

**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 Sangamon County 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/

www.revenue.state.il.us/