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## Renewing a Liquor License

**City of Naperville**  
Permitting, Plans and Licensing Portal

Apply, pay for and manage applications

Rudy Zucker

Home Dashboard **Apply** My Work Map Calendar Resources Search Report

**THIS IS A TEST PORTAL. DO NOT APPLY ON THIS SITE.**

- My Account**  
Click here to access your account information.
- Apply**  
This tool can be used to apply for a permit, plan or license.
- How to Use the Portal**  
Support documents for the Permit, Plan and Licensing Portal.
- Applications & Information**  
Please review before applying.
- Electronic Submittal Requirements**  
Guidelines for submitting plans and other documents.
- JULIE - Call Before You Dig**  
State law requires you to notify JULIE at least two but not more than 14 business days before any digging project.

Need Assistance? 630-420-6059  
Inspections Scheduling: 630-420-6100, Select Option 1  
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

**1** While logged into the Permitting, Plans and Licensing Portal, click on **My Work**, located in the top menu bar.

City of Naperville  
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Home Dashboard Apply My Work Map Calendar Resources Search Report

My Work 2  
MY PERMITS MY LICENSES MY INVOICES

License Number	Renew	Name	DBA	Address	Status	Type	Applied
T-TOB-00000000	Renew	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Issued	Cigarette/Tobacco License	01/03/2024
T-LIQ-00000023	Renew	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Issued	Annual Liquor License	01/02/2024
Tobacco-000000022		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Submitted	Cigarette/Tobacco License	12/19/2023
T-LIQ-00000021	Renew	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Submitted	Annual Liquor License	12/19/2023
T-LIQ-00000020		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Submitted - ...	Annual Liquor License	12/19/2023
T-LIQ-00000019		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Renewed	Annual Liquor License	12/19/2023
T-LIQ-0009-2023		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Void	Annual Liquor License	11/13/2023
T-LIQ-0018-2023	Renew	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVI...	Issued	Annual Liquor License	05/01/2022
T-LIQ-0014-2023		PORTILLOS HO...	PORTILLO'S HO...	950 E OGDEN AV NAPERVI...	Submitted - ...	Annual Liquor License	12/18/2023
T-LIQ-0013-2023		HARD CORE BE...	2 FOOLS CIDER...	1864 HIGH GROVE LN Unit...	Submitted - ...	Annual Liquor License	12/18/2023
Tobacco-0017-20...	Renew	AA & AA INC	SMOKEY BROS ...	2811 PATRIOTS LN Unit: 10...	Issued	Cigarette/Tobacco License	12/18/2023
T-LIQ-0011-2023	Renew	THE MELTING P...	MELTING POTT...	4931 S ROUTE 59 Unit: HM ...	Issued	Annual Liquor License	11/29/2023

Showing 19 records.

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2 Click on **My Licenses** to view all licenses associated with your account.

3 Locate the license in the list to be renewed. Click on the blue **Renew** button.

💡 If the licenses can be renewed at this time, the second column will contain a blue button labeled Renew. If this button is not available, the license has not entered the renewal window.

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### Renew License - Annual Liquor License \*REQUIRED

1 Type 2 More info 3 Attachments 4 Review and Submit

**LICENSE DETAILS**

License Type: Annual Liquor License

Description:   4

5 Next

Need Assistance? 630-420-6059  
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**4** Confirm that the liquor license class is correct. If the class is not correct, please contact the City of Naperville Community Services Department for assistance.

**5** Click **Next** to advance the renewal wizard.



Renew License - Annual Liquor License

\*REQUIRED



MORE INFO

ILCC License Exp. Date

Lease Exp. Date

LIQ License Supplement 1

LIQ License Supplement 2

LIQ License Supplement 3

LIQ License Supplement 4

LIQ License Supplement 5

LIQ License Supplement 6

LIQ License Supplement 7

6

LIQ Ownership Details

[+ Add Row](#)

Owner/Officer Name	Officer Title	Ownership Percent
Kevin Malone	Owner	100

[Edit](#) [Delete](#)

7

LIQ Managers Details

[+ Add Row](#)

Manager Name	Manager Title	Address	DL Number
Dwight Schrute	Manager	123 Sesame St	ZL123456

[Edit](#) [Delete](#)

8

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**6** Enter the requested information. Select the supplemental permits that should be included as part of your renewal.

Refer to the current license under My Work to view what supplemental permits were included for last year's license.

Refer to the below table for what supplemental permits are allowed for the class of license being renewed. A red X indicates the supplemental permit can be selected for the license class.

	CLASS A	CLASS B	CLASS C	CLASS D	CLASS G	CLASS G1	CLASS H	CLASS I	CLASS J	CLASS K	CLASS M (LIFESTYLE)	CLASS M (RECREATIONAL)	CLASS P	CLASS R	CLASS S	CLASS S1	CLASS T	CLASS U	CLASS V
CORKAGE	X	X						X	X										
COMPLIMENTARY BEER/WINE DISPENSER		X						X	X										
ENTERTAINMENT GROWLER		X	X										X						
LATE NIGHT		X																	
LIQUOR TASTING PROMO - 1MONTH					X	X													X
LIQUOR TASTING PROMO - 2 DAYS/WEEK					X	X													X
OUTDOOR SEATING - DOWNTOWN: PUBLIC ROW	X	X	X					X	X	X		X	X						
OUTDOOR SEATING - PRIVATE PROPERTY	X	X	X					X	X	X		X	X						

**7** Click **+Add Row** to enter Owner Information. If the company is a Corporation or LLC, list all officers, directors, all persons owning directly or beneficially 5% or more of the corporation stock.

**8** Click **+Add Row** to enter managers and assistant managers. State full name and address of person(s) who will be managing the ongoing affairs of this business at these premises - this includes, but is not limited to, managers and assistant managers.

**9** Click **Next** to advance the renewal wizard.

The screenshot shows the 'Renew License - Annual Liquor License' process in the City of Naperville portal. The progress bar indicates that 'Type' and 'More Info' are complete, while 'Attachments' is the current step. Under 'Attachments', there are three items: 'Articles of Incorporation' (Blank Document - Copy (1).pdf, 34.36 KB), 'Certificate of Liability Insurance' (Blank Document.pdf, 34.36 KB), and an 'Add Attachment' button. A dropdown menu is open for the 'Add Attachment' button, showing a list of document types including 'Certificate of Liability Insurance', 'Certificate of Occupancy', 'Illinois Certificate of Good Standing', 'Lease Agreement', 'Liquor License Background Information', and 'State of Illinois Liquor License'. A 'Next' button is highlighted at the bottom right of the screen.

**10** Upload documents needed for the renewal. See below for a list of the documents needed for the renewal of a liquor license.

**Required Documents:** *Articles of Incorporation, Lease Agreement, Certificate of Liability Insurance, State Liquor License.*

**11** Click **Next** to advance the renewal wizard.



Renew License - Annual Liquor License

\*REQUIRED



**12** **Submit**

Locations

Location	400 S EAGLE ST, NAPERVILLE, IL., 60540
Parcel Number	07134410190000

Basic Info

Type	Annual Liquor License
Description	
Applied Date	01/03/2024

Contacts

Liquor License Applicant	Rudy Zucker 1580 Kaimy Ct., Aurora, IL., 60504
Liquor License Corporate Address	Kevin Malone

More Info

Application Information		<a href="#">Next Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a>
ILCC License Exp. Date	01/03/2024	
Lease Exp. Date	01/03/2024	

License & Supplements

LIQ License Supplement 1	COMPLIMENTARY BEER/WINE	<a href="#">Previous Section</a>   <a href="#">Next Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a>
LIQ License Supplement 2	----	
LIQ License Supplement 3		
LIQ License Supplement 4		
LIQ License Supplement 5		
LIQ License Supplement 6		
LIQ License Supplement 7		

Owners/Officers

LIQ Ownership			<a href="#">Previous Section</a>   <a href="#">Next Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a>
Owner/Officer Name	Officer Title	Ownership Percent	
Kevin Malone	Owner	100	

Managers

LIQ Managers				<a href="#">Previous Section</a>   <a href="#">Top</a>   <a href="#">Main Menu</a>
Manager Name	Manager Title	Address	DL Number	
Dwight Schrute	Manager	123 Sesame St	ZL123456	

Attachments

Articles of Incorporation	Blank Document - Copy (1).pdf
Certificate of Liability Insurance	Blank Document.pdf

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[Submit](#)

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**12**

Review the information entered for the renewal application. If everything is correct, click **Submit** to submit the renewal application to the Community Services Department.



✓ Your license application was submitted successfully.

License Number: T-LIQ-0000023

**Poor Richards Pub**

• License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

**License Details**

<b>License Type:</b>	Annual Liquor License	<b>District:</b>	Naperville	<b>Applied Date:</b>	01/03/2024
<b>Account Number:</b>		<b>Issued By:</b>		<b>Period Start Date:</b>	
<b>Status:</b>	Fees Due	<b>Expiration Date:</b>		01/01/2999	
<b>Description:</b>					

**Business** | [Locations](#) | [Fees](#) | [Attachments](#) | [Contacts](#) | [More info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

**Business**

<b>Company Name:</b>	Poor Richards Pub	<b>DBA:</b>	Poor Richards Pub	<b>Open Date:</b>	03/24/2005
<b>Company Type:</b>	Limited Liability Company	<b>Status:</b>	Active	<b>Closed Date:</b>	
<b>District:</b>	Naperville	<b>Last Audit Date:</b>			
<b>Location:</b>	Downtown				
<b>Description:</b>					

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 1

City Hall Address: 400 S. Eagle St., Naperville, IL 60540



Once submitted the Permitting, Plans and Licensing Portal will redirect back to the license summary page.

## Renewing a Tobacco License

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Guidelines for submitting plans and other documents.
- JULIE - Call Before You Dig**  
State law requires you to notify JULIE at least two but not more than 14 business days before any digging project.

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**My Work**

MY PERMITS **MY LICENSES** MY INVOICES

License Number	Renew	Name	DBA	Address	Status	Type	Applied
T-TOB-00000024	<b>Renew</b>	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Issued	Cigarette/Tobacco License	01/03/2024
T-LIQ-00000004	<b>Renew</b>	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Issued	Annual Liquor License	01/02/2024
Tobacco-000000022		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Submitted	Cigarette/Tobacco License	12/19/2023
T-LIQ-000000021	<b>Renew</b>	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Submitted	Annual Liquor License	12/19/2023
T-LIQ-000000020		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Submitted - ...	Annual Liquor License	12/19/2023
T-LIQ-000000019		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Renewed	Annual Liquor License	12/19/2023
T-LIQ-0009-2023		Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Void	Annual Liquor License	11/13/2023
T-LIQ-0018-2023	<b>Renew</b>	Poor Richards Pub	Poor Richards Pub	400 S EAGLE ST NAPERVIL...	Issued	Annual Liquor License	05/01/2022
T-LIQ-0014-2023		PORTILLOS HO...	PORTILLO'S HO...	950 E OGDEN AV NAPERVIL...	Submitted - ...	Annual Liquor License	12/18/2023
T-LIQ-0013-2023		HARD CORE BE...	2 FOOLS CIDER ...	1864 HIGH GROVE LN Unit...	Submitted - ...	Annual Liquor License	12/18/2023
Tobacco-0017-20...	<b>Renew</b>	AA & AA INC	SMOKEY BROS ...	2811 PATRIOTS LN Unit: 10...	Issued	Cigarette/Tobacco License	12/18/2023
T-LIQ-0011-2023	<b>Renew</b>	THE MELTING P...	MELTING POT T...	4931 S ROUTE 59 Unit: HM ...	Issued	Annual Liquor License	11/29/2023

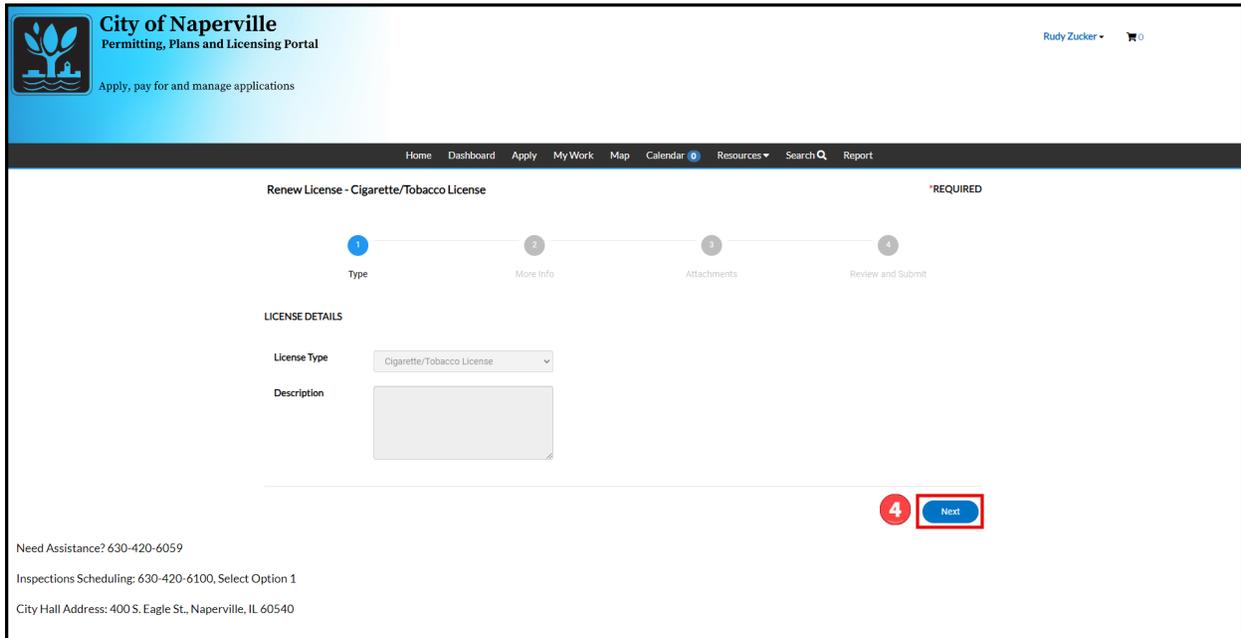
Showing 19 records.

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**3** Locate the license in the list to be renewed. Click on the blue **Renew** button.

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Renew License - Cigarette/Tobacco License \*REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS

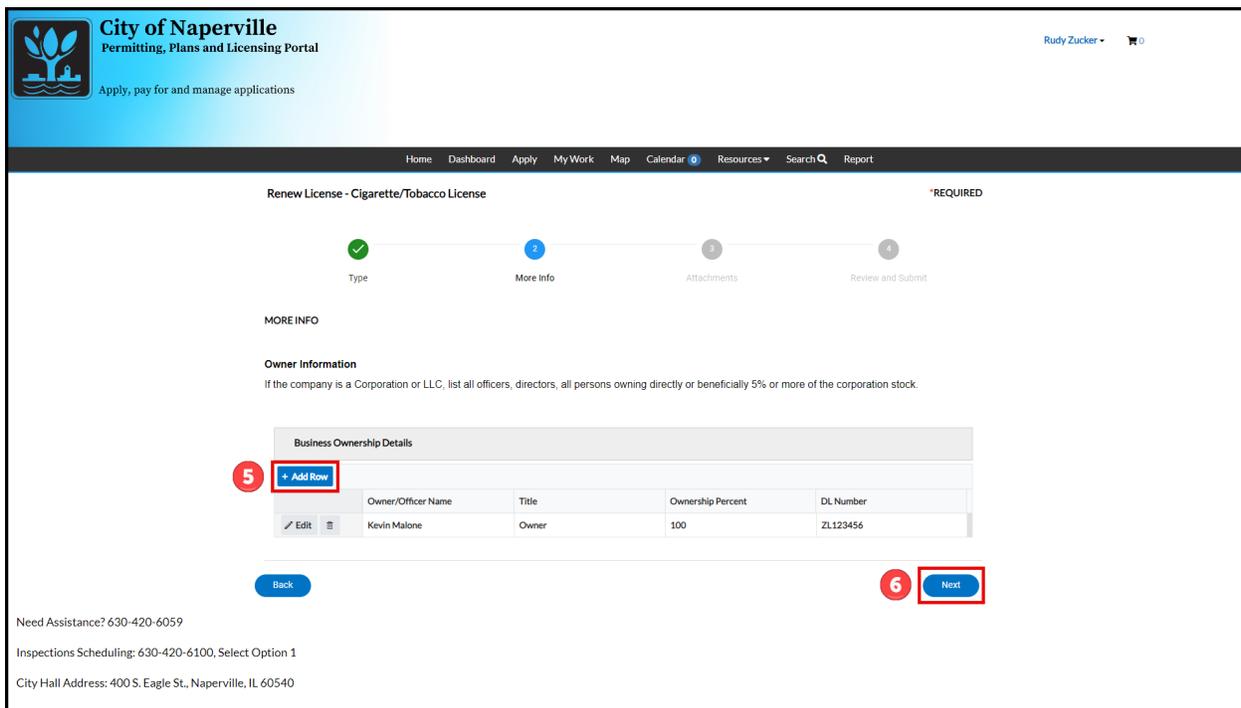
License Type Cigarette/Tobacco License

Description

4 Next

Need Assistance? 630-420-6059  
Inspections Scheduling: 630-420-6100, Select Option 1  
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

**4** Click **Next** to advance the renewal wizard.



City of Naperville  
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Renew License - Cigarette/Tobacco License \*REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

MORE INFO

Owner Information  
If the company is a Corporation or LLC, list all officers, directors, all persons owning directly or beneficially 5% or more of the corporation stock.

Business Ownership Details

5 + Add Row

Owner/Officer Name	Title	Ownership Percent	DL Number
Kevin Malone	Owner	100	ZL123456

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Need Assistance? 630-420-6059  
Inspections Scheduling: 630-420-6100, Select Option 1  
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

**5** Click **+Add Row** to enter Owner Information. If the company is a Corporation or LLC, list all officers, directors, all persons owning directly or beneficially 5% or more of the corporation stock.

**6** Click **Next** to advance the renewal wizard.

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Home Dashboard Apply My Work Map Calendar Resources Search Report

Renew License - Cigarette/Tobacco License **REQUIRED**

Type More info **Attachments** Review and Submit

Attachments

**Required and Additional Attachments:**

1. Add all Required Attachments indicated by individual attachment tiles.
2. For additional documents, select "Attachment Type" from "Select Type" drop-down on last attachment tile. Click "Add Attachment" and select appropriate file(s) from "File Explorer", click "Open".
3. Continue until all attachments to be submitted are added to the permit application, then click "Next".

Select Type  
New Contact Form  
Occupancy Permit

Select Type  
Add Attachment  
Supported: pdf, jpg, jpeg, doc, docx, png, csv

Back **Next**

Need Assistance? 630-420-6059  
Inspections Scheduling: 630-420-6100, Select Option 1  
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

**7** Upload documents needed for the renewal.

**8** Click **Next** to advance the renewal wizard.



Renew License - Cigarette/Tobacco License

\*REQUIRED



9

Locations

Location	400 S EAGLE ST, NAPERVILLE, IL., 60540
Parcel Number	07134410190000

Basic Info

Type	Cigarette/Tobacco License
Description	
Applied Date	01/04/2024

Contacts

Tobacco Business Owner	Kevin Malone
Tobacco Business Corporate Mailing Address	Rudy Zucker 1580 Kaimy Ct., Aurora, IL., 60504
Tobacco Business Applicant	Rudy Zucker 1580 Kaimy Ct., Aurora, IL., 60504

More Info

Ownership Information

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Business Ownership

Owner/Officer Name	Title	Ownership Percent	DL Number
Kevin Malone	Owner	100	ZL123456

Attachments

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[Submit](#)

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 1

City Hall Address: 400 S. Eagle St., Naperville, IL 60540



Review the information entered for the renewal application. If everything is correct, click **Submit** to submit the renewal application to the Community Services Department.



✓ Your license application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

License Number: T-TOB-00000024

Poor Richards Pub

• License cannot be printed at this time. License has not been issued.

License Details | Tab Elements | Main Menu

License Details		
License Type:	Cigarette/Tobacco License	District: Naperville
Account Number:	Submitted - Online	Applied Date: 01/03/2024
Status:	Submitted - Online	Period Start Date:
Description:		Expiration Date: 01/01/2999

Business Locations Fees Attachments Contacts More Info

Business | Next Tab | License Details | Main Menu

Business		
Company Name:	Poor Richards Pub	DBA: Poor Richards Pub
Company Type:	Limited Liability Company	Status: Active
District:	Naperville	Open Date: 03/24/2005
Location:	Downtown	Closed Date:
Description:		Last Audit Date:

Need Assistance? 630-420-6059

Inspections Scheduling: 630-420-6100, Select Option 1

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