT THE CORPORATION REMAINS THE SAME: A new application need not be filed. Please submit: A-new Schedule III, B-an Individual Data Form for each new officer, C-an Affidavit showing transfers of stock to the new owners, D-Financial Disclosure Form.

FOR NEW CORPORATIONS: A new application with all the documentation must be filed, along with a receipt for a non-refundable filing fee in the amount of \$400.00 from the City Treasurer, Room 100, City Hall Building.

NOTE: Class E Clubs only: Please provide a Membership List.

OTHER INFORMATION:

Once a liquor license application is approved, you will be informed of the correct pro-rated fee.

PLEASE NOTE: A Certified Cashier's Check, Money Order or Cash should be paid in the City Treasurer's Office, Room 100, City Hall. This is for your license, and is not part of the filing fee. You can let us know if you wish to pick up your license or have it mailed.

FOR TRADE NAME CHANGES: Please submit a Letter advising our Office of the change and bring your City liquor license to the City Clerk's Office to have the license changed.

CLASSES

A-Taverns ----- \$1,100.00
B-Restaurants ----- 1,300.00
B-1-Restaurant ----- 1,300.00

C-Package Goods (Grocery store/gas station
secondary & unlimited tastings) -- 3,000.00

C-1 - Package Goods (Does not meet
definition of grocery store) ----- 2,000.00

C-G - Convenient/Gas/Beer/ Wine (premise
under 10,000 sq. ft.)----- 2,000.00

D-Hotel ----- 1,300.00

E-Club-under 200 ----- 500.00

E-1 Club-over 200 ----- 1,000.00

G-Beer/Wine Only ----- 1,100.00

I-Assembly Hall ----- 1,300.00

J-Farmer's Market ----- 375.00

K-Rental Halls ----- 1,200.00

K-1- Outside the City Caterer --- 800.00

L-Public Events ----- 100.00 + \$40/day

M- BYOB ----- 125.00

N – Riverfront Business ----- 950.00

SUBCLASSES

#1 - 4 O'Clock Hours ----- \$3,500.00

#1A - 2 O'Clock Hours ----- 800.00

#2 - Live Entertainment ----- 200.00

#3 - Outdoor Beer Garden ----- 200.00

#3A- Sidewalk Café ----- 200.00

#4 - Hotel/Ballroom ----- 450.00

#5 - Teen Nights ----- 340.00

#6 - Product Tasting ----- 735.00

#7 - Assembly Hall/Stadiums ----- 450.00

#8 - Private Functions on Public Property- 800.00

#10- Restaurants Catering Off Premise---- 800.00

#11- Outdoor Events for Off-Site Functions- 550.00

#12- Supermarket w/ full service restaurant-1050.00

PLEASE NOTE: All City liquor license fees are prorated for your first year. You will be charged only for the number of months used; thereafter, fees will be charged on annual basis.

PROCEDURE FOR OBTAINING STATE LIQUOR LICENSE:

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

- 1). **NEED APPROVED CITY LICENSE & LETTER FROM CITY CLERK TO THE STATE LIQUOR CONTROL COMMISSION REGARDING ISSUANCE OF LICENSE.**
- 2). **NEED RETAIL TAX NO.** - Dept. of Revenue, 101 W. Jefferson, Springfield, Phone: 1-800-732-8866 (Can be obtained immediately in person; takes 6-8 weeks by mail)
- 3). **NEED STATE APPLICATION** - (You may obtain at Springfield or on line at www.state.il.us/lcc). Need full disclosure of owners and a **COPY OF YOUR LEASE**. (Illinois Liquor Control Commission, 101 W. Jefferson, Springfield, IL 62704) ph: (217) 782-2135
- 4). **\$750.00 Fee.** (Make Check or Money Order payable to the Illinois Liquor Control Commission. The Commission does not accept U.S. Currency/Cash as payment.)
- 5). **COPY OF CERTIFICATE OF LIQUOR LIABILITY INSURANCE. (State listed as Certificate Holder)**