

## FILING APPEALS ON APPLICANT CASES

1. An appeal of a denial of an application for a liquor license (includes any of the following: denial of an application for a new license, change of officers, change of location, change of management/ownership or a refusal to renew) must be filed with the License Appeal Commission within TWENTY (20) days of the date of the letter of denial issued by the Department of Business Affairs and Consumer Protection. A FAILURE TO FILE THE APPEAL WITHIN TWENTY (20) DAYS OF THE DATE OF THE LETTER OF DENIAL WILL RESULT IN THE LOSS OF YOUR ABILITY TO APPEAL THE DENIAL. (Please Note: The License Appeal Commission follows the schedule of official holidays issued by the City of Chicago's Law Department).
2. In order to appeal the denial by the Department of Business Affairs and Consumer Protection of an application for a liquor license, the applicant must file certain documents with the License Appeal Commission.
  - A) The applicant must file an original and four copies of a document of appeal (see Notice of Appeal under Documents).
  - B) Copies of the letter of denial of the application for a liquor license issued by the Department of Business Affairs and Consumer Protection must be attached to the original and to each of the four copies of the appeal.
3. Additionally, in order to appeal the Applicant must pay a filing fee of \$125.00 with the Department of Finance. The POS Invoice form is now available on our department's website at [www.cityofchicago.org/lac](http://www.cityofchicago.org/lac)  
Download the form and pay the fee at any City of Chicago payment center. A receipt showing that the fee has been paid must be presented to the License Appeal Commission. NO APPEAL WILL BE ACCEPTED WITHOUT THIS RECEIPT.
4. The Applicant should also include any case law or statute upon which the applicant will rely in arguing to Reverse the decision of the Department of Business Affairs and Consumer Protection.
5. Any liquor licensee who appeals a refusal to renew order from the Local Liquor Control Commission, is required by state law to pay and keep current their liquor license renewal fees during the pendency of the appeal. Any liquor licensee who appeals a refusal to renew order with the License Appeal Commission will be required to show proof that all license renewal fees are paid to date. Liquor licensees must pay their renewal fees at the City of Chicago Department of Finance in Room 107 of City Hall and obtain a receipt. The paid license renewal fee receipt, as well as a receipt showing payment of the filing fee for a new appeal must be submitted to the License Appeal Commission as a prerequisite to filing an appeal.

REQUIREMENTS FOR FILING A LIQUOR LICENSE APPEAL  
(Denial of Application)

- You must present an original and four copies of the appeal
- The letter of denial must be attached to every copy of the appeal
- Present a receipt from the City of Chicago Department of Finance showing the \$125.00 filing fee has been paid. The POS Invoice form is now available on our department's website at [www.cityofchicago.org/lac](http://www.cityofchicago.org/lac)  
Download the form and pay the fee at any City of Chicago payment center

ALL DOCUMENTS ARE TO BE FILED IN PERSON AT THE ADDRESS  
BELOW:

Richard J. Daley Center  
50 W. Washington Street, CL 21  
Chicago, Illinois 60602  
(312) 744-4095

## REQUIREMENTS FOR FILING A LIQUOR LICENSE APPEAL

### **(REFUSAL TO RENEW APPEALS ONLY)**

- You must present an original and four copies of the appeal
- The Refusal to Renew document issued by the Department of Business Affairs and Consumer Protection must be attached to every copy of the appeal.
- Liquor licensees will be required to show proof that all license renewal fees are paid to date. Licensees must pay their renewal fees at the City of Chicago Department of Finance, City Hall – Room 107. A copy of the receipt must be attached to every copy of the appeal. No exceptions!
- Present a receipt from the City of Chicago Department of Finance showing the \$125.00 filing fee has been paid. The POS Invoice form is now available on our department's website at [www.cityofchicago.org/lac](http://www.cityofchicago.org/lac)  
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