

**CITY OF WASHINGTON  
WASHINGTON, ILLINOIS  
LOCAL LIQUOR CONTROL COMMISSION**

**INSTRUCTIONS FOR FILLING OUT LIQUOR APPLICATION**

**Purpose of Application:**

Your application will provide the Local Liquor Control Commission with most of the information it will need to evaluate and determine whether you are qualified to receive a liquor license. The information and answers you provide will be checked and verified. The documents attached to your application will be compared to other public records and the answers you provide. The application will remain a part of your permanent file with the City. Annually, you will be required to update this information. You should retain a copy of your application for future reference.

**When to file:**

It is recommended that you file your application at least 50 days in advance of the date you wish to begin selling alcohol. Failure to obtain a liquor license prior to selling alcohol is a violation of the law of the State of Illinois. If convicted of such a violation, it could adversely affect your ability to obtain a liquor license.

**Where to file:**

The completed and properly signed application should be filed with the City Clerk at City Hall, 301 Walnut Street, Washington, Illinois. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Any questions regarding the application process can be directed to the City Clerk at 444-1137.

**What to file:**

File the completed and properly signed application along with the required documents as stated in the application. Please include the following:

- liquor license surety bond in the amount of \$1,000 in favor of the City of Washington
- certificate of insurance showing proof of liquor liability insurance
- copy of current signed lease if the property is being leased
- certified copy of "assumed name" certificate if applicable (see Item 12 on application)
- If Incorporated (INC): certified copy of Certificate of Good Standing issued by the IL Secretary of State for the corporation, and a copy of the Articles of Incorporation for the business
- If Limited Liability Company (LLC): copy of Articles of Organization
- copy of Illinois Business Tax Certificate (shows sales tax number) and
- site plan (see Item 37 on application), not applicable if assuming ownership of an already licensed premise unless alterations are being made

*Failure to file any of the above will result in your application being rejected.*

When your application is filed you will receive a fingerprint card that will need to be taken to the Police Department where you will be fingerprinted. You will bring this card back to the City Clerk along with a \$20 check or money order payable to the 'Illinois State Police.' These are then forwarded on for the required background check. No license will be issued until we receive the background check from the State and two (2) readings of the ordinance that increases that particular license classification.

Designated managers must be fingerprinted and a background investigation conducted on that person(s). If a manager of a liquor license establishment changes, the new manager is also required to be fingerprinted and a background investigation conducted.

**Fees:**

The liquor license fee is based upon the class of liquor license you are applying for. These fees are established by ordinance, and change from time to time. The liquor license fee is paid annually. If application is made and the license issued after the beginning of the fiscal year, the fee will be prorated accordingly. The fiscal year and liquor license year begins May 1 and ends April 30.

**Completing the Application:**

You should answer all questions on the application fully and completely. If a question does not apply to you or your situation, print or type "not applicable". If an answer can be given by either a "yes" or a "no" response, respond appropriately. Spaces left blank without any notation, may result in your application being rejected.

Failure to fully complete the application will result in the rejection of the application. Documents requested in the application are considered a part of your application. Failure to attach any required document may result in the rejection of your application.

To avoid any delays in considering your application, you should make sure all information, answers, and required documents are properly completed and attached.

If you need additional space to answer any question, or provide the requested information, attach a separate sheet of paper. Refer to the question number which you are answering on the separate sheet. You should also note on both the application and the separate sheet that the answer is continued on the separate sheet.

**Signing the Application:**

The person completing the application must sign it, under oath, in front of a notary public. If the applicant is also the proposed holder of the liquor license, no other signatures are required, unless you will employ a manager.

If the applicant is applying on behalf of a partnership, all partners must sign the application, under oath, and have their signatures notarized by a notary public. You may attach a separate signature page or pages as necessary.

If the applicant is applying on behalf of a corporation, two (2) of the corporation's officers must sign the application, under oath, and have their signatures notarized by a notary public. Separate signature pages may be attached to the application as necessary.

If a manager is to be employed in the licensed business, the manager must sign the application, under oath, and have his or her signature notarized by a notary public. The manager's signature is in addition to all other signatures which are required. You may attach a separate signature page or pages. If more than one (1) manager is to be employed, each manager must sign the application.

Each person required to sign the application must sign in the same manner as the applicant.

**CITY OF WASHINGTON  
WASHINGTON, ILLINOIS  
LOCAL LIQUOR CONTROL COMMISSION**

**APPLICATION FOR ALCOHOLIC LIQUOR LICENSE**  
*(If any item is not applicable please indicate with NA)*

To the City of Washington Local Liquor Control Commission:

\_\_\_\_\_ (Applicant Name), being first duly sworn, and on oath,  
states as follows:

1. Applicant's Address: \_\_\_\_\_
2. Applicant's Phone Number (regular) \_\_\_\_\_ (cell) \_\_\_\_\_
3. Applicant's Email: \_\_\_\_\_
4. Applicant's Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Position w/Business: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_
5. Liquor License Classification applied for: \_\_\_\_\_
6. Business Name (to appear on license): \_\_\_\_\_
7. Business Address: \_\_\_\_\_
8. Business Phone Number (regular) \_\_\_\_\_ (cell) \_\_\_\_\_
9. Does applicant or applicant's business own the premises for which the liquor license is being sought? \_\_\_\_\_ If no, state the name and address of the landlord: \_\_\_\_\_

\_\_\_\_\_ **(attach a copy of the current signed lease)**

10. List addresses of all current locations where the applicant or applicant's business is engaged in the sale of alcoholic liquor at retail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. If the business is to be conducted by a manager or agent, please provide the following:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

12. If applicable, the date of filing of the “assumed name” of the business with the County Clerk \_\_\_\_\_ (Attach a certified copy of the “assumed name” certificate)
13. In the case of a co-partnership, the date of formation of the partnership: \_\_\_\_\_
14. In the case of an Illinois corporation, the date of incorporation: \_\_\_\_\_
15. In the case of a foreign corporation, the state of incorporation and the date of its becoming qualified under the “Business Corporation Act of 1983” to transact business in the State of Illinois. State: \_\_\_\_\_ Date: \_\_\_\_\_
16. **Attach** a certified copy of the Certificate of Good Standing issued by the Illinois Secretary of State for the corporation, and a copy of the Articles of Incorporation for the business.
17. In the case of a limited liability company (LLC), the date of formation of the LLC: \_\_\_\_\_  
Was the LLC organized in Illinois: \_\_\_\_\_ If no, is it a foreign LLC which is qualified under the IL Business Corporation Act (805 ILCS 5/1.01 et seq.) as amended, to transact business in Illinois? \_\_\_\_\_ **(attach a copy of Articles of Organization)**
18. List the following for every owner, partner, corporate officer, director, and any person who owns five percent (5%) or more of the shares of the applicant’s business entity or parent corporation of the applicant’s business entity: Name, Address, Date of Birth, Social Security Number, Position, and Percentage of Ownership. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (if additional space is needed, attach a separate sheet to the application)
19. Do you have an active liquor license in another community? \_\_\_\_\_ If yes, please provide the following: Name of Community: \_\_\_\_\_  
License Number: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_
20. Has the applicant, or applicant’s business, made an application for a liquor license which was denied? \_\_\_\_\_ If yes, state the date of denial and the reason: \_\_\_\_\_  
\_\_\_\_\_

21. Has the applicant, or in the case of a corporation, the manager or any five percent (5%) or more shareholder, or in the case of a partnership any of the partners, or the applicant's business, ever had any previous liquor license suspended or revoked? \_\_\_\_\_ If yes, state the date and reason: \_\_\_\_\_  
\_\_\_\_\_
22. Applicant's, or applicant's business, Retailers Occupation Tax (ROT) Registration Number: \_\_\_\_\_  
\_\_\_\_\_ (attach a copy of IL Business Tax Certificate)
23. Is the applicant, or applicant's business, delinquent in the payment of the Retailers Occupation Tax (sales tax)? \_\_\_\_\_ If yes, state the reason(s): \_\_\_\_\_  
\_\_\_\_\_
24. Is the applicant, or applicant's business, delinquent under the Cash Beer Law? \_\_\_\_\_  
If yes, state the reason(s): \_\_\_\_\_  
\_\_\_\_\_
25. In the case of a retailer, is the applicant or applicant's business delinquent under the 30-day Credit Law? \_\_\_\_\_ If yes, state the reason(s): \_\_\_\_\_  
\_\_\_\_\_
26. Has applicant, or in the case of a corporation, the manager or any five percent (5%) or more shareholder, or in the case of a partnership any of the partners, ever been convicted of a gambling offense? \_\_\_\_\_ If yes, state date and particulars: \_\_\_\_\_  
\_\_\_\_\_
27. Has applicant, or in the case of a corporation, the manager or any five percent (5%) shareholder, or in the case of a partnership any of the partners, ever been convicted of a felony? \_\_\_\_\_  
If yes, state date and particulars: \_\_\_\_\_  
\_\_\_\_\_
28. Has applicant, or in the case of a corporation, the manager or any five percent (5%) shareholder, or in the case of a partnership any of the partners, ever been convicted of pandering?  
\_\_\_\_\_ If yes, state date and particulars: \_\_\_\_\_  
\_\_\_\_\_

29. Has applicant, or in the case of a corporation, the manager or any five percent (5%) shareholder, or in the case of a partnership any of the partners, ever been convicted of a misdemeanor involving decency or morality? \_\_\_\_\_ If yes, state date and particulars: \_\_\_\_\_  
\_\_\_\_\_
30. Has applicant, or in the case of a corporation, the manager or any five percent (5%) shareholder, or in the case of a partnership any of the partners, ever been convicted of keeping or being the keeper of a house of ill fame? \_\_\_\_\_ If yes, state date and particulars: \_\_\_\_\_  
\_\_\_\_\_
31. Has applicant, or in the case of a corporation, the manager or any five percent (5%) shareholder, or in the case of a partnership any of the partners, or applicant's business ever been convicted of a violation of any Federal or State law concerning the improper possession or sale of alcohol? \_\_\_\_\_ If yes, state date and particulars: \_\_\_\_\_  
\_\_\_\_\_
32. Does applicant, or in the case of a corporation, the manager or any five percent (5%) shareholder, or in the case of a partnership any of the partners, or applicant's business, possess a current Federal Wagering Stamp? \_\_\_\_\_ If yes, state the reason(s) therefore: \_\_\_\_\_  
\_\_\_\_\_
33. Is the applicant, or anyone directly in applicant's business, a public official? \_\_\_\_\_ If yes, state the particulars thereof: \_\_\_\_\_
34. Is the applicant a citizen of the U.S.A.? \_\_\_\_\_ If no, Place of Birth: \_\_\_\_\_  
If naturalized, state date and place of naturalization: Date: \_\_\_\_\_  
Place: \_\_\_\_\_
35. Does the applicant or applicant's business maintain Liquor Liability insurance: \_\_\_\_\_  
**(Please attach a copy of Certificate of Insurance showing Liquor Liability coverage)**
36. Is there a school, church, hospital, home for the aged or indigent veterans, etc. located within 100 feet of the premises for which the liquor license is being sought? \_\_\_\_\_ If yes, list the name and addresses of the facility: \_\_\_\_\_  
\_\_\_\_\_
37. **Attach a site plan** of the premises of the place of business which is to be opened and operated under the license sought: (include parking facilities (designated handicapped parking), square feet of retail space, restrooms, floor plan showing entrances and exits).

38. Attach license surety bond An application for a liquor license shall be accompanied by a bond in the penal sum of one thousand dollars (\$1,000) with sureties licensed as sureties by the state. Such bond shall be conditioned that the person, firm, or corporation to which such license shall be issued, their heirs, executors, successors, and assignees shall save and keep the city harmless from any and all loss from damage and claims for damage arising out of the operation of the business under said license.

Applicant, and applicant's business, has not received or borrowed any money or anything else of value, and will not receive or borrow money or anything else of value (other than merchandising credit in the ordinary course of business for a period not to exceed 90 days, as expressly permitted under Section 4 of Article 6 of "An Act relating to Alcoholic Liquors" passed by the Second Special Session of the 58<sup>th</sup> General Assembly, as amended), directly or indirectly from any manufacturer, manufacturing distributor, or distributors, representative of any manufacturer, importing distributor, or distributors, nor be a party in any way, directly or indirectly, to any violation by a manufacturer, distributor or importing distributor.

Neither applicant nor applicant's business will violate or permit the violation by its employees, of any of the laws of the State of Illinois or of the United States in the conduct of its business.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

STATE OF ILLINOIS,        )  
  )        ss  
COUNTY OF TAZEWELL    )

I, \_\_\_\_\_, being first duly sworn, and on oath, depose and say that I have read the above and foregoing Application for Alcoholic Liquor License, caused the answers to be provided thereto, and all of the information given on said Application for Alcoholic Liquor License, including any and all attachments hereto attached, is true and correct.

\_\_\_\_\_  
Applicant

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

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



