

**CITY OF ST. CHARLES
LIQUOR CONTROL COMMISSIONER
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984**



DEPARTMENT: MAYOR'S OFFICE

PHONE: 630.377.4422

**BYOB LICENSE APPLICATION
NON-REFUNDABLE**

Application must be completed in full

Incomplete applications will be rejected

New Renewal Class F1 – Beer & Wine only \$100 Class F2 – Beer, Wine & Spirits \$250

Business Name _____ Business Type: Individual Partnership Corporation

Business Address _____ Business Phone # _____

Contact Person _____ Title _____ Phone # _____ Email _____

If Corporation, Corporate Name _____

Corporation Address _____

Have you had a business within the City of St. Charles under any other corporate name: Yes/No _____

If yes, list address of business _____

Corporate Officers, plus Manager of Establishment, Officers must include President, Vice President, Secretary and Treasurer Or Sole Proprietor:

Full Name, include Middle Initial _____ Title _____

Birth Date _____ Birthplace _____ Driver's License # _____ Home Phone # _____

Home Address _____

Full Name, include Middle Initial _____ Title _____

Birth Date _____ Birthplace _____ Driver's License # _____ Home Phone # _____

Home Address _____

Full Name, include Middle Initial _____ Title _____

Birth Date _____ Birthplace _____ Driver's License # _____ Home Phone # _____

Home Address _____

Type of Establishment: Restaurant Hotel/Banquet/ Other _____

Check as Applicable to Type of Establishment Live Entertainment [5.08.010-H] Outside Dining [17.20.020-R]

Brief Business Plan Description based on type of establishment listed above:

If yes, list all reasons on a separate, signed letter accompanying this application.
Date of Incorporation (Illinois Corporations): 5.08.070 (10)
Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporations):
Has the applicant and all designated managers read and do they all understand and agree not to violate any liquor laws of the United States, the State of Illinois and any of the ordinances of the City of St. Charles in conducting business? 5.08.070 (11) Y/N
All individual owners, partners, officers, directors and/or persons holding directly or beneficially more than five (5) percent in interest of the stock or owners by interest listed on page 1 of this application must be fingerprinted by the City of St. Charles Police Department. 5.08.070 (A12)
Has this been done? If yes, date(s):
Has applicant attached proof of Dram Shop Insurance to this application or furnished it to the City of St. Charles? 5.08.060 Y/N
If already furnished, date of delivery:
Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; and/or any military or naval station? 5.08.230 Y/N

Signature of Applicant(s)
Corporation Signatures

Signature of Applicant(s)
Individual or Partnership Signatures

President:: _____

Secretary: _____

Subscribed and sworn before me this _____ day of _____, 20_____

(Seal)

Notary Public

TO BE COMPLETED BY THE CITY OF ST. CHARLES
ADDENDUM TO RETAIL LIQUOR LICENSE • CITY OF ST. CHARLES DEPARTMENT OF POLICE

Date: _____ Name of Applicant: _____

Name of Business: _____

Address of Business: _____

To Liquor Control Commissioner, City of St. Charles, Illinois

Pursuant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in effect for the investigation of an applicant for a Retail Dealers Liquor License:

1. Date on which applicant will begin selling retail alcoholic liquors at this location: _____
2. Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? _____
3. If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal business? _____
If so, answer (a), (b), and (c):
 - a. State the kind of such business: _____
 - b. Give date on which applicant began the kind of business named at this location: _____
 - c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934, and carried on continuously since such time by either the applicant or any other person? _____
4. If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? _____
If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original alcoholic liquor license was issued therefore? _____
5. Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes? _____
6. Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited) _____
7. If applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of Alcoholic Liquor, state the kind and nature of such business: _____
8. Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? _____
9. Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc? _____
10. Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? _____
11. It is required by the City of St. Charles that all employees undergo BASSET training. Provide copy of Certificate of training completion. _____
12. From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions? _____
If no, state exceptions: _____
13. Have all persons named in this application been fingerprinted? _____
Fingerprinted by: _____ Date: _____
14. Other necessary data: _____

Investigating Officer: _____

Star Number/Rank: _____

Ward Number: _____

Endorsement of the Chief of Police

Recommended Issuing: Yes _____ No _____ Date _____

Chief of Police: _____