



CHECKLIST FOR CITY OF URBANA LIQUOR LICENSE:

The Deputy Local Liquor Commissioner is Kate Levy. She can be reached at 384-2456 or liquor@urbanaininois.us.

The following items must be submitted before the processing of any Liquor License Applications will begin:

- Completed *City of Urbana Liquor License Application* signed, dated and notarized.
- Application processing fee of \$500.00.
- Completed *Manager's Form Supplement for Liquor License Applications* signed, dated and notarized.
- Proof of ownership or possession of premise (deed, contract for sale, current lease, sublease, or assignment of lease). **Lease must contain permission from lessor to allow for alcohol sales on leased premise.**
- Certificate of Liquor Liability or Dram Shop Insurance issued to the business for the premises with minimum coverages of at least one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) taken together in full force and effect throughout the time period covered by the license. Certificate must include corporation name and d/b/a name exactly as shown on application. **City of Urbana must be listed as Certificate Holder.**
- Copy of Illinois Business Authorization Certificate of Registration
- Illinois Business Tax Number (IBT) - You must register with the Illinois Department of Revenue if you conduct business in Illinois or with Illinois customers. You must also register if your business is a sole proprietor (individual or husband/wife), an exempt organization, or a government agency, and you are liable for reporting Sales and/or Use Tax, sales for resale, or withholding for Illinois employees. For further information, contact the Illinois Department of Revenue at 217-785-3707 or apply online.
- Federal [Employer Identification Number \(FEIN\)](#) – Also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns. You can contact the IRS at 1-800-829-1040 or apply online.
- For corporate applications please include Business Structure Documents:
 - **Corporations** - Articles of Incorporation; Business Organization Chart.

Limited Liability Corporation - Operating Agreement; Articles of Organization; Business Organization Chart.

Limited Partnership - Partnership Agreement; Business Organization Chart; Certificate of Limited Partnership.

Partnership - Partnership Agreement (if applicable); Business Organization Chart.

Sole Proprietor - Proof of Urbana Residence.

- Copies of all **BASSET** certificates issued to servers in your establishment who will sell, serve, and/or offer for service open containers of alcoholic beverages at retail for/or on behalf of the license applicant.
- Copy of C-U Public Health District Permit if applicable.
- All managers and officers of the corporation are required to complete the combined electronic State and FBI background. The Police Department front desk number is 384-2320 and a fingerprinting appointment can be made through them. Please notify Kate Levy when you have completed this step.

Attention: Incomplete applications will be returned to the applicant for completion before processing begins. Allow 2-4 weeks for processing.