WHO IS INELIGIBLE TO HOLD A LIQUOR LICENSE?
A person with any of the following is ineligible to hold a liquor license:

- A felony and some types of misdemeanor convictions.
- Any outstanding debt to the City of Chicago.
- All elected public officials of local government, law enforcement officials or employees who have jurisdiction in the City of Chicago.
- A person who is married to, or is the registered domestic partner of, an individual who is ineligible to hold a liquor license.
- Any person who is ineligible for or fails to receive a liquor license from the State of Illinois.

For a complete list, visit www.chicago.gov/BACP and look under Municipal Code Chapter 4-60.

YOUR RESPONSIBILITY AS A LIQUOR LICENSEE
CALL 911:
Train your staff to call 911 immediately to report any illegal activity that has been reported at your business, observed by an employee taking place within the business, within site of the business, or adjacent property.

BE A GOOD NEIGHBOR:
Demonstrate your willingness to work with your community and participate in Chicago Alternative Policing Strategy (CAPS) community meetings. Contact 311 to find out your beat, meeting dates and locations or visit www.chicago.gov.

ATTEND BASSET/TIPS TRAINING:
BASSET (Beverage Alcohol Sellers and Servers Education and Training) or TIPS (Training for Intervention Procedures) training is required for the manager or owner of a liquor establishment. However, the City encourages this training for all personnel including bartenders and security. These programs are an education and training tool to sellers and servers of alcoholic beverages to serve responsibly and stay within the law. For BASSET information—visit www2.state.il.us, for TIPS information—visit www.gettips.com.

SIDEWALK CAFES
While an Outdoor Public Liquor License allows the sale of liquor on private property, the sale of food and/or liquor on the public way (or sidewalk) requires a Sidewalk Café Permit. If liquor service is desired, a liquor license must be secured. Sidewalk Café Permit applications are available online.

OFFERING ENTERTAINMENT
- A Public Place of Amusement (PPA) License may be required for a business that offers any amusement or entertainment with a capacity of 100 or more. Charging an admission fee for any type of amusement, having more than one pool table or more than three arcade machines also requires a PPA License.

RENEWING YOUR LICENSE
- It is the responsibility of the business owner to ensure their license remains current. Visit www.state.il.us/lcc for more information on all state related issues.
Opening a business that requires a liquor license can be a rewarding endeavor. The City of Chicago is committed to assisting you through the process and helping you succeed. Obtaining a liquor license is a comprehensive process that involves both community input and facilities inspections. Whether you are looking to start a grocery store, restaurant, bar, nightclub, or are ready to buy or expand a business, this guide will provide you with the basic information you need to get started and help you make the right decisions.

The following are the most common types of liquor licenses:

**TAVERN AND CONSUMPTION ON PREMISES**
When the primary activity is the retail sale of alcohol, to be consumed on the premise in a business such as a bar, night-club, pub, or lounge.
Fee: $4,440

**PACKAGED GOODS**
For the retail sale of liquor enclosed in the original manufacturer sealed and labeled container in a business such as a grocery store, convenience store or liquor store.
Fee: $6,400

**CONSUMPTION ON PREMISES—INCIDENTAL ACTIVITY.**
For liquor where the retail sale of alcohol to be consumed on premises is incidental or secondary to another primary business activity such as a restaurant, hotel, banquet hall, theater or bowling alley.
Fee: $4,440

**CATERER’S**
This license allows catering companies or restaurants located in the City of Chicago to serve food and alcoholic beverages off-site and within the City of Chicago. A Retail Food Establishment License is required.
Fee: $4,440

**OUTDOOR PATIO**
For the sale of alcoholic beverages in a privately owned outdoor location adjacent to a business with a Tavern, or Consumption on Premises – Incidental Activity Liquor License. Live or recorded music may not be played or performed at any outdoor location licensed as an Outdoor Patio.
Fee: $1,760

**ALL LICENSE FEES ARE BASED ON A TWO-YEAR TERM**

### Late Hour Liquor License
- This license allows establishments to remain open and permit the sale of liquor until 4:00 am, Monday-Saturday, and until 5:00 am on Sunday.
- Consent of 51% of the legal voters registered within 500 ft. of the business is required.
- The fee of $1000.00 is required to apply.

### LATE-HOUR LICENSING
- The first step in applying for a liquor license is to meet with a BACP business consultant to determine what type of license is required.
- Along with the liquor license application, the following are required: business structure, district or joint; IDOR and FEN tax numbers; a detailed floor plan and site plan; proof of liquor liability insurance; Fire and Code Inspection; and a detailed application.
- The BACP investigators will conduct an on-site inspection to ensure compliance with liquor regulations. Fire and Code Inspectors will ensure that the structure of the building is sound for use. The Health Department will also provide a food inspection. A BACP business consultant will tell you if the business location permits the sale of liquor.
- To start the process, you need to complete an application online at www.chicago.gov/BACP or by calling 312-74-GOBIZ/312-744-6249.

### ZONING
- Along with the liquor license application, the following are required: business structure, district or joint; IDOR and FEN tax numbers; a detailed floor plan and site plan; proof of liquor liability insurance; Fire and Code Inspection; and a detailed application.
- The BACP investigators will conduct an on-site inspection to ensure compliance with liquor regulations. Fire and Code Inspectors will ensure that the structure of the building is sound for use. The Health Department will also provide a food inspection. A BACP business consultant will tell you if the business location permits the sale of liquor.
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### Applications and Inspections
- You need help with your inspections? BACP offers free monthly webinars to help you prepare for your business inspections. Visit BACP online for the monthly workshop calendar and for other business education workshops.

### Neighborhood Sentiment
- When a new application for a liquor license is filed, BACP will contact the neighboring property owners within 250 ft. of the business to provide information about the proposed liquor license.
- If an applicant appeals denial of a liquor license, the matter is referred to the Liquor Control Board.

### Moratorium Districts
- Any area of the city may be designated as a Moratorium District. In these areas a new liquor license cannot be issued. However, an existing liquor license may be transferred if it meets one of two criteria. The first way is to obtain consent of 51% of the legal voters registered within 500 ft. of the business. An additional non-refundable fee of $1000.00 is required to apply.
- The second way is to meet one of the following exceptions: transferring control of a business to a family member, sale of a business, or building used exclusively for education.
- The Health Department will also provide a food inspection. A BACP business consultant will tell you if the business location permits the sale of liquor.
- To start the process, you need to complete an application online at www.chicago.gov/BACP or by calling 312-74-GOBIZ/312-744-6249.