

10 Steps for Successfully Obtaining a Liquor License

1. **Schedule a DST Meeting.**
2. **Prepare for the DST meeting and bring your information to the meeting.**
3. **Attend the DST meeting.**
4. **Review notes from DST meeting.**
5. **Submit your applications for all licenses and permits required.**
6. **Attend all Committee and City Council Meetings regarding the permits/licenses.**
7. **Schedule and attend all required inspections.**
8. **Obtain local permits and liquor license.**
9. **Obtain state liquor license.**
10. **Open business.**



Key Supplemental Documents for Liquor License Applications

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



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City of Aurora, Illinois
City Clerk's Office



Liquor License Application Process for New Businesses



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Liquor License Application Process

New Establishments

It is recommended that for all NEW establishments with either new construction or businesses changing the use for a location to 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 who may be in

Talk about your idea with City Staff.



attendance at the meeting may be from Zoning, Building and Permits, Engineering, Economic Development, Invest Aurora, and City Clerk. The City Clerk is invited to attend all meetings when an applicant has indicated an interest in a pursuing a liquor license. During the meeting the business owner and City staff discuss expectations and business plans. After the meeting, a summary of the meeting notes are sent to the business owner providing a roadmap 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>. **Please note:** licenses are non-transferable and do not transfer if there is a 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 license needs for your new business. To make the most of the DST experience :

1. Bring ideas. Bring business plans, floor 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 the City Staff understand your visions and will help them make recommendations for your next steps.
2. Be open to suggestions. The City Staff are experts in his/her area. Let him/her provide suggestions on how to make your dream a reality. Be open to feedback and understand that the City has laws and regulations in place that must be followed. There usually is a way 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.



Prepare for your DST meeting.

Liquor License Application Approval Process

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 Mayor 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 to submit the liquor license application packet at least ninety (90) days prior to your expected opening date. The permitting process for Zoning or Building and Permits can run concurrently with the liquor license process. Plan accordingly!

City Council Approval. The application must go through three meetings to be approved for a liquor license: at the committee level, three alderman review; at the council level, all aldermen review and discuss the application at the Committee of the Whole; and final approval, this is when the City Council officially votes whether or not to issue the liquor license

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