



BACP INSPECTION CHECKLIST

During the on-site location approval, BACP inspectors will check for the following to determine if any exterior location restrictions exist that would prohibit issuance of a **liquor license**.

The property line of your establishment cannot be within 100 feet of:

- The property line of a public library (except the main and three regional branches).
- The property line of a school (other than institutions of higher learning).
- The property line of a hospital.
- The property line of a non-profit home for aged or indigent persons.
- The property line of a home for veterans, their spouses, or children.
- The property line of a military base or naval station.
- Building or other place **exclusively** used for religious worship (For example, a church or a place of worship located within a mixed used building does not count).*
- Applicant premises for a Tavern license located in a B3 Zoning District cannot be within 400 feet of an existing licensed tavern (property line to property line measurement).

* Certain exemptions exist for restaurants, banquet facilities, grocery stores, and hotels with at least 150 guest rooms, if located in buildings that are at least 6 stories in height. See Illinois Compiled Statutes (235 ILCS 5/6-11).

BACP inspectors will check for the following during a license inspection based on the applicability to your business:

- Incidental-Consumption on Premises activity must be secondary to another licensed activity (i.e., food service or amusement).
- Incidental-Consumption on Premises applicant must have adequate commercial kitchen and dining facilities when liquor service is intended to be secondary to food (i.e., restaurant).
- The outdoor patio location is adjacent to the primary premises and has a perimeter clearly defined by barriers.
- No dwelling or lodging units are accessible by the public directly from the premises (except in a hotel, private club, or when dwelling unit is occupied by applicant to be licensed).
- The majority of applicant's customers may not be children.
- Separate and adequate toilet facilities must be maintained for men and women.
- Floor plans clearly/completely indicate intended use of areas and match the construction and layout of premises.
- Construction is completed; equipment, fixtures, and furniture are in place according to plans.
- Public Notice of Liquor License Application posted within 5 days of making application and remaining clearly visible from the public way for a full 45-day period after the application date.