



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Information Item: Liquor Licensing Backgrounds, Site Inspections, and Follow-up Licensing

Presenter: Chief Keegan

Please check appropriate box:

| | | | |
|--------------------------|------------------------|-------------------------------------|---------------------------|
| <input type="checkbox"/> | Government Operations | <input type="checkbox"/> | Government Services |
| <input type="checkbox"/> | Planning & Development | <input type="checkbox"/> | City Council |
| <input type="checkbox"/> | Public Hearing | <input checked="" type="checkbox"/> | Liquor Commission 1.19.16 |

| | | | | | | |
|-----------------|-------|-----------|-----|--------------------------|----|-------------------------------------|
| Estimated Cost: | \$N/A | Budgeted: | YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> |
|-----------------|-------|-----------|-----|--------------------------|----|-------------------------------------|

If NO, please explain how item will be funded:

Executive Summary:

Liq. Comm. Process liq/bldg. permit collaboration

The Liquor Commission is a recommending body considering items related to the management of liquor establishments and liquor sales. Pursuant to recent discussion, we recognized the need for an update regarding the interface between the approval of a liquor permit and the issuance of a building occupancy. Key staff from the Police and Fire Departments and the Building & Code Enforcement Division will be present at the Liquor Commission meeting and will provide a transparent overview of the liquor application process and how this overlays; in the case where a building remodel or build out is involved.

For your information, the liquor license approval process and the building process may track a parallel time line. The building permit occupancy permit, however, is the KEY requirement for the liquor license to be physically issued to the applicant. The liquor license may have already been recommended by the Liquor Commission/Government Operations Committee and approved by the Council prior to the building occupancy permit being granted. The liquor license is only provided to the applicant when the Codes related to the buildout or remodel is satisfied.

Chief Keegan will speak to the liquor application and process. For your information, attached are checklists that assist an applicant in applying for a liquor permit. Additionally, the Police staff attached the Background Check List. Chief Schelstreet has included in the Commission packet information related to Fire Department process related to a building remodel/buildout. Bob Vann, B&CE, has included Building /Code Enforcement-Certificate of Occupancy process information.

Attachments: (please list)

Checklists

Recommendation / Suggested Action (briefly explain):

Informational item only.

For office use only:

Agenda Item Number: 6

LIQUOR APPLICANT BACKGROUND CHECK LIST



APPLICANT(S): _____

BUSINESS: _____

ADDRESS: _____

| | REQUESTED | COMPLETED |
|--|-----------|-----------|
| APPLICATION | _____ | _____ |
| BUSINESS PLAN/FLOOR PLAN/MENU | _____ | _____ |
| LEASE (OR LETTER OF INTENT) | _____ | _____ |
| BASSET CERTIFICATE(S) | _____ | _____ |
| FINGERPRINTS (<u>ALL</u> MANAGERS) | _____ | _____ |
| DRAM SHOP (CERTIFICATE OF INSURANCE) | _____ | _____ |
| DIVISION OF ADMINISTRATION (SOS) | _____ | _____ |
| TLO | _____ | _____ |
| I-CLEAR | _____ | _____ |
| POLICE RECORDS CHECK | _____ | _____ |
| APPLICANT'S HOMETOWN RESIDENCY LETTER | _____ | _____ |
| ILLINOIS LIQUOR COMMISION (LETTER OR PHONE CALL) | _____ | _____ |
| SITE VISIT | _____ | _____ |

INVESTIGATOR ASSIGNED: _____

SUPERVISOR REVIEW: _____

CHECK LIST IN FILLING OUT LIQUOR LICENSE APPLICATION for New APPLICANTS

1. Fill out application in its entirety as questions apply to your business.
2. Bring in a copy of lease.
3. Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.
4. Copy of Articles of Corporation if applicable.
5. Have B.A.S.S.E.T (Beverage Alcohol Sellers & Servers Training) page filled out for all employees. (I only need copy of B.A.S.S.E.T certificate for managers). It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file of their employees.
6. Copy of indoor site plan (seating diagram) and outdoor patio/dining area, if applicable.
7. Copy of Business Plan.
8. Copy of Menu.
9. All managers must be fingerprinted who are employed at your establishment. This is important when any new manager comes on board. They need to contact the Mayor's office to be fingerprinted so that the City's business files are updated.

St. Charles Fire Department Intra-Department Memorandum



Date: January 12, 2016
To: Fire Chief J. Schelstreet
From: Assistant Chief K. Christensen
Re: Fire Department Certificate of Occupancy Process

The following is the Fire Department's process for issuing a Certificate of Occupancy.

- Existing Building Code Review (Optional – Site Visit)
- Building Permit Application
- Plan Review(s)
 - Architectural
 - Fire Alarm
 - Fire Sprinkler
 - Kitchen Suppression
- Building Permit Issued
- Inspection(s)
 - Fire Alarm
 - Fire Sprinkler
 - Kitchen Suppression
 - Final Occupancy
- Certificate of Occupancy Issued

**Community & Economic Development
Building & Code Enforcement Division**

Phone: (630) 377-4406

Fax: (630) 443-4638



Memo

Date: January 14, 2016

To: Mark Koenen, City Administrator

Cc: Rita Tungare, Community & Economic Development Director

From: Bob Vann, Building & Code Enforcement Division Manager

RE: Building/Code Enforcement – Certificate of Occupancy Process (Liquor License)

The following is the process for the issuance of a Certificate of Occupancy that is based on the extent of the project.

- “Chapter 34” review conducted (site visit - optional)
- Plan Submittal Meeting (this is for new structures or a significant project)
- Building permit application
- Plan review
 - Architectural
 - Plumbing/HVAC
 - Frame/Electric
 - Engineering site review, if applicable
 - Review and approval of Kane County Health Department, if applicable
- Issuance of building permit
- Inspections
 - Footing/Foundation/Backfill, if applicable
 - Frame
 - Electric
 - Plumbing/HVAC
 - Final Inspection
 - Health Department approval
- Certificate of Occupancy issued