VILLAGE OF
LINCOLNSHIRE
POLICE DEPARTMENT

Instructions for applying for a Village of Lincolnshire Retail Liquor License

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

RENEWAL APPLICATIONS RECEIVED AFTER MARCH 31ST ARE SUBJECT TO LATE FILING FEES.

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 toward 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 and submit a $250.00 non-refundable application fee. Once evaluated and renewed, the $250.00 will be applied toward the cost of the license.

The **local owner or manager must be fingerprinted** for a background check at the Lincolnshire Police Department every year. 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 ten (10) days.***
5. A copy of the Manager's current BASSET certificate.
6. Return the completed applications with your payment to cover the application processing fee.

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.

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 initial liquor license application will be presented to the Village Board for approval and, if approved, the license will be issued.

The Liquor Control section of the Lincolnshire Village Code can be accessed through the Village web site at www.lincolnshireil.gov.