INFORMATION/INSTRUCTION SHEET
LIQUOR LICENSE APPLICATION PROCESS

1. Submit all fees in the forms of a check or money order. Cash is not accepted.

2. The $895.00 application fee is non-refundable

3. Measuring distance from certain properties: measurements must be taken from and to the closest property line of each property

4. For a new or changed use at a location, a Certificate of Occupancy is required from the City of Rockford Building Department prior to the issuance of a liquor license. The Building Department is located at the Permit Center, 1st floor, City Hall, (815) 987-5550. Building Department clearance is required prior to the issuance of a liquor license

5. The Winnebago County Health Department, 401 Division Street, Rockford, Illinois (815) 720-4100, requires premises selling beverages and/or food to have a permit. Your Health Department permit number is required to be submitted to the Legal Department

6. Completed applications must be returned to:

   City of Rockford Legal Department
   425 East State Street
   Rockford, Illinois 61104

7. Applications will not be deemed complete unless ALL items on the enclosed "Required Attachments" form are submitted with the application

8. Answer all questions completely. If additional space is needed, please complete the information on a separate sheet of paper and attach the additional sheets to the original application

9. The City of Rockford will make every effort to notify all property owners within a 500 foot radius of your intent to operate a liquor license establishment at the proposed location