



City of Carbondale
City Clerk
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3280
Fax (618) 457-3283
Explorecarbondale.com

APPLICANT INFORMATION FOR NEW LIQUOR LICENSE

Below are simplified descriptions of liquor classifications in the City of Carbondale. Please contact the City Clerk's Office for other details and restrictions related to any of these licenses.

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. FEE: Varies depending on occupancy.

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. FEE: Varies depending on occupancy.

Class B1 – Authorizes the retail sale of beer and wine only, by the drink, for consumption on the premises only. No person under the age of 19 years may enter into or remain upon the premises for which the license is held. FEE: Varies depending on occupancy.

Class B2 – Authorizes the retail sale of all alcoholic liquor, by the drink, for consumption on the premises only. No person under the age of 19 years may enter into or remain upon the premises for which the license is held. FEE: Varies depending on occupancy.

Class B3 – Authorizes the retail sale of alcoholic liquor, by the drink, for consumption on the premises only, as a secondary business to the business of video gaming. No person under the age of 19 years may enter into or remain upon the premises for which the license is held. FEE: Varies depending on occupancy.

Class B4 – Authorizes the retail sale of all alcoholic liquor, by the drink, for consumption on the premises only. No person under the age of 19 years may enter into or remain upon the premises for which the license is held. FEE: Varies depending on occupancy.

Class C1 – Authorizes the retail sale of all alcoholic liquors, in their original package only, for consumption off the premises only. FEE: \$2,250

Class C2 – Authorizes the retail sale of wine and beer, in their original package only, for consumption off the premises only. FEE: \$2,250

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

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

Class D3 – Authorizes the retail sale of all alcoholic liquors by a senior living facility only for consumption on the premises only. FEE: \$750

Class E – Authorizes the retail sale of all alcoholic liquors by fraternal organizations only for consumption on the premises of the fraternal organization only. FEE: \$1,125

Class F – Temporary Liquor License for a charitable or not-for-profit organization. (A different application and process applies.)

Class G – Authorizes the retail sale of all alcoholic liquors at a conventional golf courses consisting of at least nine holes. FEE: \$1,125

Class H – Authorizes the retail sale of wines, beer, or spirits by any person who regionally produces, bottles or manufacturers the wines, beer, or spirits. FEE: \$100

Class H2 – Authorizes the retail sale of wine, beer, and spirits by any person who regionally produces, bottles, or manufactures the wine, beer, and spirits in a State-licensed winery, microbrewery, and/or micro distillery. FEE: \$900

Class II – Authorizes a farmer’s market to conduct wine, beer, or spirits tastings on its premises for the purpose of informing and educating the tasters about the regionally produced wine, beer, or spirits being sampled. FEE: \$50

Class I2 – Authorizes a farmer’s market to conduct retail sales of regionally produced beer, wine, or spirits by the package, for consumption off the premises. FEE: \$50

Class J – Authorizes the retail sale of all alcohol by the drink for consumption upon the premises by a bona fide corporation that is organized under the laws of this state, not for pecuniary profit and primarily for the public presentation of theatrical or musical performances, art exhibits, or oral presentations. FEE: \$100

Class K – Authorizes the retail sale of all alcohol by the drink for consumption on the premises only, incidental to the operation of a movie theater. FEE: \$2,250

Class L – Allows for a temporary extended premises adjacent to a licensed Class A, B, E, H, or J facility to allow on premises consumption for a time period of no greater than three days. Requires the licensee to obtain a State-issued special use permit from the Illinois Liquor Control Commission. There is a separate application and administrative process to approve this add-on license. FEE: \$25 per day

APPLICATION FEE: There is a \$100 application fee and additional fees to conduct needed background investigations. If your liquor license is denied by the Local Liquor Control Commission, your license fee is refunded less the \$100 application fee and background investigation fee(s).

BEER GARDENS: The occupancy for each establishment shall be calculated in such a manner as to include any area that is used or intended for use as a beer garden or outdoor café. An application for a beer garden/outdoor café should be filed in the manner prescribed by the Liquor Code.

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 Commission:

1. Completed application. All questions must be completely answered and the application must be signed and notarized or it will not be accepted.
2. \$100 application fee and background investigation fee(s).
3. A Criminal History Release form for each corporate officer, partner, manager or individual applying for the license. This form is necessary to conduct the criminal history check. Under state law and city ordinance, no corporate officer, partner, manager, or individual with a felony conviction is eligible to hold a liquor license.
4. A copy of the interior floor plan, including kitchen and non-public areas as well as all public areas.
5. A completed “Business Operation Questionnaire” that is attached to this application information sheet.

REVIEW PROCEDURES

LIQUOR ADVISORY BOARD: If a new applicant wishes to have the Liquor Advisory Board review their application prior to the Local Liquor Control Commission determination, they should indicate that interest on the application.

LOCAL LIQUOR CONTROL COMMISSION: The applicant or their agent is **REQUIRED** to attend the Local Liquor Control 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 approval is obtained from Development Services. The Building Inspector will investigate the premises once the applicant notifies the inspector that the premises are ready. In addition, all the following documentation must be on file in the City Clerk's Office before your license is issued:

1. A deed for the property or, in the alternative, a lease for the property extending at least through the end of the license year (December 31). This lease or deed may be contingent upon receipt of a liquor license.
2. If applicant is a newly-formed corporation, the Certificate of Incorporation received from the Secretary of State must be submitted, or if applicant is an existing corporation, a Certificate of Good Standing must be obtained from the Secretary of State. If the corporate name is not changing, but the officers of the corporation are changing, the applicant must submit verification from the Secretary of State that the corporate officers' names have been changed at the state level. 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.
3. Screenshot or certificate showing good standing from the Illinois Secretary of State – not required for a sole proprietorship
4. Certificate of Insurance for general and liquor liability
5. Photocopy of a valid Illinois Business Authorization Certificate (this can be acquired from the Illinois Department of Revenue)
6. A copy of temporary or annual health permit
7. Full listing of employees/servers and evidence of completing server training requirements (50% for C1, C2, F1, F2 and all alcohol servers (as defined by Public Act 99-0046) for other classifications. For information regarding authorized server training, visit the Illinois Liquor Control Commission's website.

The license fee is based on the date of issuance of the license and is prorated according to the number of months remaining in the license year.

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 of you must repeat the application procedure.

SALE OF ALCOHOL AT THE CARBONDALE CIVIC CENTER: The City Council may grant a Carbondale liquor licensee the authority to sell, deliver or serve alcohol in the Carbondale Civic Center, 200 S. Illinois Avenue. Licensees may obtain application forms for the "Civic Center Catering Option" at the City Clerk's Office.

VIDEO GAMING: Any Carbondale liquor licensee whose establishment is eligible to operate video gaming terminals, in accordance with State and local regulations, must obtain video gaming terminal permits from the City of Carbondale in addition to a State of Illinois Gaming Establishment license. There is a cap on City video gaming terminal licenses. Please contact the City Clerk's Office regarding the licensing of video gaming terminals.

FURTHER INFORMATION: Information regarding licensing procedures may be obtained from City staff at (618) 549-5302.



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APPLICATION FOR A NEW LIQUOR LICENSE

Application must be typed. Handwritten applications will not be accepted

TO THE LOCAL LIQUOR CONTROL COMMISSION: The undersigned hereby makes application for the issuance of a city retailer’s license for the sale of alcoholic liquor, certifies to the following facts, agrees that any license shall be issued on the basis of the following facts, and that if any of the following facts are changed without prior approval of the Liquor Control Commission, said license may be revoked or suspended at the sole discretion of the Liquor Control Commission.

Applicants are advised that the * Liquor Advisory Board and Local Liquor Control Commission may request additional information not included on this application in order to make the determination whether a license will be approved.

Complete and accurate responses are required for each question on this application. Incomplete or inaccurate application will be returned for correction/completion and may result in the delay of approval or denial of the request for a liquor license.

Note: The term “Applicant” refers to the all members of a partnership, limited liability company or corporation, and any officers, directors or registered agents of the corporation and any stockholders owning 5% or more of the corporate stock and any members.

* Do you want this application to be reviewed by the Liquor Advisory Board before it is considered by the Local Liquor Control Commission?	Yes	No
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1.	THIS APPLICATION IS BEING MADE AS (check one)		
Corporation	Partnership	Individual	LLC

2.	Establishment Name (Should match the name on business’ signs)		
Business Address			
Mailing Address			
Email		Phone	

Business Hours (list <u>opening and closing</u> hours for each day of the week)						
MON Open	TUE Open	WED Open	THU Open	FRI Open	SAT Open	SUN Open
MON Close	TUE Close	WED Close	THU Close	FRI Close	SAT Close	SUN Close

Description of additional premises under control of licensee, but not part of licensed facility (i.e. adjacent parking lots)

FOR OFFICE USE ONLY		
Application Received:	Application Fee:	Form of Payment:
License Fee:	Prorated Fee (if applicable):	Received:

3.	COMPLETE THE FOLLOWING CORPORATE INFORMATION (If Filing as a Corporation)
If application is being made as a limited liability company, complete the information below. If application is being made as an individual/partnership, skip to question #4.	
Name of Corporation: _____ (Correct name and spelling is required. Not doing so could delay license processing. This should match information on file with Secretary of State, Illinois Department of Revenue, and Illinois Liquor Control Commission.)	
President's Name	Phone
Home Address	
Vice-President's Name	Phone
Home Address	
Secretary's Name	Phone
Home Address	
Treasurer's Name	Phone
Home Address	

4.	COMPLETE THE FOLLOWING LLC INFORMATION (If Filing as a Limited Liability Company)
If application is being made as a limited liability company, complete the information below. If application is being made as an individual/partnership, skip to question #5.	
Name of Limited Liability Company: _____ (Correct name and spelling is required. Not doing so could delay license processing. This should match information on file with Secretary of State, Illinois Department of Revenue, and Illinois Liquor Control Commission.)	
The information in Question #4 must be given for ALL members applying for a Carbondale alcoholic liquor license. Attach additional sheets (if necessary) giving the required information for all members.	
Member's Name	Phone
Home Address	
Member's Name	Phone
Home Address	
Member's Name	Phone
Home Address	

5.	COMPLETE THE FOLLOWING INDIVIDUAL/PARTNERSHIP INFORMATION (If Filing as an Individual/Partnership)	
	If application is being made as an individual/partnership, complete the information below.	
Sole Proprietor/Partner Name		Phone
Home Address		
Partner Name		Phone
Home Address		
Partner Name		Phone
Home Address		

6.	PRINCIPAL KIND OF BUSINESS (check one)			
Restaurant	Bar	Liquor Store	Hotel/Motel	Fraternal Organization
Brewery	Public Arts Venue	Golf Course	Winery	Distillery
Grocery Store	Gaming Parlor	Bed & Breakfast	Senior Living Facility	Movie Theater
Farmers' Market		Other (please list):		

7.	LICENSE TYPE & OPTIONS	
Please refer to the Carbondale Liquor Code available online and check the type of license for which you are applying.		
<i>License Types (please check one)</i>		<i>Annual Fee</i>
	Class A1 (Beer & wine for consumption on-premises [restaurant])	\$225-\$675
	Class A2 (All alcoholic liquor by for consumption on premises [restaurant])	\$750-\$2,250
	Class A3 (All alcoholic liquor for consumption on premises [pari-mutuel])	\$750-\$2,250
	Class B1 (Beer & wine for consumption on premises [bar])	\$375-\$1,125
	Class B2 (All alcoholic liquor for consumption on premises [bar])	\$750-\$2,250
	Class B3 (All alcoholic liquor for consumption non premises [primary function video gaming])	\$500-\$2,250
	Class B4 (On premises consumption – special conditions (attach request for conditions))	\$500 - \$2,250
	Class C1 (All alcoholic liquor in original package only [packaged liquor store])	\$2,250
	Class C2 (Beer and wine in original package only [grocery store])	\$2,250

LICENSE TYPE & OPTIONS continued		
	Class D1 (Bed & breakfast establishment of all alcoholic liquor)	\$100
	Class D2 (Hotels & motels)	\$2,250
	Class D3 (Senior Living Facility)	\$750
	Class E (Fraternal organization all alcoholic liquor by glass only)	\$1,125
	Class G (All alcoholic liquor [golf course])	\$1,125
	Class H1 (Sale of wines, beer or spirits regionally produced)	\$100
	Class H2 (Sale of wine, beer and spirits in a facility authorized to ship products)	\$900
	Class I (Farmer's markets to conduct wine, beer or spirits tastings)	\$50
	Class J (All alcoholic liquor for consumption on premises [Not for profit public arts venue])	\$100
	Class K (Movie theater – all alcoholic liquor for consumption on premises)	\$2,250

8.	OPTIONS		
Package (\$100)	By The Drink (\$100) <i>(Winery/Distillery Only)</i>	Civic Center Catering <i>Separate Application</i>	
Microbrewery (\$100)	Beer Garden (\$100/\$400) <i>Separate Application</i>	SIU Catering <i>Separate Application</i>	

9.	FOR CLASS A1 OR A2 (RESTAURANT) APPLICANTS ONLY			
Indicate what time kitchen closes and/or the time <u>full menu</u> service stops.				
Estimate percentage of liquor sales		%	Estimate percentage of food sales	
			%	
Estimate percentage of sales within the establishment other than liquor or food		%	<i>TOTAL OF ALL SHOULD <u>EQUAL 100%</u></i>	

ALL CLASSIFICATIONS MUST ANSWER THE FOLLOWING QUESTIONS IN FULL.			
10.	Is applicant a club (fraternal organization)?	Yes	No
If yes, has it the qualifications described in the State of Illinois Liquor Control Act related to alcoholic liquors?		Yes	No
11.	Does applicant own the premises for which this license is sought?	Yes	No
12.	Does applicant have a lease on the premises extending through December 31 of the current license year?	Yes	No
If yes, give the name and address of the lessor			

13.	Is the location of the building for which this license is sought located within 100 feet of any church, school, hospital, home for the aged or indigent person, home for veterans of their spouse or children, or any military or naval station (as measured from the nearest portions of the buildings)?	Yes	No
14.	Is any law enforcing public official, mayor, city council member, or any president/member of county board directly or indirectly interested in the business for which this license is sought?	Yes	No
15.	Have you ever been charged with or received a disposition of guilt either through supervision, probation, or conviction for any offense involving theft, burglary, fraud, bribery, assault, or moral turpitude under the laws of the State of Illinois, of any other state, or of the United States within five years of the date of application?	Yes	No
If yes, give the name of the person(s), the date, the nature of the offense and the disposition of the conviction			
16.	Has the applicant ever permitted an appearance bond forfeiture related to the manufacture, sale or distribution of alcoholic liquor?	Yes	No
If yes, state particulars			
17.	Has the applicant ever made application for a liquor license for any premises other than those described in question 1?	Yes	No
If yes, give name(s) of governmental entities to which the applicant has submitted an application, date(s) of application, disposition of application			
18.	Has the applicant ever had fin es imposed, any liquor license suspended or revoked , as the result of a violation of the liquor code?	Yes	No
If yes, list fine amounts, dates, and length of suspension and reasons therefor			
19.	Has any license previously issued to this applicant been revoked or application for a liquor license been denied by State, Federal, or local authorities?	Yes	No
If yes, state date(s) and reason for revocation/denial			
20.	Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquor?	Yes	No
If yes, at what location(s)?			
21.	Does applicant have experiences in retail liquor sales or ever been employed by a liquor licensee?	Yes	No
If yes, provide applicant name, date of employment and name/address of employer			

22.	Has the applicant any relative, through blood or by marriage, engaged in the liquor business?	Yes	No
If yes, give name, address and type of license			
23.	Has any manufacturer, importing distributor, or distributor directly or indirectly paid or agreed to pay for this license, advanced money, or anything else of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days) or is such person directly or indirectly interested in the ownership, conduct or operation of the place of business (signs, advertising materials, paintings/trims exempted)?	Yes	No
If yes, describe			
24.	Does the applicant hold any current business licenses issued by the federal, state, county, city, or other local governmental jurisdiction?	Yes	No
If yes, what type of license(s) are currently held and at what location(s)			
25.	Does the applicant regularly and routinely pay all sales taxes, privilege taxes, property taxes, etc. applicable to the business to all governmental jurisdictions, including federal, state, county, city, etc.	Yes	No
If no, state reason(s) why tax payments have been withheld			
26.	FINANCIAL INFORMATION		
TOTAL INVESTED IN BUSINESS		\$	<i>Total Invested in Business and Total Source of Funds <u>must equal each other</u></i>
Source of Funds			
Loans from financial institutions			
#1		\$	
#2		\$	
#3		\$	
Loans from Individuals and/or Investors			
Individual/Investor(s) names and amounts			
#1		\$	
#2		\$	
#3		\$	
TOTAL SOURCE OF FUNDS		\$	

The undersigned do/does hereby swear (or affirm) that the applicant in whose name this application is made will not violate any of the ordinances of the City of Carbondale or the laws of the State of Illinois or the United States of America, in the conduct of the place of business described herein, and that the statements contained in this application are true and correct to the best of my/our knowledge and belief and I/we understand that violation of any ordinances or laws shall constitute grounds for suspension or revocation of the license.

In the case of a corporation, this application must be signed by the President and Secretary; for Partnerships, all partners shall sign this form; for Limited Liability Companies, all members of the LLC are required to sign this form.

Date	Date
Signature & Title of Applicant	Signature & Title of Applicant
Date	Date
Signature & Title of Applicant	Signature & Title of Applicant

Please provide valid contact information for **two responsible authorized persons** who are affiliated with this liquor establishment. These individuals are responsible for responding to requests from public safety personnel or City administration both during and outside of business hours.

Agent #1 Name	Email Address	
Address, City, State, Zip		
Primary Phone	Alt. Phone	
In what capacity are you affiliated with the liquor establishment?		
Agent #2 Name	Email Address	
Address, City, State, Zip		
Primary Phone	Alt. Phone	
In what capacity are you affiliated with the liquor establishment?		

*Responsible authorized contacts are individuals who are routinely present at the licensed premises consistent with the hours of operation or who are responsible for the operation of the business whether or not they are on the premises at the time.

The licensee is responsible for ensuring that the contact information for the two authorized contact is current at all times. Changes to contact information must be reported to the City within 10 days.

LIQUOR LICENSE BUSINESS OPERATION QUESTIONNAIRE

ALL QUESTIONS must be fully and completely answered.

BE VERY DETAILED/SPECIFIC. This questionnaire must be filed with the City Clerk at the time your liquor license application is submitted.

1.	What kind of impact or demand would you expect this business to have on City services? (Fire, Police, Code Enforcement, etc.)

2.a.	Proximity to residential property (Please list <u>as many as possible</u> and include distances)

2.b.	Proximity to schools, churches, public parks (Please list <u>as many as possible</u> , include names and distances)

2.c.	Proximity to gasoline stations or convenient stores which offer gasoline for sale (Please list <u>as many as possible</u> , include names and distances)

2.d.	Potential impact on traffic safety

2.e.	Potential adverse impacts on surrounding property values

2.f.	Proximity to other <u>liquor establishments</u> (i.e. liquor stores, restaurants, grocery stores, etc.; please list <u>as many as possible, include</u> names and distances)
2.g.	Availability of street lighting on and surrounding the proposed property
2.h.	Availability of on-street and off-street parking in the area
2.i.	Availability of sidewalks in the area (if significant pedestrian traffic is anticipated)
3.	Identify all forms of entertainment to be made available at licensed location. (e.g.. video gaming terminals, jukebox, DJ, dancefloor, pool tables, dart boards, live music, etc.)
4.	Describe the <u>character and nature</u> of the proposed establishment (i.e. restaurant, liquor store, food service). Include size/dimensions of facility, exterior, etc., and describe the <u>proposed operation</u> of the establishment. BE SPECIFIC. Include expected number of employees, number of cooks, wait staff, bartenders, bouncers, commitment to abide by the law, such as BASSET training for all servers. If applicable, include information on beer garden or outside café areas. <i>Note: If a beer garden/outdoor café is planned, a separate application is required. The application and information on beer garden/outdoor café may be obtained from the City Clerk's Office.</i>

5.	FOR CLASS A1 & A2 LICENSE ONLY: How do you plan to document the required revenue breakdown between the sale of alcohol (maximum 49%) and the sale of food and non-alcohol drinks (minimum 51%)?
Note: Your establishment is subject to an audit by a Certified Public Accountant at your expense.	
6.	FOR CLASS A1 & A2 LICENSE ONLY: Attach a layout of the establishment's kitchen facilities and equipment to be used in the preparation and serving of food. Attach proposed menu.
7.	Describe the past/current financial responsibility of the applicant (remittance of taxes, delinquencies, bankruptcies, etc.)



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**CRIMINAL BACKGROUND AND CREDIT CHECK
 AUTHORIZATION FOR CARBONDALE CITY LICENSES**

I authorize and empower the City of Carbondale or agent thereof or any other outside service company engaged by the City of Carbondale for this purpose, now or subsequently, to obtain prepare, use, and furnish information concerning my current and former employment, education, credit, general reputation, criminal history information through correspondence, contact, or personal interviews with law enforcement agencies. Upon written request, I understand that said City will provide me with information regarding the nature and scope of the investigation if on is made.

1.	Applicant, Manager or Agent Name Printed	SSN	DOB
	Driver's License Number and State of Issuance	Signature	Date
2.	Applicant, Manager or Agent Name Printed	SSN	DOB
	Driver's License Number and State of Issuance	Signature	Date
3.	Applicant, Manager or Agent Name Printed	SSN	DOB
	Driver's License Number and State of Issuance	Signature	Date
4.	Applicant, Manager or Agent Name Printed	SSN	DOB
	Driver's License Number and State of Issuance	Signature	Date
5.	Applicant, Manager or Agent Name Printed	SSN	DOB
	Driver's License Number and State of Issuance	Signature	Date

Checklist of Required Items for Liquor License Application

Licensees are responsible for submitting photocopies of all required documents

- Completed Liquor License Application
- Certificate of insurance - general *and* liquor liability
- Photocopy of valid Illinois Business Authorization Certificate
- Photocopy of current Health Permit from Jackson County Health Department
- Photocopy of Certificate of Good Standing or a screen shot copy from the Secretary of State's website showing good standing
- Copies of BASSET cards and certificates.
- Copy of lease. Must be valid at least through December 31, 2021
- City Inspector Approval
- \$100 Application fee plus an additional \$25 for each background check.