

KANE COUNTY LIQUOR LICENSE APPLICATION CHECKLIST

- _____ Application **completely** filled out even if information is included in supporting documentation
- _____ If leasing, copy of lease
- _____ Certificate of Insurance for:
 - _____ A. General Liability (Coverage Dates must cover liquor license year)
 - _____ B. Liquor Liability (Coverage Dates must cover liquor license year)
- _____ Surety Bond in the amount of \$3,000 (Coverage Dates must cover liquor license year)
- _____ Diagram of establishment layout with bars, dance floor, etc.
- _____ Legal Description
- _____ Proof of naturalization for all non-U.S. born applicants and managers
- _____ List of required BASSET-trained persons and proof of training for all sellers, servers and Management personnel working on the premises and anyone checking identification for the Purchase of alcohol (must be submitted by October 1, 2008)
- _____ Receipt of Rules
- _____ Cashier's Check or Certified Check for appropriate fee payable to "Kane County Liquor Control Commissioner"

CORPORATIONS:

- _____ Articles of Incorporation
- _____ By-Laws
- _____ Last Domestic Annual Report filed with the State

PARTNERSHIPS:

- _____ Partnership Agreement

LIMITED LIABILITY COMPANIES:

- _____ Articles of Organization
- _____ Last Domestic Annual Report filed with the State
- _____ Operating Agreement

All new applicants, partners, members, and/or new officers, directors, or shareholders or with greater than a 5% interest must be fingerprinted and a background investigation completed. Please call the Liquor Control Commission office to make the necessary arrangements.

- _____ Obtain fingerprint application from County Liquor Commission
- _____ Pay \$10 fingerprinting fee and be fingerprinted by Sheriff's Office
- _____ Return fingerprint card to Liquor Commission office and provide check for \$50.25 payable to Illinois State Police

If the Liquor Control Commission has any of the above documents already on file, you will be advised at the time of renewal that these documents will not be required to be submitted. Please note that late fees of \$50 per day will be charged for renewal applications not received by the last day of February.