



New Liquor License Holders

Frequently Asked Questions

Revised March 2023

This is for general information only. All liquor license holders are required to follow all provisions of the City of Aurora Liquor Code found at: https://aurora-il.municipalcodeonline.com/book?type=ordinances#name=CHAPTER_6_ALCOHOLIC_LIQUOR

What alcohol are we allowed to sell?

See Ch. 6 Sec 6-2 Definitions. Each classification is defined and includes a description of what each license classification is allowed to sell.

Do I need a liquor license to give alcohol away (at no charge) at my business?

Yes, a liquor license is required.

Can I offer BYOB at my business?

Only if you have a liquor license AND a BYOB endorsement. Most businesses holding a valid on-site consumption liquor license can apply for a BYOB endorsement to their application that would allow them to offer a BYOB option.

What is a license endorsement?

Endorsements are "extras" added to the liquor license that enable the licensee to offer BYOB, drive-through, self-service, strolling, package sales, outdoor patio, among others.

How do I obtain a license endorsement?

An endorsement application is available on the City Clerk's webpage. The Liquor Commissioner reviews all applications for approval.

What kind of training is required to sell alcohol?

All persons who serve or sell alcohol must have a valid BASSET Certificate on file at the City Clerk's office.

Can someone under 21 years old serve alcohol in my restaurant or bar?

Please see the City Code for details:

https://aurora-il.municipalcodeonline.com/book?type=ordinances#name=Sec_6-22_Employees



What if the licensed business ownership changes?

Licenses are non-transferrable. If you are selling your licensed business or if you plan to transfer 50% or more of the ownership of the business, you must submit a new license application. Please contact the City Clerk's office immediately for requirements.

What if the business ownership change is less than 50%?

An ownership change of 49% or less requires permission from the local liquor commissioner. Please contact the City Clerk's office for a Change of Owners Request form for more details.

What if I want to change officer(s) or manager of the business but not ownership?

An officer or manager change requires permission from the local liquor commissioner. Please contact the City Clerk's office for a Change of Officer or Manager Request form for more details.

Why are fingerprints required?

Fingerprints are required to complete a background check to be sure individuals do not have certain criminal offenses that would preclude them from owning, managing, or serving as an officer of a liquor licensed business.



What offenses preclude licensure by the City?

If an owner, shareholder or manager has a felony conviction, is convicted of a violation of any federal, state or city law concerning the manufacture, possession, consumption or sale of alcoholic liquor (including any misdemeanor and traffic violations relating to the same), or has forfeited his bond to appear in court to answer to any charges.

Additionally, anyone who has been convicted of, plead guilty to, or been placed on supervision for any liquor related offense (including DUI) and crimes of moral turpitude within five (5) years. Persons with these offenses may be able to petition the Liquor Commissioner for permission to serve in one of these positions. Please contact the City Clerk's office for details.

Who is required to obtain fingerprints and how often?

Owners of over 5% of the company, all officers, and managers must have their fingerprints taken for a background check prior to approval by the local liquor commissioner. Fingerprints and background checks must be completed every 3 years.

When and how do I renew my City liquor license?

Renewals are completed yearly for the licensing period of May 1st through April 31st. Renewal reminder notices are emailed to licensees beginning in February and contain the required application forms. Applications are due prior to April 15th each year along with the full yearly fee and all required supporting documentation.

Is there a late fee if I submit my renewal application after April 15th?

A \$50 fee is assessed for all applications submitted after April 15th of each year.

Can I renew my license if I owe a debt to the City at renewal time?

Outstanding debts owed to the City must be paid in full prior to license renewal. This includes your monthly Food & Beverage Tax report/payments, water bills, and any other debts owed to the City.

What are my obligations if an owner, partner or manager is convicted of a crime?

You must report that conviction to the City Clerk's office within 30 days of sentencing.

Do I have to display my City liquor license?

Your liquor license must be framed and hung in plain view in a conspicuous place at the licensed business.

Is permanent outdoor patio seating allowed?

Yes. You must obtain the required permits and approvals from the City in order to have your local liquor license reflect outdoor seating eligibility. Contact the City Clerk's office for specific requirements.

Is temporary/seasonal outdoor seating allowed?

Yes. You must complete an online application and receive approval for your seating plan from the City. Information can be found on the City Clerk's website here: <https://www.aurora-il.org/2341/2022-Outdoor-Restaurant-Seating>

If I have a band play at my business, do I have to report that band?

Yes, all entertainment must be reported online to the City Clerk's office at least 5 business days in advance of any entertainment.

What kinds of entertainment am I required to report?

Generally, entertainment that is intended for groups, including but not limited to, live singers, comedy acts, bands, karaoke, pay-per-view events and DJs. When in doubt, report it.

How do I report entertainment to the City Clerk's office?

Detailed instructions for online reporting are on the City Clerk's webpage: <https://www.aurora-il.org/272/Liquor-Licensing>

What if I plan to have outdoor entertainment?

Depending on where the outdoor entertainment will be held, you may be required to obtain a Special Events permit from the City. Please see Chapter 41.5 Special Events for requirements here: https://aurora-il.municipalcodeonline.com/book?type=ordinances#name=CHAPTER_41.5_SPECIAL_EVENTS

If you have received approval from the City to conduct temporary/seasonal outdoor dining, specific sound requirements can be found here: <https://www.aurora-il.org/2341/2022-Outdoor-Restaurant-Seating>

What if my outdoor entertainment will be loud?

It is a violation of the City Code to have sound amplification that can be heard outside the boundaries of the licensed premises between 10 pm and 10 am.



As a package-sales licensee, is there anything that I cannot sell? You cannot sell the following:

- A single can, single bottle or other container holding beer or wine that contains sixteen (16) fluid ounces/ four hundred seventy-five (475) milliliters or less which is refrigerated or displayed in ice.
- A single container holding less than seven hundred fifty (750) milliliters of wine where alcohol content determined by volume exceeds thirteen (13) percent.
- Any alcoholic liquor where alcohol content determined by volume exceeds seventy-six (76) percent.
- A single can, bottle or other container holding malt liquor that contains more than twenty-four (24) fluid oz.
- Items of drug paraphernalia, products used to roll tobacco into cigarettes, commonly referred to as rolling papers or cigarette papers.
- Individual paper, plastic or other disposable-type beverage cups.

As a gas station, is there anything I cannot sell?

Individual cans/bottles of beer shall not be sold by licensee and beer shall be sold only in six-pack portions. Wine may only be sold in containers of no less than seven hundred fifty (750) milliliters. It shall be unlawful for a licensee to put together single containers for sale as a set.

What hours am I allowed to sell alcohol?

Permitted hours of operation can be found here: https://aurora-il.municipalcodeonline.com/book?type=ordinances#name=Sec_6-28_Hours_Of_Operation .

What if I want to stay open later than the authorized hours for a holiday?

Each business may apply to open one (1) hour early and remain open one (1) hour late up to twice per year. Special rules apply to New Year's Eve/Day extended hours. Information regarding extended hours can be found here: https://aurora-il.municipalcodeonline.com/book?type=ordinances#name=Sec_6-28_Hours_Of_Operation

What are my reporting obligations if there is a fight or a crime is committed at my business?

Call the Aurora Police Department - 911 first, then you must self-report all incidents to the City Clerk's office within 48 hours.