



City of Crystal Lake **Liquor License Application**

*The application materials will be presented at the City Council meeting for consideration from the Mayor and City Council members. City Council meetings take place every first and third Tuesday of the month.
Documents must be submitted no later than two weeks prior to the Council meeting.*

The following will need to be completed in order to apply for a liquor license:

- A letter summarizing the request for a liquor license.
- Completed liquor license application.
 - \$300.00 liquor license application fee.
 - Proof of liquor liability insurance.
 - A surety bond in the amount of \$1,000.00 payable to the City of Crystal Lake.
- Background and Fingerprinting (for all owners/registered agent)
 - *If the applicant lives in Crystal Lake:*
 - Schedule an appointment with the Crystal Lake Police Department.
 - Arrive 10 minutes early to pay the \$50.00 fee for each request.
 - *If the applicant lives in the State of Illinois but outside of Crystal Lake:*
 - Schedule an appointment with an Illinois State Police approved Livescan vendor.
 - Vendors can be found here: <https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>
 - Request a Federal and State background check from the vendor.
 - Provide the vendor with our ORI number: ILL12258L
 - *If the applicant lives outside the State of Illinois:*
 - Please see the attached document: "Out of State Background Checks"
- Paid liquor license fee- based on the liquor license classification.
 - License period runs from June 1st- May 31st of the next year.
 - Any application after June 1st will be prorated.
- Copy of lease or proof of ownership.
- New construction-you must have a Certificate of Occupancy with the City of Crystal Lake.

After the approval of the liquor license, by the City Council the following must be submitted:

- Beverage Alcohol Seller and Servers Education and Training (BASSET) for each license holder or general manager.
 - Must be submitted no later than one month after license is issued.
 - Must be renewed every three years.
 - Starting July 1st, 2016-any member of the establishment who cards or serves alcohol must be BASSET trained.

-The property under which the application is being made, must be zoned to allow for the sale of alcohol.

-It is recommended that you contact the Health Department to fulfill their requirements.

-The name of a registered agent must be included if the applicant is not a resident of Crystal Lake. The registered agent must reside within the corporate limits of the City of Crystal Lake. If the business requires a registered agent, or there is a change in the registered agent, a background check for this individual is required.

-You must contact the Illinois Liquor Commission to apply for your state license prior to selling or serving alcohol.