



City of Joliet
Bob O'Dekirk, Liquor Commissioner
150 West Jefferson Street Joliet, IL 60432-4158 www.cityofjoliet.info
PHONE: 815-724-3710 FAX: 815-724-3715

PROCEDURE FOR APPLYING FOR A LIQUOR LICENSE

1. Make an appointment for all persons with a financial interest greater than 5% to be fingerprinted by Detective Clement. Call 815-724-3704. Fingerprinting costs are \$75.00 per person and performed at Joliet City Hall, 150 W. Jefferson St., Joliet, IL 60432. Checks must be payable to the City of Joliet.
2. Obtain an application for a liquor license from the Mayor's Office.
3. At least one of the applicants must reside in the City of Joliet. If not, a Resident Manager must be named. To qualify as a Resident Manager, a person must be employed either full time or part time at the establishment for at least 30 days, be at least 21 years of age, reside in the City of Joliet and successfully pass a fingerprint background check. The Deputy Liquor Commissioner will determine if the owner(s) or resident manager is a Joliet resident.
4. Obtain a Business License application from Business Services.
5. Return completed and notarized liquor license application with:
 - A non-refundable \$100 application fee.
 - Proof of Dram Shop/Liquor Liability insurance for the location
 - Copy of lease or deed
 - Copy of Articles of Incorporation (if applicable)
 - Site plan of the proposed premises showing the location and dimensions of the building, the lot, parking areas and where/how liquor stock will be stored and secured. This site plan need not be prepared by a professional, but it should be reasonably and accurately drawn with accurate dimensions.
 - Inspection by the Will or Kendall County Health Departments.
6. Once the fingerprint results have been returned with a favorable criminal history record, we will notify you as to the date and time a liquor hearing will be conducted. The Mayor's Office will, in the meantime, obtain for the liquor hearing:
 - Verification that you do not owe any money to the City of Joliet.
 - A police check on the location's history & applicant's history
 - A check of zoning for this location
 - An inspection by both the fire department and building inspectors
 - After the hearing, a date will be set to appear before the City Council
7. You must also obtain a Liquor License from the State of Illinois.