

LIQUOR LICENSE APPLICATION PROCESS



Village of Homer Glen 708-301-0632 www.homerglenil.org

VILLAGE CODE LINK (Chapter 83, Article VII: Liquor)

<http://www.ecode360.com/28851583>

The following highlights provide guidance on the liquor license application process in Homer Glen. All applicants and licensees must be familiar with and abide by the Village's liquor control Code accessed through the link above.

Timeline for Application Process

The process can take about 6-8 weeks depending on the actual turn-around time to receive the required background check from fingerprinting (details below).

Phone Village Hall for Guidance

Contact Village Hall at 708-301-0632 and ask for the **Village Clerk or Deputy Clerk** to schedule an appointment to receive guidance.

Application Fee

The liquor license application fee of \$1,000 is due at the time of application submittal. The application fee is **non-refundable** and must be paid via a separate check.

Annual Fee

The annual fee can be paid before the Village Board meeting for new applicants (for example: \$2,000 for a Class A annual fee). See the table of liquor license classifications and annual fees below). Liquor licenses are renewed annually based on the Village's fiscal year from May 1 to April 30 of the following year.

Dram Shop Insurance

Tell your insurance company that you need dram shop insurance. Submit evidence of a policy of dram shop insurance with the liquor license application. The policy term must cover the entire period of the license sought.

Fingerprinting

Make the appointment for fingerprinting as soon as possible so that it does not hold up your process. It takes 2-4 weeks for the results of the background check to return. All Owners and Managers must be fingerprinted by BioMetric Impressions Corporation. BioMetric Impressions will forward the report to the Village after it has been processed by the State. The contact information follows below for making the appointment:

BioMetric Impressions Corporation
7667 W 95th St., Suite 8E
Hickory Hills IL 60457
(630) 532-5922

Fingerprinting fees are per person being fingerprinted and are paid by the applicant directly to BioMetric Impressions: \$55 by cash/check; \$60 for credit/debit cards.

Tenant Space Lease

Provide a copy of the tenant space lease at the time of application submittal.

Articles of Incorporation

Provide a copy of the Articles of Incorporation. Articles of incorporation, also referred to as the certificate of incorporation or the corporate charter, are a document or charter that establishes the existence of a corporation in the United States. They generally are filed with the Secretary of State.

Contact the Village Clerk or Deputy Clerk to Submit Application

Application submittal is done in person by appointment at Village Hall. Contact Village Hall at 708-301-0632 and ask for the **Village Clerk or Deputy Clerk** to schedule the appointment when ready. Application submittal can be done while waiting for the background check report from fingerprinting.

Meet with the Liquor Commissioner (Mayor)

The Village Clerk will schedule a time for the applicant to meet with the Liquor Commissioner (Mayor) after receiving the application.

BASSET Training and Evidence of Certification

The Beverage Alcohol Sellers and Servers Education and Training (BASSET) program is the state of Illinois' mandatory alcohol seller/server training program. Every owner, manager, assistant manager, bartender and server of a licensee who dispenses, sells, delivers or serves alcoholic liquor must take this training and receive certification. Evidence of certification or enrollment of every owner, manager, assistant manager, bartender and server shall be kept in each licensed premises and shall be presented upon demand of the Liquor Commissioner or code enforcement officer. At all times, a licensee shall have on duty a manager, assistant manager or owner who is listed as managerial staff in the liquor license application of the licensee. BASSET training is done online for fee of \$25.00 per person at <http://bassetcertification.org/>

Village Board Approval

The Village Clerk must receive a complete application with all submittal requirements, the application fee and the background check report (from fingerprinting) before the application can be scheduled for the Village Board meeting.

LIQUOR LICENSE CLASSIFICATIONS & FEES

Class	Description	Minimum Space Size of 1,200 SF	Annual License Fee
A	Restaurant with Service Bar	YES	\$2,000
B	Restaurant and Bar	YES	\$2,000
C	Craft Products or Wine Facility	NO	\$2,000
D	Package Store	NO	\$2,000
E	Temporary License (Max 7 consecutive days)	NO	\$ 100 Per Event
F	Beer and Wine Retail Sales	YES	\$1,500
G	Beer and Wine Package Sales	NO	\$1,500
H	Clubs	YES	\$750
I	Catering	NO	\$1,000
J	Special Events	NO	\$ 50 Per Day
K	Sports/Recreational Facility	YES	\$2,000
L	Agritourism Operations	NO	\$1,000
M	Wine/Craft Beer Boutique	NO	\$1,500
N	Brewery Pub	YES	\$500 (Supplemental to Class A or B License)
O	Bring Your Own	NO	\$500
P	Grocery Sip and Shop	NO	\$500 (Supplemental to retail package license)
Q	Retirement Facility	NO	\$1,500
R-1	Hotel (Full Service)	NO	\$3,000
R-2	Hotel (Limited Service)	NO	\$2,000
S	Special Promotional Permits	NO	\$50 Per Event
T	Smoking Lounge (BYO)	NO	\$750
U	Theater	NO	\$2,000