



CITY OF WAUKEGAN LIQUOR LICENSE
May 1, 2022 – April 30, 2023 APPLICATION

Date: March 25, 2022

Attn: City of Waukegan Liquor License Holder and/or Video Gaming License Holder

Re: Annual Liquor License FY 22-23 May 1, 2022 - April 30, 2023

Note: All local liquor licenses must be posted at your establishment by May 1, 2021

The City of Waukegan requires that all liquor license holders and/or Video Gaming Holders renew their application in *writing* annually. The application is available on our website <https://www.waukeganil.gov/467/Licensing>. It is a fillable pdf, so once completed print and sign your application.

The application, with required attachments and payment, may be submitted anytime between now and Friday, April 29, 2021 in the following methods:

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| <ul style="list-style-type: none"> ○ In person, address below | Online payment instructions |
| <ul style="list-style-type: none"> ○ Via Mail, address below | <ol style="list-style-type: none"> 1. Keep the invoice close, you will need it for step 6. 2. Pay Online. – OR – <i>www.waukeganil.gov</i> See top right button “PAY” 3. Select: Make a One-time-payment 4. Category: New/Renewal Licenses 5. Payment Type: Liquor/Gaming License 6. Please see attachment for your account number and invoice number 7. Please allow time for our office to verify payment |
| <p style="text-align: center;">City of Waukegan Licensing Department 1st floor, 4th window 100 N. Martin Luther King Jr. Ave Waukegan, IL 60085</p> | |

Please be advised, Liquor License and/or Video Gaming renewals will be reviewed carefully to ensure compliance with all liquor laws. That includes the following:

- Having a current business license, which is issued on **a calendar year.**
- Evaluating City delinquencies: Food & Beverage Tax, internal or external audits, fees or liens.
- Reviewing expiration dates on submitted documents.
- Updating fingerprinting records, required every 3 years,
 - Service hours are Mon-Fri 9:00 am to 3:30 pm.

If you have any questions or concerns, please feel free to contact our team at 847-360-0334, or via email businesslicensing@waukeganil.gov, email is preferred.

Respectfully,

Licensing Department

City of Waukegan
100 N Martin Luther King Jr. Ave
Waukegan, IL 60085