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.