



CITY OF BLOOMINGTON LIQUOR LICENSE FREQUENTLY ASKED QUESTIONS

1. **HOW DO I FIND THE REGULATIONS THAT GOVERN ALCOHOLIC BEVERAGES?** Please review the City Code Chapter 6: Alcoholic Beverages at <https://ecode360.com/34403864>
2. **WHAT IS THE LIQUOR LICENSE FEE FOR A NEW APPLICATION?** There is a non-refundable \$400 application fee.
3. **HOW MUCH IS A LIQUOR LICENSE?** The annual license fee for a liquor license depends on the classification. Please see the Schedule of Fees for a complete listing here: <https://www.cityblm.org/government/departments/city-clerk>
4. **HOW DO I DETERMINE THE LIQUOR CLASSIFICATION OF A NEW LICENSE?** Please see City Code Chapter 6 Section 7A to review the types of classifications and definitions.
5. **HOW LONG DOES IT TAKE FOR APPROVAL AFTER I HAVE TURNED IN MY APPLICATION?** Times may vary, but expect a minimum two months from the submission deadline until issuance. This time period includes submission, the review and evaluation of the application, a Public Hearing at the Liquor Commission Meeting, and final review and potential approval by the Council at a City Council Meeting.
6. **THE APPLYING APPLICANT IS AN OUT OF STATE/OUT OF TOWN CORPORATION OR LLC, HOW SHOULD THE LEGAL REQUIREMENT 1(b), "have you been a resident of the City of Bloomington for one year" BE ANSWERED?** At a minimum, the manager listed on the page one of the application must be a resident of McLean County. If no representative is a resident, the company may still apply, however, they should be prepared to explain the situation to the Liquor Commission.
7. **DOES THE CITY REQUIRE BASSET TRAINING?** The City requires certificates of the management staff to be on file with the City Clerk Department. However, the State of Illinois requires all front of the house employees to have certificates. For on-premise consumption establishments, staff may include bartenders, bar backs, servers, managers, and store clerks. For off-premise consumption establishments, staff must take the Off-Premise Course. The BASSET Website is BassetCertification.org. For more information on regulations, please visit the State of IL Liquor Commission website: www.illinois.gov/ilcc/Education/Pages/BASSET/Home.aspx
8. **AN APPLICATION HAS BEEN SUBMITTED, BUT DOCUMENTS ARE MISSING. CAN THE APPLICATION STILL BE PLACED ON THE LIQUOR AGENDA?** No. Your application will not be placed on a Liquor Commission Agenda until all documents have been submitted. For expediency, all documents should be submitted at once or same day.
9. **I TURNED IN AN APPLICATION, NOW WHAT?** The application will be reviewed.
 - a. It will be reviewed by the Police, Community Development, Economic Development, and Legal Departments. A notification will be sent to the McLean County Health Department as well. *The applicant is responsible for contacting the Community Development Department and the McLean County Health Department to schedule the required inspections.*

- b. A notice will be placed in the local newspaper and courtesy copies will be mailed to the neighboring properties. The request will appear on a Liquor Commission Agenda and a representative **must be** present.
 - c. If the Liquor Commission approves the application, it will then appear on a Council Meeting Agenda for final approval. Attendance to this meeting is not required, but it is recommended.
 - d. Approved licenses are **always** contingent upon compliance with all building, health, and safety codes.
10. **DOES A REPRESENTATIVE HAVE TO ATTEND BOTH MEETINGS?** The applicant **must** attend the Liquor Commission Meeting. Failure to appear at the Liquor Commission Meeting will result in the application being delayed to the next month or denied. It is recommended a representative attend the City Council Meeting in case the Council has additional questions for the applicant.
11. **WHAT IS THE PROCESS AFTER THE APPLICATION HAS BEEN APPROVED BY THE CITY COUNCIL?** The applicant may contact the City Clerk Department to verify the application status. If the application is approved by the City Council, staff will create the appropriate license and email an invoice (prorated if necessary) to the billing email provided at the time of submission. After the license invoice is paid, the license will be mailed unless the applicant requests the license be picked up.
12. **HOW WILL THE LIQUOR LICENSE BE BILLED?** The first license issued will be prorated based on the remaining days in the selected billing cycle. The applicant will choose to be billed annually or semi-annually at the time of submission and the invoice will be emailed to the billing email provided at the time of submission.
13. **HOW CAN AN APPLICANT LEARN MORE INFORMATION ABOUT LICENSE RENEWALS?** Please see the Liquor License Billing Cycle & Renewal Information document located on the bottom of the Liquor License page. This information can also be found in Chapter 6 Section 6 of the City Code.
14. **WHAT IF THE ESTABLISHMENT LICENSE IS NOT RENEWED BY THE INVOICE DUE DATE?** The license will be assessed a 10% late fee. Please see Chapter 6 Section 6 of the City Code. Keep in mind you must submit payment and the required renewal documentation in order for the City Clerk Department to issue a renewed license.
15. **IS THE CITY CLERK DEPARTMENT CLOSED ON NEW YEAR'S EVE?** The City of Bloomington closes offices at 12:00 p.m. (Noon) on the last business day of December to observe the New Year holiday.

If you have additional questions, please contact Amanda Mohan, Records and Licensing Specialist, at (309) 434-2287 or via email at amohan@cityblm.org.