

## How to Apply For a Liquor License

**PLEASE NOTE: THE ENTITY NAME MUST BE IDENTICAL ON THE BUSINESS OWNERSHIP PAPERWORK, PROPERTY OWNERSHIP PAPERWORK, INSURANCE CERTIFICATE, CITY LIQUOR LICENSE AND STATE LIQUOR LICENSE....IT IS VERY IMPORTANT TO CONSISTENTLY LIST THE ENTITY NAME ON ALL DOCUMENTS**

### City of Tuscola Liquor License Application

1. Complete the three (3) page application in its entirety and submit it to City Hall. Include a diagram of the premises where liquor will be sold.
2. Allow 30 days for the Liquor Commission to review and act upon the application.
3. If approved, all partners or members appearing on the application must submit proof of U.S. citizenship or naturalization and provide fingerprints to the Tuscola Police Department.
4. The applicant(s) must then submit the applicable license fee (listed on page 3 of the application) and proof of \$1,000,000 liquor liability insurance to City Hall.
5. When all of the above provisions are completed, the City of Tuscola will issue a liquor license to the applicant with an expiration date of December 31 of the calendar year in which applied. There is no pro-ration of fees.

### State of Illinois Liquor License Application **(Please call the Illinois Liquor Control Commission in advance to ensure you have all of the documents they will require)**

1. Submit the following to the Illinois Liquor Control Commission (ILCC):
  - A copy of the City of Tuscola Liquor License
  - Certificate of Insurance
  - Proof of ownership or lease of the business (including both the premises and the personal property, i.e. coolers) by the **APPLICANT ENTITY**
  - Federal Employer Identification Number (FEIN)
  - Illinois Business Tax (IBT or Sales Tax) Number
  - Check or Money Order for applicable fee (\$500)
  - Completed application
2. The ILCC may be contacted at: 101 W. Jefferson, Suite 3-525, Springfield, Illinois, 62702, phone number 217-782-2136, fax number 217-524-1911. ILCC office hours are Monday – Friday, 8:30 a.m. to 5:00 p.m. ILCC forms, applications, and contact information can be found at: [www.state.il.us/LCC](http://www.state.il.us/LCC) .
3. Application can be made by mail or by walk-in at the above address (map with directions is attached.) Allow 7-10 days for mailed applications. Walk-ins are normally issued on the same day, provided documentation is complete.
4. Licensee is responsible for keeping all insurance policies current and fees paid in order to keep both licenses current and valid.