



Submit completed applications to: City Clerk's Office, 44 E. Downer Pl. Aurora, IL 60507

**Due on or before April 15, 2023**

Date: \_\_\_\_\_ 2023-2024 Renewal Fees: \_\_\_\_\_ Class: \_\_\_\_\_

Class A (Full Package Liquor) = \$1,815 | Class A (Beer/Wine Only) = \$1,650

Class B,C,D (On-Site Consumption) = \$2,070

Applicant/Corporate Name and d/b/a: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Type (Corporation, LLC, Partnership, Sole) \_\_\_\_\_ Business Telephone#: \_\_\_\_\_

Primary Business Contact/Title: \_\_\_\_\_

Primary Contact Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NEW: ALL BUSINESSES MUST REGISTER WITH THE CITY OF AURORA BUSINESS REGISTRATION PROGRAM ONLINE BEFORE RENEWAL OF YOUR LIQUOR LICENSE. SEE PG. 4.**

**NEW: IS YOUR BUSINESS IN COMPLIANCE WITH THE AURORA FIRE PREVENTION BUREAU'S REQUIREMENT TO SUPPLY ANNUAL INSPECTION, TESTING AND MAINTENANCE DOCUMENTATION FOR ALL FIRE SYSTEMS AND/OR COMPONENTS? SEE PG. 5. YES or NO (circle one)**

**NEW: DOES YOUR BUSINESS HAVE A "MAXIMUM OCCUPANCY" SIGN POSTED? YES or NO (circle one) PLEASE CONTACT THE FIRE PREVENTION BUREAU DIRECTLY at (630) 256-4131 WITH ANY QUESTIONS.**

1. Have there been changes to the Business Structure, Ownership, or Management since your last renewal?
  - If yes, complete and submit the attached Request to "Change Owner, Officer or Manager" form.
2. Have any managers, owners or officers been arrested since your last renewal? \_\_\_\_\_
3. Is the business currently in good standing with the Illinois Secretary of State? \_\_\_\_\_
  - If no, explain. Confirm good standing on the Secretary of State's website: [https://www.ilsos.gov/departments/business\\_services/corp.html](https://www.ilsos.gov/departments/business_services/corp.html)
4. Has your menu changed since your last renewal (where food is served)? \_\_\_\_\_
  - If yes, please provide a copy of the new menu.
5. Does the business have a current County Health Department Certificate? \_\_\_\_\_
6. Does the business maintain functioning security cameras on the premises? \_\_\_\_\_
7. Does the business operate Video Gaming Terminals on the premises? \_\_\_\_\_
  - If yes, please complete the Video Gaming Terminal Audit Form.
8. Is the business a "Social Club"? \_\_\_\_\_
  - If yes, please attach a current list of names, dates of birth, and addresses of **Officers only**.
9. Have any changes been made to the business floorplan since your last renewal? \_\_\_\_\_
  - If yes, provide a new to-scale floor plan.
10. Has the ownership or lease of the business location changed since your last renewal? \_\_\_\_\_
  - If yes, please provide current proof of ownership or new lease.
11. Do all employees serving alcohol and all managers/assistant managers have valid State-Certified Beverage Alcohol Sellers/Servers Training (BASSET) Certificates? \_\_\_\_\_
  - Attach copies of valid BASSET Certs. for all staff serving alcohol and managers/asst. managers.
  - Attach a copy of your Articles of Incorporation/Articles of Organization identifying owners/officers.
  - Attach a copy of valid Dram Shop Insurance (Liquor Liability Insurance) for the licensed business.
  - Attach a copy of a valid State of Illinois Liquor License for the licensed business.



# Affidavit

I/We, the authorized agent(s) for the applicant, first being duly sworn, under oath, depose and state that the information contained in the foregoing application is true and correct.

I also understand that any untrue, inconsistent, incorrect or misleading information contained herein shall be cause for the non-renewal or the revocation of any license granted pursuant to this application.

I further state that I have read and understand all applicable laws including, without limitation, statutory provisions set forth in the Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1, et. seq. and Chapter 6 of the City of Aurora's Code of Ordinances and fully understand the obligations under said applicable local laws.

I swear and affirm not to violate any of the relevant laws of the United States, the State of Illinois or any of the ordinances of the City of Aurora in the conduct of the place of business described herein. I understand and agree that if I violate any local, state or federal laws regarding alcohol sales, consumption or possession, while I have a City of Aurora Liquor License, said license may be suspended or revoked.

I further authorize the City of Aurora or any of its designated agents to contact any agency or individual named or referred to in this Application for the purpose of verifying and/or clarifying any information I have provided herein.

I further certify that if any of the foregoing information changes during the course of the current license year, including, without limitation, changes to the status of the State liquor license, changes in the business ownership, stockholder shares or corporate officers, I will notify the City of Aurora, in writing, within seven (7) days of such change.

## Corporate/LLC Signatures

\_\_\_\_\_  
President/Principal or Managing Member

\_\_\_\_\_  
Vice President/Secretary

\_\_\_\_\_  
Treasurer

## Individual/Partnership Signatures

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

(NOTARY SEAL)

## Government Entity Applicant Signatures

\_\_\_\_\_  
Signature - Manager on Behalf of Government Entity

\_\_\_\_\_  
Signature - Governmental Officer

This application shall be subscribed and sworn to by: if a **partnership**, by at least two (2) members; if a **corporation**, by the president and attested to by the secretary; if a **limited liability company**, by the principal member or managing member and attested to by a valid notary public; and if a **sole proprietor**, by the applicant.

## Business Registration Requirement

As part of the Liquor License Renewal process for 2023-2024, all liquor-licensed businesses must register with the Business Registration Program or **renew** their Business Registration (required yearly) before their liquor license will be renewed.

Business Registration must be completed online and access to registration and instructions can be found at this link:

<https://www.aurora-il.org/2217/Business-Registration>

Please note that if you have not previously signed up for **an account** in the Business Registration Portal, you will first be required to create an account with a username and password by clicking on the link above and then clicking on the **“Business Registration Portal eTRAKiT”** link. You should next navigate to the top of the page and click on the **“Setup an Account”** link. You will be taken to a page that says, **“Create New Public User Account”**. You’ll need to create a username and password to login and complete the Business Registration. If you’ve created an account in the past, you can login with your user name and password at the top of this page and do not need to create another account.

After your account has been created, you should login and click, **“Apply for New License”** then, **“Business Registration”** to answer the questions about your business and complete the Business Registration process.

If you are **renewing** your Business Registration license, after you have logged in, follow the instructions on pages 14-17 to renew your previous license.

**If you have questions about the Business Registration process please contact a Customer Service Representative in the City’s Development Services Division directly at (630) 256-3130.**

## Fire Inspection/Reporting and Sign Requirements

As part of the Liquor License Renewal process, all liquor-licensed businesses must be up-to-date with the Aurora Fire Prevention Bureau's requirement to supply annual testing reports for fire detection, alarm and extinguishing systems for all fire systems and/or components and have a "maximum occupancy" sign posted before their liquor license will be renewed.

### Sec 17-135 Maintenance

*Each fire alarm user is solely responsible for the installation maintenance, repair, upkeep and operation of his/her own fire alarm system. All fire alarm systems with the exception of one-family detached dwellings shall be tested and system components cleaned annually by a licensed testing agency or licensed electrical contractor. Documentation of the fire alarm system testing and maintenance shall be submitted to the fire prevention bureau within fourteen (14) days of such testing/cleaning. When a fire alarm system not associated with a one-family detached dwelling is out of service for any reason, the fire chief, a battalion chief, or their designee, may, at their sole discretion, require the fire alarm user to implement a fire watch at the user's expense until such time as the fire alarm system is back in service. If fire department personnel are required to serve on fire watch, the fire alarm user must reimburse the city the actual cost of such personnel and equipment.*

### Sec 6-11 Licenses and certificates To Be Posted

*Every licensee under this article shall cause his liquor license, maximum occupancy load, and county health department certificate to be framed and hung in plain view in a conspicuous place on the licensed premises.*

If you have any questions regarding reporting of annual testing for fire detection, alarm and extinguishing systems, or to see if your business is in compliance, please contact the City of Aurora Fire Prevention Bureau directly at (630) 256-4131.