Notice to Liquor License Applicants

Each applicant is encouraged to review the City of Evanston Liquor Code, Title 3 Chapter 4. Copies of the City Code are available online at www.cityofevanston.org. It should be carefully read and reviewed prior to applying for a liquor license. If you require a hard copy, please contact Liquor Licensing at (847) 448-8160.

Please allow at least three (3) months from the time of application submission to receipt of a valid liquor license. The application process itself may take up to eight (8) weeks due to the supporting documentation that is required at time of submission. All applications must first be granted eligibility for a license by the Local Liquor Control Commissioner. If approval is granted, the City Council must authorize the creation of a new license, and the City Code updated to reflect issuance of the license.

A 6% liquor tax will be assessed on the gross receipts derived from the sale of alcoholic beverages. The liquor tax, exclusive of a 2% administrative fee on the tax, is to be remitted to the City of Evanston within thirty (30) days after the end of the month along with a signed City of Evanston Tax Return Statement.

If there are any questions in regards to the liquor application process or regulations regarding the services of liquor, please contact Theresa Whittington, Liquor Licensing Manager, at (847) 448-8160.

Sincerely,

Elizabeth Tisdahl
Mayor and Local Liquor Control Commissioner
1. **APPLICATION FORM:** The form must be completed in its entirety. Please print neatly or type. Corporate applicants must also provide the signature of the authorized representative. Applicants must complete and sign the affidavit provided. Supplement forms A, B, and C are to be submitted with application. Supplement C must be completed by each Owner, Shareholder and/or Manager. Please submit a complete application with all required attachments at one time.

2. **LIQUOR CONTROL CODE:** All applicants are expected to review the Evanston Liquor Control Code and the Illinois State liquor codes before applying for a license. Information provided by staff and in written documentation is for informational purposes only and is not to be relied on in lieu of a full review of the liquor code.

3. **BACKGROUND INVESTIGATION FORM:** Each shareholder and/or site-manager must undergo a police background investigation that includes a fingerprint check through the Illinois State Police and the Federal Bureau of Investigation.

   To begin the process of the background check for each person:
   - Pay the Fingerprinting Process Fee and make an appointment. You may pay online via credit card or in person by submitting a check for $43.25 payable to the City of Evanston to the Liquor Licensing Department in room 2700 of the Civic Center (2100 Ridge Avenue, Evanston).
   - Schedule a fingerprinting session by contacting Catalina De La Rosa at the Evanston Police Department at 847-866-5023.
   - Bring the original receipt for $43.25 that you paid to the City of Evanston AND a valid photo I.D. to your fingerprinting appointment.

   *Note: Separate checks/transactions are required for each person. Each establishment manager subsequently hired must submit to a fingerprint and background investigation.

4. **LIQUOR LIABILITY INSURANCE (Dram Shop):**
   - Each applicant must acquire Liquor Liability Insurance (Dram Shop) in the amount of $1,000,000.
   - City of Evanston is to be named as an additional insured with respect to the General Liability and Liquor Liability policies. Endorsements should **not** be pursuant to a written agreement.
   - Please review City of Evanston liquor code section 3-4-4 for further information.
   - Evidence of the insurance must be attached in the form of an ACORD Certificate of Insurance at the time of application submittal.
   - The ACORD Liquor Liability Insurance Certificate should name the City of Evanston as Certificate Holder and Additional Insured. Additional insured language must read exactly as follows: "City of Evanston is an Additional Insured with respect to General Liability and Liquor Liability pursuant to City of Evanston code section 3-4-4". Licenses will not be granted if this exact language is not contained in the description of operations.

5. **SURETY BOND**
   - Each applicant is required to provide a surety bond in the amount of $2,500. Surety bonds can be acquired through your insurance agent or broker.
   - Such bond shall provide against any violation by the principal, his agents or employees of any of the terms of the City Code, rules and regulations now in force or which may hereafter be in force in the City affecting the operation of such business.

6. **OTHER DOCUMENTS AND INFORMATION REQUIRED**
   - Payment by check of the first/initial annual license fee
   - Articles of Incorporation/Organization
   - Evidence of Good Standing with State of Illinois
   - A copy of Dram Shop/Liquor Liability Insurance listing City of Evanston as Certificate Holder AND Additional Insured
   - BASSET Training Certification for all Managers/Owners
   - If a restaurant, a copy of the proposed menu
   - A copy of the applicants lease
   - Floor Plan of Liquor Establishment
   - Current business/food establishment license issued by the City of Evanston, (once received for new businesses)
   - A copy of your Illinois State Liquor License (once received for new businesses)
   - Listing of all goods, wares, and merchandise (if applicable)