



Instructions for the Village of Lincolnshire Retail Liquor License Application

Applications and Renewal Forms for a retail liquor license can be found on the Village website and should be submitted to the Lincolnshire Police Department.

Applicants filing an Initial Application or Change in Ownership for a Retail Liquor License will need to complete the application and remit a \$250.00 non-refundable application fee. This \$250.00 will be applied towards the cost of the license, if approved.

Applicants filing a Renewal for a previously issued Liquor License will need to complete the Liquor License Renewal form.

The **local owner or manager must be fingerprinted** for a background check at the Lincolnshire Police Department. Appointments can be scheduled by calling 847-913-2340.

The following information must be submitted along with the application:

Initial Application or Renewal for a Liquor License:

1. A copy of the applicant's current Lake County Health Department Food Service Permit.
2. A copy of the applicant's current State liquor license issued by the Illinois Liquor Control Commission. ***It is the license holder's responsibility to provide a copy of the current State Liquor License upon its renewal.***
3. A copy of the Liquor Liability Insurance Policy covering the period of the license. ***It is the license holder's responsibility to provide a copy of the current Certificate of Insurance upon its renewal.***
4. The Manager Form must be submitted by the person who oversees the day to day business operations of the Lincolnshire location. ***It is the license holder's responsibility to provide notification of any change in manager within seven (7) days.***
5. A copy of the Manager's current BASSET certification.

Initial Application for a Retail Liquor License also requires:

1. If the applicant is a Corporation, a current, true and correct copy of the Charter of the Corporation.
2. A Land Trust Disclosure Statement, if the property is held in a Land Trust.
3. A copy of the applicant's Deed or Contract for Deed, if the applicant owns or is a Contract Purchaser of the property for which the license is sought.
4. A copy of the Lease of Premises, if the applicant is a tenant.

Return the completed applications with your payment to cover the application fee or, if a license renewal, the full license fee.

Upon receipt of an application or renewal form, the Department of Community and Economic Development will contact the business manager to set up a liquor license inspection to ensure that the location is in conformity with all applicable building and zoning codes, ordinances and regulations of the Village.

Once all requirements have been met, the liquor license application will be presented to the Village Board for approval and, if approved, the license will be issued.