



OFFICE OF THE COUNTY EXECUTIVE COUNTY OF WILL

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432 • 815-774-7487

WILL COUNTY LIQUOR LICENSE APPLICANT:

Enclosed is the County of Will Application for Liquor License and a copy of the Will County Liquor Control Ordinance.

Article II-Licenses, of the Liquor Control Ordinance, explains the procedures for applying for a liquor license.

Completed applications and attachments (see check list) should be submitted to the Office of the Will County Liquor Commissioner, 2nd Floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL 60432. Upon the filing of a completed application **and all attachments** for a new liquor license, the Commissioner shall, within thirty (30) days of the date the completed application has been submitted, decide on the approval and issuance of said license.

Upon approval and issuance of a Will County Liquor License, you will need to apply with the Illinois Liquor Control Commission for a State of Illinois license. Their office is located at 100 West Randolph Street, Suite 5-300, Chicago, IL 60601, telephone number (312) 814-2206.

Should you have any questions or need additional information, please contact Marie Barmes, Legal Assistant, at (815) 774-7487.

Will County Liquor Control Commission

Lawrence M. Walsh
Will County Liquor Commissioner

James B. Harvey
Will County Deputy Liquor Commissioner

**You will need to contact each of these departments to obtain certificates of approval,
which must be submitted with your application.**

FOR FINGERPRINTS OF OWNERS & MANAGERS

Will County Regional Office of Education
702 West Maple Street
New Lenox, IL 60451
(815) 740-8360
An Appointment is Necessary



FOR ZONING DEPARTMENT PERMIT

Will County Land Use Department
Zoning Division
58 E. Clinton Street
Joliet, IL 60433
(815) 727-8850



FOR HEALTH DEPARTMENT PERMIT

Will County Health Department
501 Ella Avenue
Joliet, IL 60433
(815) 727-8490
Fax: (815) 727-8484

You will need to publish a "Notice of Intent" in a paper of general circulation serving the area of the proposed licensed establishment.

The certificate of publication, which you will receive from the newspaper office, must be submitted with your application.

NOTICE OF INTENT

Notice is hereby given that _____
(name of applicant)

whose address is _____

has applied to the Will County Liquor Commissioner, for a Class _____
(type)

_____ Liquor License.
(classification description)

Doing business as _____

which is located at _____
(street address)

(city) (state) (zip code)

Written comments concerning the Liquor License should be sent no later than

_____ to Lawrence M. Walsh, Will
(date – two (2) weeks from publication)

County Liquor Commissioner, 302 N. Chicago Street, Joliet, IL 60432.

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)*