



CITY OF CARBONDALE, ILLINOIS

APPLICANT INFORMATION

TRANSFER OF EXISTING LIQUOR LICENSE

LICENSE CLASSIFICATIONS AND FEES:

Class A1 - Authorizes the sale of beer and wine only, by the drink but not by the package (except wine), with food for consumption on the premises only. 51% of gross retail sales revenue must be from the sale of food and/or non-alcoholic beverages. **Class A1 establishments are subject to an audit by a Certified Public Accountant at their expense.** When full menu service is available, Class A1 establishments do not have a legal entry age. However, when the licensee discontinues complete menu service (i.e. reduces it menu to appetizers only), the licensee may no longer allow persons under the age of 19 to enter or remain upon the licensed establishment. FEE: Occupancy x \$4.50 (minimum of \$225.00 and maximum of \$675.00). For an additional fee of \$100.00, licensee may sell package beer and wine with the simultaneous sale of an entree for consumption off the premises.

Class A2 - Authorizes the retail sale of all alcoholic liquor, by the drink but not by the package (except wine), with food for consumption on the premises only. 51% of gross retail sales revenue must be from the sale of food and/or non-alcoholic beverages. **Class A2 establishments are subject to an audit by a Certified Public Accountant at their expense.** When full menu service is available, Class A2 establishments do not have a legal entry age. However, when the licensee discontinues complete menu service (i.e. reduces it menu to appetizers only), the licensee may no longer allow persons under the age of 19 to enter or remain upon the licensed establishment. FEE: Occupancy x \$13.50 (minimum of \$750.00 and maximum of \$2,250.00). For an additional fee of \$100.00, licensee may sell only package beer and wine with the simultaneous sale of an entree for consumption off the premises.

Class B1 - Authorizes the retail sale of beer and wine only, by the drink, for consumption on the premises only. Package sales are not permitted. **The holder of a B1 license shall not allow any person under the age of 19 years to enter into or remain upon the premises for which the license is held.** FEE: Occupancy x \$7.50 (minimum of \$375.00 and a maximum of \$1,125.00).

Class B2 - Authorizes the retail sale of all alcoholic liquor, by the drink, for consumption on the premises only. Package sales are not permitted. **The holder of a B2 license shall not allow any person under the age of 19 years to enter into or remain upon the premises for which the license is held.** FEE: Occupancy x \$13.50 (minimum of \$750.00 and maximum of \$2,250.00).

NOTE: THE TOTAL NUMBER OF CLASS B1 AND B2 LICENSES, COMBINED, ISSUED BY THE LOCAL LIQUOR CONTROL COMMISSION WILL NOT EXCEED SIXTEEN (16). CURRENTLY, THERE ARE FOURTEEN (14) CLASS B1 AND B2 LICENSES THAT HAVE BEEN ISSUED, PLUS ONE (1) PERMIT FOR LICENSE THAT HAS BEEN ISSUED.

Class C1 - Authorizes the retail sale of all alcoholic liquors, in their original package only, for consumption off the premises only. FEE: \$2,250.00. (Please contact the City Clerk's Office for other restrictions related to this license.)

Class C2 - Authorizes the retail sale of beer and wine, in their original package only, for consumption off the premises only. FEE: \$2,250.00. (Please contact the City Clerk's Office for other restrictions related to this license.)

NOTE: THE TOTAL NUMBER OF CLASS C1 AND C2 LICENSES ISSUED BY THE LOCAL LIQUOR CONTROL COMMISSION WILL NOT EXCEED EIGHT (8) PER CLASSIFICATION.

Class D1 - Authorizes the retail sale of all alcoholic liquors by bed and breakfast establishments (5 or less rooms) only for consumption on the premises only. FEE: \$100.00

Class D2 - Authorizes the retail sale of all alcoholic liquors by hotels/motels (6 or more rooms) only for consumption on the premises only. FEE: \$2,250.00

TRANSFER FEE:

1. Transfer from person-to-person, corporation-to-corporation or to new officers of a corporation, at the existing location: \$100.00 non-refundable application fee. If the transfer is not granted, this fee will be retained by the City to cover its costs in processing your application.
2. Transfer to a new location by a current licensee: License fee is based on the date of issuance of the transfer license and is prorated according to the number of months remaining in the license year. For example, if your permitted occupancy is 100 and you receive a Class A1 license on November 14, your annual fee and prorated fee would be calculated as follows: 100 occupancy x \$4.50 = \$450.00 annual fee. Prorate \$450.00 ÷ 12 months = \$37.50/month. \$37.50/month x 8 months (November 14 through June 30) = \$300.00 is the PRORATED LICENSE FEE. If the transfer is not granted, \$100.00 of this fee will be retained by the City to cover its costs in processing your application. NOTE: Depending on the time of year the transfer is approved, you *may* be entitled to a prorated refund at the prior licensed location.

BEER GARDENS: The occupancy permit number for each licensed establishment shall be calculated in such a manner as to include any area that is used or intended for use as a beer garden as described in the Carbondale Liquor Code. An application for a beer garden should be filed in the manner prescribed by the Liquor Code. Any licensee desiring to operate a beer garden shall submit the following fees with its application in addition to the fees required above:

- a. \$100.00 if there will be no entertainment offered to the patrons of the licensed beer garden;
- b. \$400.00 if any entertainment is offered to the patrons of the beer garden. Entertainment is defined as "any music, whether live, pre-recorded, or broadcasted via radio or television or any sporting contests including but not limited to volleyball and horseshoes, and any dance, play, comedy presentation or motion picture."

HOW TO APPLY: When applying for a liquor license within the City of Carbondale, the following information must be submitted to the City Clerk's Office before the application is placed on the agenda for review by the Liquor Advisory Board or Liquor Commission:

1. Completed application. All blanks must be filled in and the application must be signed and notarized or it will not be accepted.
2. \$100.00 transfer fee in the form of cash, certified check, credit card or money order.
3. If the license is being transferred from person-to-person or corporation-to-corporation, a letter must be submitted by the current licensee authorizing the transfer. (Not required for a current licensee wanting to transfer their existing license to another location. However, the name of the licensee must remain the same.)
4. A deed for the premises, or a lease extending at least through the end of the license year (June 30). This lease or deed may be contingent upon receipt of a liquor license.
5. A copy of the interior floor plan, including kitchen and non-public areas as well as all public areas.
6. A completed "Business Operation Questionnaire" that is attached to this application information sheet.

NOTE: The Police Department will be furnished with a copy of the application so it may conduct its investigation. All prior arrests are subject to disclosure by the Police Department. (ordinances violations, misdemeanors and felonies) No individual with a felony conviction is eligible to hold a liquor license.

REVIEW PROCEDURES:

LIQUOR ADVISORY BOARD: The Carbondale Liquor Advisory Board generally meets on the 1st Thursday of each month. In order for your application to be placed on the LAB agenda, the information listed above must be submitted by the 20th of the preceding month. (Example: Deadline for submitting applications for June LAB meeting would be May 20.) No exceptions to this deadline will be granted. When your application is placed on the Liquor Advisory Board agenda, you are **REQUIRED** to attend the LAB meeting to answer questions the Board may have concerning your application. The Board may or may not make a recommendation on this application at this meeting; the Board has the prerogative of holding your application for a second hearing one month later.

LOCAL LIQUOR CONTROL COMMISSION: After the Liquor Advisory Board makes a recommendation concerning your application, it will be scheduled for review and action by the Local Liquor Control Commission (City Council). You will receive a Liquor Commission agenda through the mail prior to the Commission meeting. You are **REQUIRED** to attend the Liquor Commission meeting to answer any questions the Commission may have concerning your application.

GRANTING THE LICENSE: If the Local Liquor Control Commission grants your license, the license will not be issued until final approvals are obtained from the Police Department, the Fire Department and Building and Neighborhood Services. The Fire Department and Building and Neighborhood Services will inspect the premises at the request of the applicant. As soon as the premises are ready for inspection, THE APPLICANT should notify the Fire Inspector and the Building Inspector at 549-5302. In addition, all the following documentation must be on file in the City Clerk's Office before your license is issued:

1. If applicant is a newly-formed corporation, the Certificate of Incorporation received from the Secretary of State must be submitted.
2. If applicant is an existing corporation, a Certificate of Good Standing must be obtained from the Secretary of State.
3. If the corporation was formed in a state other than Illinois, a Certificate must be submitted from the Illinois Secretary of State certifying that the corporation is authorized to do business in the State of Illinois.
4. If an individual or partnership is making application, proof of in-city residency must be submitted.
5. Certificate of Insurance or Insurance Binder for liability and dram shop insurance.
6. Proof of State ROT (Retailer's Occupation Tax) Number.
7. A copy of temporary or annual health permit.

8. Proof of completion of an **Illinois Liquor Control Commission (ILCC)** approved beverage alcohol sellers and servers educational training (BASSET) program. Verification of training shall be in the form of an affidavit which will be accompanied by a list of employees with specific certification information for each trained employee. All licensees and not less than fifty percent (50%) of their employees who serve alcoholic beverages or otherwise come into contact with patrons of their establishment shall attend and complete an ILCC approved BASSET program.

PERMIT FOR LICENSE: Once a license is approved, you will be issued a "180-Day Permit for License". You must meet the requirements for your liquor license within 180 days of approval, or you must repeat the application procedure. (If the 180-Day Permit for License expires and you do not request the extension, but you have not yet met the requirements for the liquor license, you must repeat the application procedure.)

FURTHER INFORMATION:

Information regarding licensing procedures and tax collections may be obtained from City staff. All city staff may be reached at P. O. Box 2047, Carbondale, IL 62902-2047, phone (618) 549-5302. The persons to contact on the various items are:

City liquor licensing procedures and Business Operation Questionnaire: Rachael E. Moore, City Clerk
City fire regulations or the calculation of occupancy permit limits: Fire Inspector, Fire Department
City code enforcement regulations: Building Inspector, Building & Neighborhood Services

HEALTH DEPARTMENT INFORMATION:

Inquires regarding Health Department regulations should be directed to the Jackson County Health Department, P. O. Box 307, Murphysboro, IL 62966, Phone (618) 684-3143.

RETAILER'S OCCUPATION TAX NUMBER INFORMATION:

Inquiries concerning the Illinois Retailer's Occupation Tax number should be directed to the Illinois Department of Revenue, 1107 W. DeYoung Street, Marion, IL 62959, Phone (618) 993-8183.

CERTIFICATE OF INCORPORATION INFORMATION:

Inquiries concerning the Certificate of Incorporation, Certificate of Good Standing or the Certificate showing you are licensed to do business in the State of Illinois should be directed to the Illinois Secretary of State, Corporations Division, Springfield, IL 62756, Phone (217) 782-7880.

STATE LIQUOR LICENSE INFORMATION:

Inquiries about State of Illinois liquor licenses should be directed to the Illinois Liquor Control Commission, 101 West Jefferson, Springfield, IL 62702, Phone (217) 782-2135.