



COUNTY OF CHAMPAIGN  
STATE OF ILLINOIS

## APPLICATION FOR LIQUOR LICENSE

### FOR COUNTY CLERK'S OFFICE USE ONLY

Business Name: \_\_\_\_\_  
License Class: \_\_\_\_\_  
License Fee Paid: \$ \_\_\_\_\_  
All Relevant Sections Completed:  yes  no  
Application Signed:  yes  no  
All Documentation Attached:  yes  no  
Checked by: \_\_\_\_\_

PLEASE PRINT OR TYPE ALL THE INFORMATION REQUESTED IN THE SPACES PROVIDED. THE APPLICATION MUST INCLUDE ALL REQUIRED SUPPORTING DOCUMENTATION AND THE REQUIRED LICENSE FEE.

#### SECTION 1

#### BUSINESS LOCATION TO BE LICENSED

All applicants must complete this Section.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Permanent Index #: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type(s) of Business Operated on Premises: \_\_\_\_\_

Type(s) of Entertainment Provided on Premises: \_\_\_\_\_

**Please attach a diagram showing the internal and external configuration of the premises to be licensed, including all doors, windows, entrances, exits, the fixed structural internal features of the premises, plus the interior rooms, walls, partitions, stages, performance areas, and restrooms. This diagram is not required for applications for a Caterer license.**

Does applicant own the premises?  yes  no **If no, please attach a copy of the lease for the premises.**

#### SECTION 2

#### TYPE OF LICENSE FOR WHICH APPLICATION IS BEING MADE

All applicants must complete this Section. Please check for which license an application is being made.

**Class A (\$2,365 fee):** Class A licenses are available to businesses whose licensed premises are 1200 square feet or larger, other than gas stations and grocery stores. A Class A license permits the licensee to sell any and all alcoholic liquor:

- (1) in the original package for consumption on or off the licensed premises, and
- (2) by the drink for consumption on the licensed premises only.

In addition, a Class A license permits the licensee to sell alcoholic liquor as set forth above at up to three (3) special events per year that take place adjacent to such licensee's licensed premises and for which a separate license would have been required. Prior to serving alcoholic liquor at such events, notice of the event must be filed with the Liquor Commissioner's Office.

**Class B (\$1,400 fee):** Class B licenses are available to businesses whose licensed premises is less than 1200 square feet, other than gas stations and grocery stores. A Class B license permits the licensee to sell any and all alcoholic liquor:

- (1) in the original package for consumption on or off the licensed premises, and
- (2) by the drink for consumption on the licensed premises only.

**Class C (\$1,865 fee):** A Class C license permits the licensee to sell any and all alcoholic liquor in the original package for consumption off the licensed premises where sold.

**Class D (\$1,200 fee):** A Class D license permits the licensee to sell beer and wine

- (1) in the original package for consumption on or off the licensed premises, and
- (2) by the drink for consumption on the licensed premises only.

If the licensee is a grocery store, then a Class D license shall permit licensee to only sell beer and wine in the original package for consumption off the licensed premises where sold.

**Class D1 (\$930 fee):** A Class D1 license permits the licensee to sell beer and wine in the original package for consumption off the licensed premises where sold.

**Class F - Caterer (\$465 fee):** A Class F license shall permit the licensee to sell any and all alcoholic liquor by the drink or in the original package for consumption as an incidental part of food service.

For each catered event, at least twenty-four (24) hours prior to the time that alcoholic liquor is served, the licensee must file with the Liquor Commissioner's Office:

- (1) a description of the location of the catered event, which description shall include the square footage of the premises, number of rooms, and expected seating capacity, and
- (2) a plan for off street parking for the duration of each catered event.

A Caterer license may only be issued to a person or entity who serves alcoholic liquor for consumption, either on-site or off-site, whether the location is licensed or unlicensed, as an incidental part of food service. Prepared meals and alcoholic liquors are sold at a package price agreed upon under contract.

**Class G – Club License (\$1,400 fee):** A Class G license is available only to clubs, as defined by the Champaign County Liquor Ordinance, and it shall permit the licensee to sell any and all alcoholic liquor by the drink for consumption on the licensed premises to their members and guests only.

**Class H – Hotel/Motel License (\$2,130 fee):** A Class H license is available only to hotels/motels, as defined by the Champaign County Liquor Ordinance, and it shall permit the licensee to sell any and all alcoholic liquor by the drink or in the original package for consumption on the licensed premises.

**A state criminal background check is required of all persons owning or controlling at least 25 percent of the stock of a corporate applicant for a license, and at least one of the Chief Executive Officer, President or Chairman of the Board. Upon receipt of your application, we will determine which individuals on your application must submit to a background check and what fees they must submit.**

Once a completed application has been received, all necessary background check requests have been submitted, and the liquor commissioner has approved the application, an annual license may be issued. When the results from the criminal background checks have been received and reviewed, an annual license shall be issued or a denial letter will be sent.

**SECTION 2A**  
**INFORMATION REQUIRED FOR APPLICATIONS BY INDIVIDUALS**

Only individual applicants must complete this Section.

Full Legal Name: \_\_\_\_\_

Any and All Aliases: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is applicant a resident of Champaign County, Illinois?     yes     no            Is applicant a U.S. citizen?     yes     no

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

**SECTION 2B**  
**INFORMATION REQUIRED FOR APPLICATIONS BY CORPORATIONS**

Only corporate applicants must complete this Section.

Corporation's Complete Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_ Place of Incorporation: \_\_\_\_\_

Is corporation in good standing and authorized to conduct business in Illinois?     yes     no    If yes, **please attach written proof** (e.g., Articles of Incorporation, annual report, certificate from Secretary of State).

Name of Registered Agent for Service of Process: \_\_\_\_\_

Address of Registered Office for Service of Process: \_\_\_\_\_

**For all persons owning or controlling at least 25 percent of the stock of the corporation, and at least one of the Chief Executive Officer, President or Chairman of the Board, please provide the following information.** If additional space is needed, provide information on a separate sheet(s) in the same format as this application requires.

Full Legal Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Percentage Interest: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

Full Legal Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Percentage Interest: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

Full Legal Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Percentage Interest: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

**SECTION 2C**

**INFORMATION REQUIRED FOR APPLICATIONS BY PARTNERSHIPS (GENERAL OR LIMITED),  
JOINT VENTURES, OR ANY OTHER TYPE OF ORGANIZATION  
WHERE TWO OR MORE PERSONS SHARE IN THE PROFITS AND LIABILITIES OF ORGANIZATION**

Only applicants, who are neither an individual nor a corporation, must complete this Section.

Organization's Complete Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from business address): \_\_\_\_\_

Business Phone #: \_\_\_\_\_

**For each partner or any other person entitled to share in the profits of the organization, whether or not any such person is also obligated to share in the liabilities of the organization, please provide the following information. If additional space is needed, provide information on a separate sheet(s) in the same format as this application requires.**

Full Legal Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Percentage Interest: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is interest holder a resident of Champaign County, Illinois?  yes  no Is interest holder a U.S. citizen?  yes  no

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

Full Legal Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Percentage Interest: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is interest holder a resident of Champaign County, Illinois?  yes  no Is interest holder a U.S. citizen?  yes  no

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

Full Legal Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Percentage Interest: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is interest holder a resident of Champaign County, Illinois?  yes  no Is interest holder a U.S. citizen?  yes  no

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

**SECTION 3**

**INFORMATION REGARDING INDIVIDUAL(S)**

**(OTHER THAN THE PERSONS LISTED UNDER SECTIONS 2A, 2B, AND 2C)**

**WHO WILL BE THE DAY-TO-DAY ONSITE MANAGERS OF THE BUSINESS TO BE LICENSED**

All applicants must complete this Section.

If additional space is needed, provide information on a separate sheet(s) in the same format as this application requires.

Full Legal Name: \_\_\_\_\_

Any and All Aliases: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is manager a resident of Champaign County, Illinois?  yes  no Is manager a U.S. citizen?  yes  no

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

Full Legal Name: \_\_\_\_\_

Any and All Aliases: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is manager a resident of Champaign County, Illinois?  yes  no Is manager a U.S. citizen?  yes  no

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

Full Legal Name: \_\_\_\_\_

Any and All Aliases: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License or ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is manager a resident of Champaign County, Illinois?  yes  no Is manager a U.S. citizen?  yes  no

**Please attach written proof of age** (e.g., copy of driver's license, state identification card, birth certificate, passport).

**SECTION 5**  
**LIQUOR LICENSE HISTORY**  
All applicants must complete this Section.

**List names and locations of all other establishments for which any person listed under Sections 2A, 2B, 2C, and 3 has received liquor licenses:**

Name of Establishment: \_\_\_\_\_

Location of Establishment: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Location of Establishment: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Location of Establishment: \_\_\_\_\_

**Has any person listed under Sections 2A, 2B, 2C, and 3 ever had any liquor license denied, revoked, or suspended?**  yes  no If yes, please list the dates and grounds for each such denial, revocation, or suspension, and the name and location of the business.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 6**  
**ELIGIBILITY QUESTIONS**

All applicants must complete this Section. These questions apply to all persons listed under Sections 2A, 2B, 2C, and 3.  
**If any question is checked "yes", a detailed explanation is required and must be attached to this application.**

- Is any person listed under Sections 2A, 2B, 2C and 3 a public official or law enforcement official in Champaign County, Illinois?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever been convicted of a felony under any federal or state law?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever been convicted of being the keeper or is keeping a house of ill fame?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever been convicted of pandering or other crime or misdemeanor opposed to decency and morality?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever been convicted of a violation of any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor, or has forfeited his bond to appear in court to answer charges for any such violation?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever been convicted of violating any County ordinance?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever been convicted of a gambling offense as proscribed by any of subsections (a)(3) through (a)(11) of Section 28-1 of or as proscribed by Section 28-1.1 or 28-3 of the Criminal Code of 1961 (720 ILCS 5/28-1, 5/28-1.1, or 5/28-3), or as proscribed by a statute replaced by any of the aforesaid statutory provisions?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever been issued a federal wagering stamp by the federal government?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever failed to make a tax return in violation of any tax act administered by the Department of Revenue?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever filed a fraudulent return in violation of any tax act administered by the Department of Revenue?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever failed to pay all or part of any tax or penalty finally determined to be due in violation of any tax act administered by the Department of Revenue?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever failed to keep books and records in violation of any tax act administered by the Department of Revenue?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever failed to secure and display a certificate or sub-certificates of registration, if required, in violation of any tax act administered by the Department of Revenue?  yes  no
- Has any person listed under Sections 2A, 2B, 2C and 3 ever willfully violated any rule or regulation of the Department of Revenue relating to the administration and enforcement of tax liability?  yes  no

**SECTION 7**  
**DRAM SHOP LIABILITY INSURANCE**  
All applicants must complete this Section.

**Please attach written proof of dram shop liability insurance in the form of a certificate of insurance issued by an insurance company licensed to do business in the State of Illinois.**

**SECTION 8**  
**SIGNATURE, TITLE, AND DATE**

All applicants must complete this Section. Please sign and date this application form.  
An owner, an officer, a partner or an officially authorized agent of the business must sign this application.  
The signature must be an original. Rubber stamps are not accepted.

I, the undersigned applicant or authorized agent thereof, swear or affirm that: the matters stated in the foregoing application are true and accurate to the best of my knowledge; I have read the Champaign County Liquor Ordinance and am familiar with its terms and conditions; and the business for which I seek a license and its proposed operation are and shall be in compliance with the Champaign County Liquor Ordinance.

I further agree to promptly notify, in writing, the Champaign County Liquor Commissioner during the pendency of this application, or during the term of any license issued pursuant to this application, of any change in any of the information provided in this application or the occurrence of any event that is a basis for suspension or revocation of said license or fine under the Champaign County Liquor Ordinance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

Signed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public