



# WINNEBAGO COUNTY

— ILLINOIS —

## LIQUOR LICENSE APPLICATION – CHECK LIST

**All items listed in Numbers 1-7 must be provided by applicant at the time of filing your liquor application:**

1. Completed application – no application will be accepted with questions left unanswered. If they do not apply, write “N/A” in the space.
2. Total License Fee                   \$ \_\_\_\_\_  
We will accept any one of the following forms of fee payment:  

<input type="checkbox"/> Cash	<input type="checkbox"/> Cashiers Check
<input type="checkbox"/> Certified Check	<input type="checkbox"/> Money Order

### **NO PERSONAL OR BUSINESS CHECK WILL BE ACCEPTED**

3. Copy of lease or proof of ownership.
4. Assumed name or corporate number.
5. Dram shop insurance – copy of the policy.
6. Complete list of employees (unless this list accompanies application, it will not be considered).
7. Accurate scale drawing of site of premises proposed to be licensed and surrounding area for a distance of a least 200 feet from boundaries of said site showing location of streets and property lines.
8. A background check is required for the primary applicant, all managers/agents and any owner of 5% or more of the business including all corporate officers and directors. Persons required to complete a background check may do so by contacting the following company and under the following terms:

Individuals may complete a live scan fingerprint at Rockford Detective Agency located at 613 N. Longwood Street, Rockford, IL 61107; at the cost of \$60. Please call (815) 282-2822 to schedule an appointment. Individuals must advise Rockford Detective Agency that they are completing the fingerprinting pursuant to a Winnebago County Liquor/Caterer License and present their valid photo identification along with the required \$60 fee. The results of the background check completed through live scan will be forwarded to the Winnebago County Clerk’s Office within ten (10) business days.

9. Once the application is received in the Winnebago County Clerk's Office, the applicant must contact the Winnebago County Health Department and the Winnebago County Planning and Zoning Department for appropriate inspections. A liquor license will not be issued until the appropriate inspections are complete.
10. Applicant Accompanied by Attorney – For anyone applying for a Winnebago County Liquor License for the first time, or who is purchasing an already existing business, it is suggested they be represented by an attorney at the liquor hearing.
11. Hearing held.
12. License issued.

**Please call (815) 319-4250 with any questions you may have regarding your liquor application.**