



## City of Crystal Lake Liquor License Application

*The application materials will be presented at the City Council meeting for consideration from the Mayor and City Council members. City Council meetings take place every first and third Tuesday of the month.  
Documents must be submitted no later than two weeks prior to the Council meeting.*

The following will need to be completed in order to apply for a liquor license:

- A letter summarizing the request for a liquor license.
- Completed liquor license application.
  - \$300.00 liquor license application fee.
  - Proof of liquor liability insurance.
  - A surety bond in the amount of \$1,000.00 payable to the City of Crystal Lake.
- Background and Fingerprinting (for all owners (5% or greater interest/members/LLC managers/designated establishment manager)
  - *If the applicant lives in Crystal Lake:*
    - Schedule an appointment with the Crystal Lake Police Department.
    - Arrive 10 minutes early to pay the \$50.00 fee for each request.
  - *If the applicant lives in the State of Illinois but outside of Crystal Lake, and If the applicant lives outside the State of Illinois:*
  - :
    - Schedule an appointment with an Illinois State Police approved Livescan vendor.
    - Vendors can be found here: <https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp>
    - Request a Federal and State background check from the vendor.
    - Provide the vendor with our ORI number: ILL12258L
- Paid liquor license fee-based on the liquor license classification.
  - License period runs from June 1<sup>st</sup>- May 31<sup>st</sup> of the next year.
  - Any application after June 1<sup>st</sup> will be prorated.
- Copy of lease or proof of ownership.
- New Construction/Ownership- you must have a Certificate of Occupancy with the City of Crystal Lake.

### **BASSET Training per State Law and local Ordinance:**

- Each licensee shall at all times have available for inspection by the City on the licensed premises, a copy of the current certification of completion of BASSET training, issued by a BASSET training provider licensed by the Illinois Liquor Control Commission, to all servers at the licensed premises as well as managers of the licensed establishment.
- No licensee, manager or other employee of an establishment covered under the provisions of this chapter shall serve, vend or check identification unless such a licensee, manager or other employee possesses a current certification of BASSET training from a BASSET training provider licensed by the Illinois Liquor Control Commission.
- Employees hired by licensed establishments will obtain BASSET certification issued by a BASSET training provider, licensed by the Illinois Liquor Control Commission, within 90 days of their employment. New employees (within the first 90 days of employment) shall be under the supervision of another BASSET certified employee prior to the new employee receiving BASSET certification. Beverage Alcohol Seller and Servers Education and Training (B.A.S.S.E.T.) for each license holder.

\* The property under which the application is being made, must be zoned to allow for the sale of alcohol.

\*It is recommended that you contact the Health Department to fulfill their requirements.

\*You must contact the Illinois Liquor Commission to apply for your state license prior to selling or serving alcohol.



## **City of Crystal Lake** **Liquor License FAQ's**

- **How long is my license good for?**
  - The license period runs from June 1 to May 31 of the following year.
- **Do I have to apply for a license with the State of Illinois?**
  - After receiving a license from the City of Crystal Lake, a licensee must apply for a license from the State of Illinois prior to selling alcohol at their establishment.
- **Do I also have to renew my license with the State of Illinois?**
  - All licenses must be renewed with the State of Illinois and follow State regulations.
- **Is my license transferable?**
  - No - if an establishment previously held a liquor license, the new owner must submit a complete application and go before City Council to have their liquor license approved.
- **What if my business moves?**
  - The change of address must be approved by the Mayor and City Council. An application, a letter concerning the move, updated insurance, updated bond and new lease or proof of ownership must be included in the submission. If new construction is occurring, a Certificate of Occupancy must be issued prior to release of the license. There are no additional fees for transferring the license to a new address.
- **What if my business changes names?**
  - Please notify the City Manager's office in writing of any changes such that the license can be properly updated. The old license must be turned in prior to releasing the new license.
- **What if I have a change in management?**
  - The City Manager's Office must be notified in writing of all changes in management. Any new owner must submit a State and Federal background check.
    - A fee of \$300 shall be paid upon any change in ownership or interest of any corporation, partnership, partnership, limited-liability company or other entity holding a liquor license which would result in a change of ownership interest of 5% or more of the entity's ownership.
- **Can I change my license classification?**
  - A complete application must be submitted including a letter of request for change. The Community Development Department will review the application for any potential restrictions in zoning. The petition will be taken before the Mayor and City Council for approval. Upon approval of the change, any differences in fees must be paid prior to issuance of the new license.
- **What is a bond?**
  - The bond is a necessary document that acts as added insurance for the City of Crystal Lake to ensure that the establishment is following all City mandated requirements. The bond must be in the amount of \$1,000 and payable to the City of Crystal Lake. Most insurance agencies can help provide these documents.
- **Do I need to be a Crystal Lake Resident to Qualify for a License?**
  - Per State law, business owners (sole proprietors only) are required to be a resident of Crystal Lake. Partnerships, Corporations, LLCs are not required to have a member/officer reside within Crystal Lake.
  - All liquor license holders must designate a manager who is responsible for the day-to-day operations of the establishment, who will be authorized to receive/accept on behalf of the applicant all notices,

including but not limited to, notices of violations or hearings. The manager must have a background check.

- **What are the insurance requirements?**

- Must follow State requirements:

[https://illinoiscomptroller.gov/\\_media/sites/comptroller/assets/File/Agencies/resource-library/statutorily-required/DRAM%20SHOP%20LIABILITY%20LIMITS-2025.pdf](https://illinoiscomptroller.gov/_media/sites/comptroller/assets/File/Agencies/resource-library/statutorily-required/DRAM%20SHOP%20LIABILITY%20LIMITS-2025.pdf)

- **Can a business give away alcohol for free?**

- A for profit business cannot give away alcohol at their establishment. If the establishment wishes to provide alcohol, it must be sold by a nonprofit organization that obtains a temporary liquor license, pending approval from the Mayor and City Council. Any organization or for profit business hosting a private event, can serve alcohol at their function, provided it is not open to the public. That organization or for profit business assumes all responsibility for having liquor on premise.

- **Can I host a special event outside my license hours?**

- Special hours are only given to applicable license holders for extended New Year's Eve hours. Any other request must go before City Council for approval.

- **What are the new Happy Hour laws?**

- Per Public Act 99-0046, licensees may have up to 4 hours per day of discounted drinks, not to exceed, 15 hours per week. Notice of the discounted alcoholic drinks must be given 7 days prior to the promotion period.