



OFFICE OF THE COUNTY EXECUTIVE COUNTY OF WILL

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

JAMES B. HARVEY
Legal Counsel
Deputy Liquor Commissioner

Direct Dial: (815) 740-8380
Fax: (815) 774-7472
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WILL COUNTY LIQUOR LICENSE APPLICANT:

Enclosed is the County of Will Application for Liquor License and a copy of the Will County Liquor Control Ordinance.

Article II-Licenses, of the Liquor Control Ordinance, explains the procedures for applying for a liquor license.

Completed applications and attachments (see check list) should be submitted to the Office of the Will County Liquor Commissioner, 2nd Floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL 60432. Upon the filing of a completed application and all attachments for a new liquor license, the Commissioner shall, within thirty (30) days of the date the completed application has been submitted, decide on the approval and issuance of said license.

Upon approval and issuance of a Will County Liquor License, you will need to apply with the Illinois Liquor Control Commission for a State of Illinois license. Their office is located at 100 West Randolph Street, Suite 5-300, Chicago, IL 60601, telephone number (312) 814-2206.

Should you have any questions or need additional information, please contact my office at (815) 740-8398.

Sincerely,

Denise E. Winfrey
Will County Liquor Commissioner

By: _____
James B. Harvey
Will County Deputy Liquor Commissioner

You will need to contact each of these departments to obtain certificates of approval, which must be submitted with your application.

FOR FINGERPRINTS OF OWNERS & MANAGERS

Schedule Mandatory Appointment:

Regional Office of Education
116 N. Chicago Street
Joliet, IL 60432

(815) 740-8360



FOR ZONING DEPARTMENT PERMIT

Will County Land Use Department
Zoning Division
58 East Clinton Street
Joliet, IL 60433

(815) 727-8850



FOR HEALTH DEPARTMENT PERMIT
Contact the Will County Health Department:

Joliet Office	University Park	Northern Branch
501 Ella Avenue Joliet, IL 60433 (815) 727-8520 Fax: (815) 727-8484	44 Town Center University Park, IL 60466 (815) 727-8803 (708) 534-0800 Fax: (708) 534-3455	501 Ella Avenue Joliet, IL 60433 (815) 740-4419 Fax: (815) 727-8484
Channahon Township Custer Township Florence Township Jackson Township Joliet Township Manhattan Township New Lenox Township Reed Township Troy Township Wesley Township Wilmington Township Wilton Township	Crete Township Frankfort Township Green Garden Township Monee Township Peotone Township Washington Township Will Township	Homer Township DuPage Township Lockport Township Plainfield Township Wheatland Township

You will need to publish a "Notice of Intent" in a paper of general circulation serving the area of the proposed licensed establishment.

The certificate of publication, which you will receive from the newspaper office, must be submitted with your application.

NOTICE OF INTENT

Notice is hereby given that _____
(name of applicant)

whose address is _____

has applied to the Will County Liquor Commissioner, for a Class _____
(type)

_____ Liquor License.
(classification description)

Doing business as _____

which is located at _____
(street address)

(city) (state) (zip code)

Written comments concerning the Liquor License should be sent no later than

_____ to Denise E. Winfrey, Will
(date – two (2) weeks from publication)

County Liquor Commissioner, 302 N. Chicago Street, Joliet, IL 60432.

CHECKLIST

Each of the following items need to be submitted with your completed application:

- 1. Completed application – signed by applicant and notarized (*every line must be filled in*).
- 2. Copy of Articles of Incorporation (*if club or corporation*).
- 3. Legal description of premises/property which are to be operated under liquor license
- 4. Copy of Certificate or Letter of Approval from Will County Health Department
- 5. Certificate of Approval from the Will County Zoning Division of the Will County Land Use Department
- 6. Certificate of publication from newspaper
- 7. Certificate of Dram Shop Insurance
- 8. Fingerprints will be taken at the Will County Regional Office of Education
- 9. If leasing space, submit a copy of the lease agreement
- 10. Annual Liquor License Fee for desired classification (*Checks made payable to the Will County Treasurer*)