



Department of Revenue

Kenneth Harris

DEPUTY LIQUOR COMMISSIONER

118 N. Clark St. Suite 1160 • Chicago, Illinois 60602 • (312) 603-3727

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Please read carefully as our renewal process is updated

COOK COUNTY LIQUOR CONTROL COMMISSION RENEWAL APPLICATION FOR A RETAIL LIQUOR LICENSE

Dear Renewal Applicant,

Thank you for choosing to operate your business in Cook County.

Please note, the 2023-2024 licensing period runs from May 1, 2023 to April 30, 2024. All business establishments requiring a retail liquor license must be in compliance with the Cook County Liquor Control Act by obtaining a new license by May 1, 2023. Businesses who do not receive their licenses by that date are not permitted to sell alcoholic beverages at retail in their establishments. To ensure you receive your license by the required date, please complete all renewal steps as soon as possible.

Please complete the entire application, all forms included with the application, and sign all documents where indicated. The signatures must be properly notarized. For your convenience, a Notary Public is present at the Cook County Liquor Control Commission so that you may sign and notarize your documents in person at the address above.

Please visit our website to download and complete the fillable PDF of the renewal application from our website at <http://www.cookcountyil.gov/cook-county-liquor-commission>. Please use that checklist in conjunction with these instructions to make sure that all the required steps to getting your 2023 Liquor License have been completed.

Please note, for the 2023-2024 period, a criminal background check will not be required, unless there is a Change of Officer to your business license. In that case, there will be a change of officer fee and fingerprinting processing fee that will need to be paid, and fingerprinting will need to take place for us to obtain the criminal background check.

1. Please complete the attached LIQUOR LICENSE APPLICATION, LIQUOR LICENSE FEE DETAIL & LIQUOR LICENSE APPLICATION FEE in its entirety and return it to:

Cook County Liquor Control Commission
Attention: Kelly Fox, Financial Analyst
118 North Clark Street,
Room 1160 Chicago, IL 60602

In order to complete a renewal license review and verification, the application must be submitted by April 3, 2023 in order to receive your license by May 1, 2023

Payment must be submitted with your Liquor License Application in order for the application to be processed. Payments must be made with Certified Checks, Money Orders or Cashier's Check. Personal or Business Checks, Cash, and Credit Cards are not accepted.

2. The LIQUOR LICENSE INDEBTEDNESS AFFIDAVIT must be completed in full before an applicant will be considered for the issuance of a Liquor License.

3. You are required to file with the Cook County Liquor Control Commission an original CERTIFICATE OF LIQUOR LIABILITY (DRAM SHOP) INSURANCE in an aggregate amount of at least \$1,000,000.00. This certificate must include a 30-day cancellation notice and name the **Cook County Liquor Control Commission** as a certificate holder. The insurance must be in effect for the period in which the Liquor License is effective, **May 1st through April 30th**.

4. It is highly recommended that you read over and understand the Cook County Alcoholic Liquor Ordinance. For your convenience, please refer to our website at:
<http://www.cookcountyil.gov/cook-county-liquor-commission>

These governing laws are to be fully complied with at all times. The privilege of holding a Liquor License will only be granted and retained by those individuals who comply with all federal, state and local laws. Any failure to follow these laws may result in the denial, revocation or suspension of your Liquor License.

5. Once you receive your Cook County Liquor License, you must obtain your State of Illinois Liquor License from the State of Illinois Liquor Control Commission. You must send a copy of your Illinois Liquor License to Kelly Fox at kelly.fox@cookcountyil.gov. Failure to obtain a State of Illinois Liquor License is ground for suspension/revocation of your Cook County Liquor License.

Should you have any questions about your application or licensing in general, please contact Kelly Fox (312) 603-3753 or Allison Marshall Davidson at (312) 603-3743.

Sincerely,

Kenneth Harris
Deputy Liquor Commissioner