



Instructions for Liquor License Application

Applications for a retail liquor license shall be made to the City Clerk on the application furnished. You must also contact the Community Development office to check the zoning of the proposed property.

The following must be submitted before a liquor license will be approved by the liquor commissioner:

1. The notarized application. The applicant will also pay for the background check at City Hall. Please make your business check or money order for the \$31.50 state police processing fee may be payable to the City of O'Fallon. After receiving the stamped paid copy of the liquor application with the receipt for the fingerprinting, the applicant will deliver the application to the O'Fallon Police department for liquor license fingerprinting. Proof of liquor liability insurance or dram shop insurance, as outlined in Section 116.14 of the Code of Ordinances, will need to be submitted before the Local Liquor Commissioner will issue the license.
2. Copy of driver's license.
3. Business registration and emergency contact form.

Upon receipt of information from the O'Fallon Police Department, that a favorable response has been received from the State Police, the applicant will be notified by the City Clerk's office.

Each license and supporting documents will be reviewed by the Local Liquor Commissioner and if approved, the liquor license will be issued for a period not to exceed one year. All liquor licenses must be renewed yearly no later than May 1 (fiscal year) and may be paid either quarterly or annually. A \$10.00 processing fee is added to quarterly payments. You should receive a reminder approximately 30 days before the fee is due, but it is your responsibility to pay the fee when due.

It is strongly urged to take Basset Training at <http://www.state.il.us/lcc/basset/> offered by the State of Illinois to remain in compliance with State statutes on selling and serving alcohol.