



# Village of Richton Park

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Dear Liquor License Applicant:

The following steps must be followed when applying for a Village of Richton Park Liquor License. Enclosed are various pieces of information required to be filled out and returned, or are informational materials.

1. *Fingerprinting* – The License Holder(s), Manager(s) or Agent(s) must be fingerprinted. (See enclosed Fingerprinting Requirements for appointment scheduling.) This fee is \$60 per person. Please make the check payable to the Village of Richton Park. This process may take up to one to three month before the reports are received from the Illinois State Police and the FBI. Once these reports are received, you will be notified to proceed with the following steps.
2. *Application* – An application is to be completed (see enclosed). Also, the following must be attached to the completed application:
  - a. Notarized Letter of Intent signed by the current owner of the business, if purchasing an existing business; or documentation of sale.
  - b. Notarized Letter of Intent for the lease or sale of property on which the business will be located; or a signed lease.
  - c. Evidence of Dram Shop Insurability/Certificate of Liability Insurance.
  - d. Business Plan for the liquor establishment you are applying for.
  - e. **\$100** non-refundable application fee. Please make the check payable to the Village of Richton Park. (This amount may not be applied toward the liquor license fee.)
3. *Business License* – Apply for a Village of Richton Park Business License and schedule an inspection. (There will be a fee associated for this service.)
4. *Board of Trustees Approval* – You will be scheduled a date to attend a Village of Richton Park Board Meeting/Work Session, for approval of the liquor license by the Board of Trustees.

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5. *Liquor Commissioner Approval* – At this final phase, the Liquor Commissioner may request further documentation. Then, once approved by the Liquor Commissioner, the liquor license will be issued. At that time, you will be required to pay the fee associated with your liquor license class. The liquor license fiscal year is May 1<sup>st</sup> through April 30<sup>th</sup>.
6. You must then apply for a State of Illinois Liquor License. (There will be a fee associated for this service.) Once you have obtained the Illinois State Liquor License, a copy **must** be given to the Chief of Police.

**Please return all documents to the office of the Chief of Police.**

Should your business be awarded a liquor license, Village policy requires periodic updating of our records to ensure that all license holders are eligible to maintain their license.

Fingerprinting will be required when one of the following occurs:

1. Applying for a new liquor license.
2. Any changes to the License Holder(s), Manager(s) or Agent(s).
3. If there is a name change to the business establishment.
4. At anytime the Liquor Commissioner can authorize the need for all liquor license holders to be fingerprinted.
5. When there has been a liquor violation, the Liquor Commissioner can request the License Holder(s), Manager(s) or Agent(s) to be fingerprinted at the time of the annual liquor license renewal.

Sincerely,



Richard Reinbold  
Liquor Commissioner

RR/vz

Enclosures