HOW TO GET A RETAILER'S LIQUOR LICENSE IN ILLINOIS

Just Follow These 3 Basic Steps:

1 Obtain a Local Liquor License

You must obtain a liquor license from your local liquor control commission.

2 Gather These Documents & Information

3 Submit Documents and Payment to the ILCC

Certificate of Insurance
Provide a copy of your business Certificate of Insurance.

Proof of Purchase
The closing on the business must come before a license will be issued.

Liquor License on the Premise?
Liquor licenses must be surrendered to the state.

How Long Does it Take?
2-3 Days depending on documentation

Business FEIN
Apply for a FEIN at IRS.GOV.

Hard Copy of Online Application
Fill out the online application, print, and bring to the ILCC.

How Much Does it Cost?
$500 check or money order only.

The $500 Application Fee
Must be paid by check or money order.

Bulk Sales Release Order
Contact Illinois Dept. of Revenue to obtain a bulk sales release order or an address release order.

Previous State Liquor License(s)
Provide a copy of any state liquor license.

Chicago Office
100 W. Randolph, Ste. 7-801, Chicago, IL 60601
Phone: 312.814.2206

Springfield Office
101 W. Jefferson, Ste. 3-525, Springfield, IL 62702
Phone: 217.782.2136

Illinois Liquor Control Commission

Pat Quinn, Governor | **Gloria L. Materre,** Executive Director

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