



# Village of Round Lake

## Community Development

442 North Cedar Lake Road Round Lake, IL 60073  
847-546-0963 fax 847-546-1872  
www.roundlakeil.gov

### LIQUOR LICENSE OVERVIEW

#### PROCEDURE

##### 1. SELECT A SITE AND CHECK THE ZONING

To begin the process, please complete and return the Zoning Compliance form attached. The application will be reviewed for zoning and land use regulations. Upon approval, the Business License Application and supporting documentation may be submitted for processing. If the proposed business is a Special Use, additional time must be allowed for the Special Use process prior to seeking additional approvals.

##### 2. SUBMIT APPLICATION AND SUPPORTING DOCUMENTATION.

Supplemental applications, i.e. business, outdoor seating, etc should be submitted at this time. Application fee \$200.

##### 3. BACKGROUND SCREENING

All owners and managers must submit to a background check and fingerprinting. Complete and return the Background Screening Disclosure along with payment in the amount of ninety (\$90.00) for each applicant, to the Village Hall. Once payment is made, your application will be forwarded to the Police Department who will contact you to set up an appointment for your screening. The timeframe on the results is typically 4-6 weeks.

##### 4. LIQUOR COMMISSION MEETING

Following the background screening approval, owners must attend a Liquor Commission meeting to discuss application. Staff will notify you of meeting date and time.

##### 5. VILLAGE BOARD

Creating a new license requires approval by the Village Board. Staff will notify you of your meeting date and time.

##### 6. APPLY FOR A BUILDING/SIGN PERMIT

A permit must be obtained for all signage, prior to installation, and remodeling/build out, prior to start of construction, from Community Development.

##### 7. BUSINESS OCCUPANCY INSPECTION

Once approved, and the unit is set up, a business occupancy inspection must be scheduled, prior to operation. The building inspector and fire marshal will conduct an inspection to ensure the building meets code standards. The business license may not be issued until inspection approval has been given.

When food service is involved, it is the applicant's responsibility to obtain the necessary permits from the Lake County Department of Health. The business occupancy inspection may not be scheduled until Health Department approval is received by the Village.

##### 8. LICENSE ISSUANCE

#### SUBMITTAL

**A list of required documents is attached. To submit your completed application by e-mail**, scan the completed form and all related materials. Send the electronic files to [buildingdept@roundlakeil.gov](mailto:buildingdept@roundlakeil.gov).

**To submit your completed application in person**, visit the Community Development Department at the Village Hall. A drop box is available in front of the building for drop off outside of business hours.

**To submit your completed application by regular mail**, send the completed form and supporting materials to:  
Village of Round Lake  
Attn: Community Development  
442 N. Cedar Lake Rd.  
Round Lake, IL 60073



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## LIQUOR LICENSE FAQ

### **Is it hard to get a Liquor License?**

With accurate and timely submittal of required documentation, the process is not hard. It can take time as it requires background checks as well as approval by the Liquor Commission and Village Board and decision to establish a new liquor license rests solely on the Liquor Commission and Village Board.

### **How long will the Liquor License process take?**

After a completed application and supporting documentation are received, it takes approximately 2-3 months for approval of a new liquor license.

### **When can I open for business?**

Illinois is a dual license State. You can open for business once you have received your Village Liquor License AND your State of Illinois Liquor License.

### **What are the permitted hours of operation for licensed establishments?**

Daily: 6:00 a.m. to 2:00 a.m. 3:00 a.m. on New Years Day and Thanksgiving Day

All closing times above stated in the A.M. shall refer to the early morning of the day following the opening time. For example, when open on Friday, a Class A licensee must cease selling alcoholic liquor by 2:00 A.M. Saturday morning.

### **If I hire a new manager, do I have to tell the Village?**

Yes, each manager must submit to background check and finger printing, and provide a copy of their BASSET certification.

### **My establishment has a patio; can I serve alcoholic beverages outdoors?**

In order to determine if you are eligible, please complete the Outdoor Seating License application.

### **If the business changes ownership or location can I just cross off the old information and put my new information on the renewal form?**

No, a new application will be required for changes of ownership and/or location.

For more information, contact the Community Development Department.



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## LIQUOR LICENSE SUBMITTAL CHECKLIST

### INITIAL SUBMITTAL

The following documentation is required in order to get the process started:

- Completed Liquor License Application;
- Completed Business License Application and supporting documentation;
- Completed Background Screening Disclosure for applicant(s) and manager(s);
- A color copy of driver's license for applicant(s) and manager(s);
- Written approval of application by property owner;
- Copy of Sample Menu, where applicable;
- Video surveillance plans;
- Application fee (\$200) Background screening fee (\$90)

### ADDITIONAL DOCUMENTS

The following documents may be submitted following approval by the Village Board and must be received prior to license issuance:

- Certificate of Insurance:
  - Submit Dram Shop Insurance. Each applicant for a license shall furnish evidence of insurance coverage against Dram Shop liability as established by the Illinois Liquor Control Act, Chapter 235 ILCS 5/6-21, covering the proposed licensee and the owner of the premises for a full twelve (12) month period.
  - In addition to dram shop insurance required by state law, all liquor licensees during the term of their license shall further maintain and provide a certificate of insurance showing proof of general liability insurance coverage as to the licensee, the premises and including the **village and the village liquor commissioner as co-insured (additional insured)** in liability amounts of not less than one million dollars (\$1,000,000.00) per occurrence;
- Basset Training Certificates for all individuals selling and/or serving alcoholic beverages;
- If premises are **owned** by the applicant, attach a copy of deed or title policy;
- If premises are **leased**, attach an executed lease;
- If premises are **held in trust**, provide a copy of the trust agreement;

### Items required after State Approvals are received:

- A copy of State of Illinois Liquor License;
- A copy of State Gaming License (if applicable;)

*Acceptable forms of payment: Cash, Check (payable to the Village of Round Lake) or Credit Card (includes 2.25% service fee) MasterCard/Discover/Visa, NO AMERICAN EXPRESS*



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## APPLICATION FOR LIQUOR LICENSE

### TYPE OF LICENSE REQUESTED

<input type="checkbox"/>	CLASS A	(TAVERN WITH FULL LIQUOR PACKAGED GOODS)	\$2,500.00
<input type="checkbox"/>	CLASS B	(PACKAGED GOODS)	\$1,750.00
<input type="checkbox"/>	CLASS C	(MAJOR RESTAURANT)	\$1,500.00
<input type="checkbox"/>	CLASS D	(MINOR RESTAURANT)	\$2,000.00
<input type="checkbox"/>	CLASS E	(NON-PROFIT CLUBS)	\$1,250.00
<input type="checkbox"/>	CLASS F	(CATERING OR BANQUET FACILITY)	\$1,500.00
<input type="checkbox"/>	CLASS G	(SPECIAL EVENT FOR NON-FOR-PROFIT, RELIGIOUS OR CIVIC) PER DAY	\$ 50.00
<input type="checkbox"/>	CLASS H	(BRING YOUR OWN LIQUOR, "BYO", RESTAURANT)	\$ 600.00
<input type="checkbox"/>	CLASS I	(OUTDOOR SEATING OR SIDEWALK CAFE- CLASS A, C, D, E, G OR H ONLY)	\$ 300.00
<input type="checkbox"/>	CLASS J	(SPECIAL EVENT/ TEMPORARY)	\$ 50.00
<input type="checkbox"/>	CLASS K	(BREWERY)	\$1,500.00

### BUSINESS INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DBA: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### TYPE OF BUSINESS

<input type="checkbox"/> BANQUET FACILITY	<input type="checkbox"/> DRUGSTORE/ PHARMACY	<input type="checkbox"/> LIQUOR STORE
<input type="checkbox"/> BAR/ TAVERN	<input type="checkbox"/> GROCERY/ DEPARTMENT STORE	<input type="checkbox"/> RESTAURANT
<input type="checkbox"/> CONVENIENCE AND GAS STATION	<input type="checkbox"/> HOTEL/MOTEL	<input type="checkbox"/> OTHER:

### RIGHTS TO PROPERTY

PROPERTY IS OWNED BY APPLICANT  PROPERTY IS LEASED FROM LANDLORD

### LANDLORD INFORMATION (WHERE NOT OWNED BY APPLICANT)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### STATUS OF BUSINESS

- CORPORATION
- PARTNERSHIP
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETOR
- NON-FOR-PROFIT
- OTHER:

**FOR SOLE PROPRIETORS**

ARE YOU A RESIDENT OF THE VILLAGE OF ROUND LAKE?  YES  NO

ASSUMED BUSINESS CERTIFICATE FROM LAKE COUNTY ATTACHED  YES  NO

**FOR PARTNERSHIPS**

DATE OF FORMATION:

PARTNERSHIP AGREEMENT ATTACHED  YES

**FOR CORPORATIONS**

NAME OF CORPORATION/ LLC:

DATE OF INCORPORATION:

CERTIFICATE OF INCORPORATION BEEN FILED WITH THE STATE OF ILLINOIS?  YES  NO

IS THE CORPORATION OR LLC, IS IT IN GOOD STANDING WITH THE STATE OF ILLINOIS?  YES  NO

IF A FOREIGN CORPORATION, IS IT AUTHORIZED TO TRANSACT BUSINESS IN ILLINOIS?  YES  NO

**IF YES, A CERTIFICATE OF QUALIFICATION IS ATTACHED**  YES  NO

ARTICLES OF INCORPORATION DEPICTING THE NAMES OF ALL STOCKHOLDERS, OFFICERS, DIRECTORS AND THEIR POSITIONS IS ATTACHED.  YES

**LOCAL MANAGER INFORMATION**

NAME:

HOME ADDRESS:

CITY: STATE: ZIP:

PHONE:

EMAIL:

DRIVER'S LICENSE/ STATE ID #: STATE ISSUED:

BASSET CERTIFICATE ATTACHED:  YES  NO

MUST NOTIFY THE VILLAGE FOR ANY CHANGE OF MANAGEMENT, A BACKGROUND CHECK AND FINGERPRINTING WILL BE REQUIRED. **INITIAL TO ACKNOWLEDGE:**

**OWNERSHIP INFORMATION**

**FOR EACH OWNER/OFFICER/PARTNER/SHAREHOLDER OWNING MORE THAN 5%, PROVIDE THE FOLLOWING, PROVIDE ADDITIONAL PAGE WHERE NECESSARY:**

NAME:

ADDRESS:

CITY: STATE: ZIP:

BIRTHDATE:

U.S CITIZEN?  YES  NO

PLACE OF BIRTH:

DATE AND PLACE OF NATURALIZATION:

% OWNED:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

BIRTHDATE:

U.S CITIZEN?  YES  NO

PLACE OF BIRTH:

DATE AND PLACE OF NATURALIZATION:

% OWNED:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

BIRTHDATE:

U.S CITIZEN?  YES  NO

PLACE OF BIRTH:

DATE AND PLACE OF NATURALIZATION:

% OWNED:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

BIRTHDATE:

U.S CITIZEN?  YES  NO

PLACE OF BIRTH:

DATE AND PLACE OF NATURALIZATION:

% OWNED:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

BIRTHDATE:

U.S CITIZEN?  YES  NO

PLACE OF BIRTH:

DATE AND PLACE OF NATURALIZATION:

% OWNED:

**ELIGIBILITY INFORMATION**

**THE QUESTIONS BELOW PERTAIN TO THE APPLICANT AND ANY OTHER PERSON LISTED UNDER CORPORATE OFFICER/OWNERSHIP INFORMATION.**

HAVE YOU EVER BEEN ISSUED A LIQUOR LICENSE?

YES  NO

HAVE YOU EVER HAD ANY LIQUOR LICENSE SUSPENDED OR REVOKED?

YES  NO

HAVE YOU EVER BEEN CONVICTED OF:

A FELONY UNDER ANY STATE OR FEDERAL LAW?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PANDERING OR A SIMILAR OFFENSE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ANY VIOLATION UNDER A STATE OR FEDERAL LIQUOR LAW?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ANY GAMBLING OFFENSE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**FOR ALL YES ANSWERS, PROVIDE A DETAILED EXPLANATION (INCLUDING STATE OF OFFENSE, DATE OF CONVICTION, SENTENCE IMPOSED, AND JURISDICTION WHICH CONVICTED) AND INCLUDE DETAILED DOCUMENTATION.**

WILL YOU BE APPLYING FOR A STATE OF ILLINOIS VIDEO GAMING LICENSE?  YES  NO

**A STATE OF ILLINOIS SALES USE TAX# IS REQUIRED FOR ALL (ILLINOIS AND NON-ILLINOIS BASED) LPs, LLPs, LLCs, CORPORATIONS AND NON-PROFIT CORPS.**

ILLINOIS SALES USE TAX #:

**A FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN) IS REQUIRED FOR ALL BUSINESSES**

FEDERAL TAX ID #:

**APPLICANT INFORMATION**

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

PHONE:

RELATIONSHIP TO BUSINESS:

THE APPLICATION MUST BE SIGNED BY AN OWNER, AN OFFICER, OR PARTNER.

**I UNDERSTAND THE ISSUANCE OF THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL VILLAGE CODES AND ORDINANCES, STATE AND FEDERAL LAW, AND THE RESULTS OF ANY INSPECTIONS REQUIRED BY ORDINANCE AT THIS TIME AND ANY FURTHER INSPECTIONS WHILE THIS LICENSE IS IN FORCE. I HAVE READ THIS APPLICATION AND ANSWERED ALL QUESTIONS FULLY. THE INFORMATION I HAVE SUBMITTED IN THIS APPLICATION IS COMPLETE AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.**

**SIGNATURE OF APPLICANT**

**DATE**

FOR OFFICE USE			
LIQUOR CLASS: _____	FEE: \$ _____	LL APPROVED: _____	
LIQUOR CLASS: _____	FEE: \$ _____	LL DENIED: _____	
LIQUOR CLASS: _____	FEE: \$ _____		
TOTAL LICENSE FEE: \$ _____			



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## BACKGROUND SCREENING DISCLOSURE AND WRITTEN AUTHORIZATION

*(Please read this form carefully)*

### DISCLOSURE

I have been notified that the Village of Round Lake and the Round Lake Police Department may request that a background screening be conducted to verify any information I have provided in connection with my license application.

The Village of Round Lake or the Round Lake Police Department may request a consumer report and/or an investigative consumer report in connection with my license application or at any time during my license is valid in accordance with all applicable laws. These reports may include information about my background, including but not limited to character, mode of living, criminal history records, sex offender registry records, Social Security records, educational records, employment records, credit reports, driving records, and license/certification records, or any other such record, written or otherwise, that is deemed appropriate.

Upon written request to the Village of Round Lake and proper identification, I have the right to be informed when a consumer report or investigative consumer report is conducted, and the right to make a request to Innovative Credit Solutions, the consumer reporting agency vendor, within a reasonable period of time, as to the nature and substance of all information in its files on me at the time of my request, including the sources of information and the recipients of any reports on me that Innovative Credit Solutions has previously furnished. Communications with Innovative Credit Solutions should be directed to PO Box 1386, Columbia, South Carolina 29202 800-345-2746.

### AUTHORIZATION

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon the Village of Round Lake or the Round Lake Police Department's request in conjunction with my application for a license.

*I have read this Disclosure and Written Authorization; I understand the provisions stated herein, and I agree to the terms.*

---

Print Name (First, MI, Last)

---

Driver's License Number

---

Driver's License State Issued & Expiration Date

---

Date of Birth

---

Social Security Number

---

Signature

---

Date





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(STATE OF ILLINOIS)

SS.

(COUNTY OF LAKE)

## VERIFICATION

I, \_\_\_\_\_, being duly sworn, depose and say that I am the

PRINT NAME

\_\_\_\_\_ and have answered the questions in the application with a complete

PRESIDENT, PARTNER, OWNER, ETC.

understanding of the questions asked and the answers given. The answers given are true in substance and in fact and are offered to induce the Liquor Control Commissioner to issue a liquor license to the applicant.

\_\_\_\_\_  
*Applicant Signature*

Sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*SEAL*

\_\_\_\_\_  
*Notary Signature*

## Victims of slavery and human trafficking are protected under United States and Illinois law

### *If you or someone you know:*

- Is being forced to engage in any activity and cannot leave, whether it is:
  - Commercial sex industry (street prostitution, strip clubs, massage parlors, escort services, brothels, internet),
  - Private Homes (housework, nannies, servile marriages),
  - Farm work, landscaping, construction,
  - Factory (industrial, garment, meat-packing),
  - Peddling rings, begging rings, or door-to-door sales crews
  - Hotel, retail, bars, restaurant work or
  - Any other activity
- Had their passport or identification taken away or
- Is being threatened with deportation if they won't work

### National Human Trafficking Resource Center

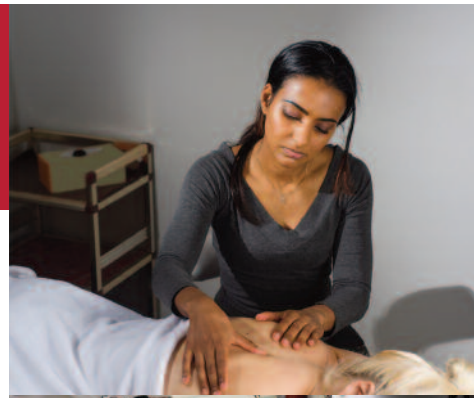
# 1-888-373-7888

Or Text "HELP" to 233733  
to access help and services.

### *The hotline is:*

- Available 24 hours a day, 7 days a week.
- Toll-free.
- Operated by nonprofit nongovernmental organizations.
- Anonymous and confidential.
- Accessible in more than 160 languages.
- Able to provide help, referral to services, training, and general information.

For more information: [www.TraffickingResourceCenter.org](http://www.TraffickingResourceCenter.org)



## Las víctimas de esclavitud y trata de personas están protegidas bajo las leyes de Estados Unidos y de Illinois

### *Si usted o alguien que usted conoce:*

- Es forzado a participar en cualquier actividad y no puede dejarla, ya sea de:
  - La industria del sexo comercial (prostitución callejera, clubes, salas de masaje, servicios de acompañante, burdeles, Internet)
  - Residencias privadas (trabajo doméstico, cuidado de niños, matrimonios serviles)
  - Trabajo en fincas, jardinería, construcción.
  - Fábricas (industrial, textil, empaqueo de carnes).
  - Grupos de venta ambulante, limosneros o grupos de ventas callejeras
  - Hoteles, tiendas, bares, trabajo en restaurantes o
  - Cualquier otra actividad.
- Le quitaron su pasaporte u otra forma de identificación.
- Le amenazan con deportación si rehúsa trabajar.

### Centro Nacional de Recursos Para la Trata de Personas

# 1-888-373-7888

O para acceso a servicios y ayuda,  
envíe un texto con la palabra "HELP" al 233733

### *La línea:*

- Está disponible las 24 horas del día, los 7 días de la semana.
- Es gratis
- Está operada por organizaciones no gubernamentales sin fines de lucro.
- Es anónima y confidencial.
- Está disponible en más de 160 idiomas diferentes.
- Puede brindar ayuda, recomendar otros servicios, proveer adiestramiento e información general.

Para más información: [www.TraffickingResourceCenter.org](http://www.TraffickingResourceCenter.org)