



## Liquor License Billing Cycle & Renewal Information

### Important Billing Cycle Information

(City Code Ch. 6, Sec. 6)

If a license is approved by the City Council, the applicant will select a billing cycle on how they wish to be billed. Please see descriptions below. The first license fee shall be prorated on the basis of the remaining days of the calendar year in which the license is issued. Application fees shall not be prorated.

### Annual Billing Cycle

Annually paid liquor licenses are paid in full once a year. Renewals will be emailed on November 1<sup>st</sup>, and due without penalty by December 1<sup>st</sup> unless that day falls on a holiday, in that case, the due date is the first business day following December 1<sup>st</sup>. If a license fee is received after the due date, a 10% penalty is assessed based on the invoiced amount.

### Semi-Annual Billing Cycle

Semi-Annually paid liquor licenses are equal half of the total license amount and are paid twice a year.

Renewal information for the first six months of the calendar year will be emailed on November 1<sup>st</sup>, and due without penalty by December 1<sup>st</sup>. If that day falls on a holiday or weekend, the due date is the first business day following December 1<sup>st</sup> for the license period January through June.

Renewal information for the last six months of the calendar year will be emailed on May 1<sup>st</sup> and due without penalty by June 1<sup>st</sup>. If that day falls on a holiday or weekend, the due date is the first business day following June 1<sup>st</sup> for the license period July through December. If a license fee is received after the due date, a 10% penalty is assessed based on the invoiced amount.

### Invoice Dates

| License Frequency           | Invoice Mailing Date | Due Date<br>(Late Fee Assessed) |
|-----------------------------|----------------------|---------------------------------|
| 2020 Annual & Semi-Annual 1 | 11/01/2019           | 12/02/2019                      |
| 2020 Semi-Annual 2          | 05/01/2020           | 06/01/2020                      |
| 2021 Annual & Semi-Annual 1 | 11/01/2020           | 12/01/2020                      |

All liquor licenses shall be considered invalid at 12:00 midnight on the date of expiration listed on the license. Thereafter, if fees are not paid during the first month of the succeeding period, the license shall cease to exist. To again hold a liquor license, the former license holder must re-apply for a new license. Upon the termination of any liquor license or licensed business for any reason, the license fee shall not be refunded.

### Important Renewal Information

Renewal notices, including required documents and an invoice, are issued via email.

All applications for the renewal of a license shall be made in writing to the Mayor not later than December 1 of each year. If the information and statements contained in the original application have not changed, in lieu of an application for renewal, a licensee may file an affidavit stating that such facts and statements have not changed. (City Code Ch. 6, Sec. 13)

An affidavit of Liquor License Renewal cannot be used nor, will a license be issued if:

- **There has been a change in ownership.**

If there is a change in ownership, you must notify the City Clerk Department in writing before the change takes place. Depending on the amount of change of ownership, the licensee may be required to re-apply. (City Code Ch. 6, Sec. 2)



- **The licensee moved locations.**  
Liquor licenses are issued to an owner (Individual, Partnership, LLC or Corporation) at a specified address and premises. Licenses are non-transferable from the owner and specified address. If an establishment is moving locations, the license holder must apply for the new location. (City Code Ch. 6, Sec. 14)
- **The licensee owes taxes to the City of Bloomington.**  
The licensee may be fined or have a license suspended or revoked for a failure to pay any food and beverage, package liquor, hotel, utility or other taxes due to the City of Bloomington. (City Code Ch. 6, Sec 37(E)(12))
- **The licensee is not in good standing with the State of Illinois.**  
A Certificate of Good Standing may be located here: <https://www.ilsos.gov/corporatellc/>  
This information is public record and before a license is issued, staff will confirm with the Secretary of State of Illinois the establishment is in good standing.

Valid copies of the establishment's Liquor Bond and Certificate of Liability (DRAM Shop) Insurances **must always** be on file with the City Clerk Department. A renewed license will not be issued if the insurances expire before the expiration date of the current license.

BASSET Certificates are valid for three years after issuance. Please ensure when renewing, to have valid Certificates on file at your establishment and that Certificate for all management personnel are on file with the City Clerk Department.