

**PROCEDURAL CHECKLIST TO FOLLOW  
WHEN APPLYING FOR A  
SANGAMON COUNTY LIQUOR LICENSE**

**A. Sheriff's Department**

1. Applicant must go to the Sheriff's Records Department and complete an application for a security check (enclosed in packet).
2. Applicant then needs to go into the jail complex to be fingerprinted. There will be a \$10.00 processing fee (7 a.m. - 10 a.m.; M-F).
3. Turn in application and fingerprint card to the Department of Zoning and Building Safety, 200 S. Ninth, Room 213.

**B. County Zoning - Room 213 – (217) 753-6760**

1. A Sangamon County Liquor License applies to those establishments in unincorporated areas of the county. Check with Zoning to determine the exact location of the structure.
2. A county liquor application will need to be completed and accompanied with:
  - a. A purchase agreement or lease, if applicant does not own property.
  - b. Proof of insurance and a \$500.00 surety bond (5.04.090).
  - c. A \$50.00 non-refundable application fee (5.04.080).
3. Application must then be approved by the Sangamon County Liquor Committee at its monthly meeting, held on the third Wednesday of each month at 5:15 p.m. in Room 201. **Applicants are strongly recommended to be in attendance.**

**C. Department of Public Health - 2501 N. Dirksen Parkway – (217) 535-3100**

1. A health permit from the Department of Public Health will need to be obtained. Call that office for details.

**D. State Liquor License**

1. Applicant will need to apply for an Illinois State Sales Tax Number at the Department of Revenue at 101 West Jefferson – (217) 785-3707.
2. After obtaining sales tax number, applicant will need to obtain a state liquor license from the Illinois State Liquor Commission located in the Department of Revenue Building - 101 W. Jefferson – (217) 782-2135. Proof of County License will be required.

Forms and applications for the above can be accessed at the following county and state websites:

<http://www.co.sangamon.il.us/Departments/zoning.htm>

[www.state.il.us/lcc/](http://www.state.il.us/lcc/)

[www.revenue.state.il.us/](http://www.revenue.state.il.us/)