



City of Joliet

Terry D'arcy, Liquor Commissioner

James O'Connell, Deputy Liquor Commissioner

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### PROCEDURE TO APPLY FOR A TOBACCO LICENSE

1. **BEFORE** signing a lease or buying a business, please contact our Liquor Commission office to confirm if business location would be permitted to sell tobacco.
2. After getting approval, fill out the Background Check Authorization form, found on our website at [Liquor and Tobacco License](#) and call (815) 724-3704 to make an appointment for **all persons with a financial interest greater than 5%** 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.
3. Contact the Business Services Department at (815) 724-3905 to have an application emailed to you, or you can download an application from our website [Liquor and Tobacco License](#).
4. If you plan to sell any pre-packaged food items, (chips, candy, bottled water, cans of soda, etc.) you need to apply for a "Food Store" license on page 3 of the application, in addition to applying for the "Tobacco License" on page 3.
5. Return **completed** and **notarized** tobacco license application with:
  - \$500 application fee
  - **ALL** documentation listed on the last page of the application.
  - Incomplete applications or applications submitted without required documents will not be processed.
6. Once the fingerprint results have been returned with a favorable criminal history record. The review process will start, and we will send your application the following:
  - Verification that you do not owe any money to the City of Joliet
  - A police verification on the location's history & applicant's history
  - A check of zoning for this location
  - Building Inspection
  - Fire Department Inspection