Procedure For Applying For A Liquor License

1). Make an appointment for all persons with a financial interest greater than 5% to be fingerprinted by Detective Clement. Call 815-724-3704. Fingerprinting costs are $75.00 per person and are performed at Joliet City Hall, 150 West Jefferson Street, Joliet, IL 60432. Checks must be payable to the City of Joliet.

2). Obtain an application for a liquor license from the Mayor’s Office. The office is located in City Hall at 150 West Jefferson Street, Joliet, IL 60432.

3). At least one of the applicants must reside in the City of Joliet. If not, a Resident Manager must be named. To qualify as a Resident Manager, a person must be employed either full time or part time at the establishment for at least 30 days, be at least 21 years of age, reside in the City of Joliet and successfully pass a fingerprint background check. The Deputy Liquor Commissioner will determine if the owner(s) or resident manager is a Joliet resident.

4). Obtain an application for a City of Joliet Business License from Business Services located in City Hall at 150 West Jefferson Street, Joliet, IL 60432. A Business License cost is based on the number of employees and number of customer seats. Call 815-724-3905 for details.

5). Return completed and notarized liquor license application with:
   • A non-refundable $100.00 application fee
   • Proof of Dram Shop/Liquor Liability insurance for the location
   • Copy of lease or deed
   • Copy of Articles of Incorporation (if applicable)
   • Site plan of the proposed premises showing the location and dimensions of the building, the lot, parking areas and where/how liquor stock will be stored and secured. This site plan need not be prepared by a professional, but it should be reasonably and accurately drawn with accurate dimensions.
   • Inspection by the Will County Health Department. Call 815-727-8490 to make an appointment.

6). Once the fingerprint results have been returned with a favorable criminal history record, we will notify you as to the date and time a liquor hearing will be conducted. The Mayor’s Office will, in the meantime, obtain for the liquor hearing:
   • Verification that you do not owe any money to the City of Joliet
   • A police check on the location’s history and applicant’s history
   • A check of zoning for this location
   • An inspection by both the fire department and building inspectors
   • After the hearing, your application for a liquor license will be considered at the next Joliet City Council meeting for approval or denial

7). You must also obtain a Liquor License from the State of Illinois. Call 312-814-2206.