



## WILL COUNTY, ILLINOIS

### LIQUOR COMMISSIONER OFFICE

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F. (815) 740-4600  
E. [macosta@willcounty.gov](mailto:macosta@willcounty.gov)

Will County Office Building  
302 N. Chicago Street  
Joliet, IL 60432

## LIQUOR LICENSE APPLICATION – CHECKLIST

***Each of the following items must be submitted with your completed application:***

- 1. Completed application – signed by and notarized. *(every line must be filled in)*
- 2. Copy of Articles of Incorporation. *(if club or corporation)*
- 3. Certificate of Good Standing from Secretary of State. *(if the business is incorporated)*
- 4. Legal description of premises/property which are to be operated under liquor license.
- 5. Copy of Certificate or Letter of Approval from Will County Health Department.
- 6. Certificate of Approval from the Will County Zoning Division of the Will County Land Use Department.
- 7. Certificate of Dram Shop Insurance (NOT the policy declaration).
- 8. Fingerprints and background check will be taken at the Will County Regional Office of Education. *(by appointment: (815) 462-5401, 116 N. Chicago Street, Joliet, IL)*
- 9. If leasing space, submit a copy of the lease agreement.
- 10. Annual Liquor License Fee for desired classification. *(checks made payable to the Will County Treasurer)*
- 11. Copy of Drivers License.

**Please contact Maria Acosta at [macosta@willcounty.gov](mailto:macosta@willcounty.gov) with any questions.**