

## 10 Steps to Successfully Obtain a Liquor License

1. Schedule a DST Meeting.
2. Prepare for the DST Meeting and bring your business plan to the meeting.
3. Attend the DST meeting.
4. Review notes from the DST meeting.
5. Submit your applications for all required licenses and permits.
6. Attend Committee meetings and City Council meeting regarding the license if requested by the City Clerk's Office.
7. Schedule and attend all required inspections.
8. Obtain local permits and liquor license.
9. Obtain state liquor license.
10. Open business.



Link for DST Meeting Scheduling: <https://www.aurora-il.org/430/Development-Services-Team>

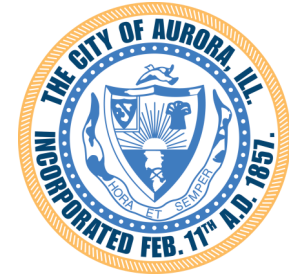
## Key Supplemental Documents For Liquor License Applications

- Floor Plan drawn to scale - including the layout with all areas marked with percentages and square footage
- Copy of lease or proof of ownership
- Copy of Articles of Incorporation
- Certificate of Dram Shop Insurance (Liquor Liability) with City of Aurora as Certificate Holder
- BASSET certification for manager(s) and owner(s)
- Copy of Health Department Certificate (if serving food on premise)
- Personal Information Form (PIF) for each owner of 5% ownership or more
- Copy of Menu (if applicable)
- Certificate of Occupancy (from the City)-issued by the Building & Permits Division



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## City of Aurora, Illinois City Clerk's Office



## Liquor License Application Process for New Businesses



# Liquor License Application Process

## **New Establishments**

It is recommended that all **NEW** establishments with new construction or changing of use for a location, schedule a Development Services Team (DST) meeting with the City of Aurora.



DST meetings are held to provide city license and permitting information. City division staff in attendance at the meetings include staff from Building & Permits, Engineering, Economic Development, Zoning, Invest Aurora and the City Clerk. During the meeting, requirements, expectations and business plans are discussed. Meeting notes are provided to the business owner after the meeting with a general overview of the permitting and applications required for the new establishment. To learn more about the DST meeting and to request a meeting, visit the website at: <https://www.aurora-il.org/430/Development-Services-Team>

For questions regarding the scheduling of the DST meeting please contact the Development Services Team at (630) 256-3130

**Please note:** Licenses are non-transferable and do not transfer if there is an eventual change in ownership.

## **Preparing for the DST Meeting**

The DST is a site specific meeting and is designed to be a planning session where you meet with City Staff to discuss the permitting and licensing needs for your new business. To make the most of the DST experience:

1. Bring ideas. Bring business plans, menus, idea boards, architects, contractors, attorneys, business partners, and anyone or anything with you that will help convey your ideas for your new enterprise. A well thought-through plan will help City Staff understand your vision and will help them make recommendations for your next steps.
2. Be open to suggestions. City Staff will provide suggestions on how to successfully navigate the licensing process to make your dream a reality. Be open to feedback and understand that the City has rules and regulations in place that must be followed. The City wants to assist you to achieve your dream, but you may need to be flexible to meet the requirements.
3. Follow-up. Read the summary notes and follow through! Ask questions to clarify the requirements.



## **Liquor License Application Approval Process**

### **1. Submitting the Application**

The key to a successful application is to provide all available supplemental documentation upon initial submittal. All Liquor License requests are reviewed internally by City Staff and the Liquor Commissioner prior to being recommended for approval by City Council. Approval by City Council is required to increase the number of available licenses for the license class. It is recommended that you submit a complete liquor license application and supporting documentation at least ninety (90) days prior to your expected opening date. Please note that only complete liquor license applications are accepted.

### **2. City Council Approval**

The application must go through three meetings to be approved for a liquor license by the City Council: at the committee level (five aldermen review), at the Committee of the Whole (all aldermen review and discuss the application at the council level), and at City Council (when the City Council officially votes on increasing the number of liquor licenses).

- Zoning & Planning: (630) 256-3080
- Building & Permits: (630) 256-3130
- City Clerk: (630) 256-3070
- Invest Aurora: (630) 256-3160