

## CHECKLIST

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

- 1. Completed application – signed by applicant and notarized *(every line must be filled in)*.
- 2. Copy of Articles of Incorporation *(if club or corporation)*.
- 3. Legal description of premises/property which are to be operated under liquor license
- 4. Copy of Certificate or Letter of Approval from Will County Health Department
- 5. Certificate of Approval from the Will County Zoning Division of the Will County Land Use Department
- 6. Certificate of publication from newspaper
- 7. Certificate of Dram Shop Insurance
- 8. Fingerprints will be taken at the Will County Regional Office of Education
- 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)*