



City of Joliet

Terry D'arcy, Liquor Commissioner

James O'Connell, Deputy Liquor Commissioner

150 West Jefferson Street Joliet, IL 60432-4158 www.joliet.gov

liquorcommission@joliet.gov

PHONE: 815-724-3710 FAX: 815-724-3715

PROCEDURE TO APPLY FOR A LIQUOR LICENSE

1. Complete a Background Check Authorization form for all persons with a financial interest greater than 5%. The form can be found on our website at [Liquor and Tobacco License](#) and call (815) 724-3704 to make an appointment for applicant(s) to be fingerprinted. Fingerprinting costs are \$75.00 per person and performed at Joliet City Hall, 150 W. Jefferson St., Joliet, IL 60432. The fingerprinting fee will be billed to you to pay online through the Citizen Self Service (CSS) portal prior to your fingerprints being sent to the Illinois State Police - Bureau of Identification.
2. Complete a Liquor/Business/Tobacco License Application which can be found on our website at [Liquor and Tobacco License](#). In addition to the liquor license, you will need to apply for all applicable business licenses on page 7 of the application. If you are unsure which license(s) you need to apply for, contact the Business Services Department at (815) 724-3905, or email businessservices@joliet.gov for assistance.
3. Return **completed** and **notarized** license application with:
 - \$750 application fee.
 - **ALL** documentation listed on the last page of the application.
 - Incomplete applications or applications submitted without required documents will not be processed.
4. Once the fingerprint results have been returned with a favorable criminal history record, we will notify you as to the date and time a liquor hearing will be conducted. The Mayor's Office will, in the meantime, obtain for the liquor hearing:
 - Verification that you do not owe any money to the City of Joliet
 - A police verification of the location's history & applicant's history
 - A check of zoning for this location
 - An inspection by both the fire department and building inspectors
 - After the hearing, a date will be set to appear before the City Council
5. You must also obtain a Liquor License from the **State of Illinois** once you have been issued your liquor license and business license(s) from the City of Joliet.