

# CITY OF JOLIET

## PROCEDURE FOR LIQUOR LICENSE APPLICATION

1. Obtain an application from the Mayor's Office.
2. The Deputy Liquor Commissioner will determine if the owner(s) or resident manager is a Joliet resident.
3. Make an appointment for owner(s) or resident manager to be fingerprinted by Detective Clement. (815/ 724-3704).  
**There is a fee of \$39.25 per person.**
4. Obtain an application from Business Licensing. (815/ 724-3905)
5. Return completed and notarized liquor license application with:
  - A. Completed background check forms for owner(s) and/or resident manager.
  - B. Proof of dram shop/liquor liability insurance for the location.
  - C. Copy of lease or deed.
  - D. Copy of Articles of Incorporation (if applicable)
  - E. Site plan of the proposed premises, showing the location and dimensions of the building, the lot and the parking areas.  
*(This site plan need not be prepared by a professional, but it should be reasonably accurately drawn & should have accurate dimensions.)*
  - F. Inspection by the Will County Health Department. 815/ 727-8490)
  - G. \$100.00 application fee.
6. Once the fingerprint results have been returned with a favorable criminal history record, we will notify you in writing as to the date and time a liquor hearing will be conducted.
7. The Mayor's Office will obtain the following for the liquor hearing:
  - A. Verification that you do not owe any money to the City of Joliet.
  - B. A police check on the location's history.
  - C. A check of zoning for this location.
  - D. An inspection by both the fire department and building inspector.
8. After the hearing, your application for a liquor license will be considered at the next Joliet City Council meeting for approval or denial.