



CITY OF NAPERVILLE LIQUOR CONCEPT COMMITTEE OVERVIEW OF THE LIQUOR LICENSE PRE-APPLICATION PROCESS

➤ **Step 1: Getting Started**

You must request an appointment to attend a Liquor Concept Committee meeting. Please note that Emy Trotz, Mayor's Office, will assist and guide you through the application process. An appointment can be scheduled by calling Emy Trotz at (630) 420-6018. Appointments will be confirmed via email within one (1) business day from receipt of the original request.

The Liquor Concept Committee meets in the afternoon on the third week of each month in the Mayor's Conference Room located on the second floor of the Municipal Center, 400 S. Eagle Street.

➤ **Step 2: Complete the Liquor Concept Application Form or Special Event/Temporary License Form and Provide Additional Documents**

Seven days prior to your scheduled Liquor Concept Committee meeting, the following forms must be submitted to Emy Trotz at trotze@naperville.il.us.

- Completed Liquor Concept Application Form or completed Special Event/Temporary License Form.
- Floor Plan Drawing (include any outdoor seating areas for your request)
- Menu (Restaurant Concept Only)

To determine which liquor license classification applies to your concept, please review the Liquor License Classifications list on page 3 of this packet. Further information regarding classifications can be found [here](#).

Following submission of your materials, the Mayor's Office will notify you if supplemental materials are necessary. Please bring five copies of any supplemental materials to the Liquor Concept Committee Meeting.

➤ **Step 3: Attend a Liquor Concept Committee Meeting**

Please reserve twenty minutes for your appointment. The appointment will begin with a concept presentation and the remaining time is reserved for questions and answers.

The business owner and/or a manager (if applicable) is required to attend. When you arrive for your appointment, please sit in the waiting area outside the Mayor's Office. Once you are called for your appointment, the appointment will open with introductions followed by your concept presentation.

Following the meeting, the Committee will present its findings to the Liquor Commissioner. The Liquor Commissioner will either approve, deny, request additional information, or direct that you attend a Liquor Commission meeting to present to the entire Liquor Commission.

If the request requires City Council approval of an amendment to Section 3-3 of the Naperville Municipal Code, the concept will always be required to present before the entire Liquor Commission.

The Mayor's Office will notify you via email of the status of your application and provide a checklist for completing the licensing process.

➤ **Step 4: Attend Tenant Build Out (TBO) Meeting (Applies only if directed by Liquor Concept Committee)**

The TBO meeting is hosted by the Transportation, Engineering and Development (TED) Business Group and serves as an expedited process for all Tenant Build Outs in existing buildings and Business Occupancy Permits. At this meeting, you will meet with a Planner, Plans Examiner, Project Assistant, and representatives from the Electric and Fire Departments.

Meetings are held every Tuesday from 8:30am to 9:30am in Meeting Rooms B & C of the Municipal Center. No appointment is necessary.

➤ **Step 5: Attend Liquor Commission Meeting (Applies only if directed by Mayor's Office)**

The Naperville Liquor Commission meets on the first Thursday after the first Tuesday of the month. If required, the Concept will present before the entire Liquor Commission and should be prepared to answer questions regarding their concept.

➤ **Step 6: Attend City Council Meeting (Applies only if directed by Mayor's Office)**

Any amendment to Section 3-3 of the Naperville Municipal Code will require City Council approval. The Mayor's Office will notify you of the date on which your item will be placed on the City Council Agenda. Approval will require two City Council meetings. First reading of the amendment will occur at the first City Council meeting followed by a vote pass the amendment at the second City Council meeting.

The Naperville City Council meets the first and third Tuesday of the month. However, there is only one City Council meeting in July and August.

➤ **Step 7: Complete Liquor License Application**

Submit a completed, signed, and notarized application with application fee. Following notification by the Mayor's Office that you are approved to apply for a liquor license, access to the application will be provided as well as a checklist to ensure all necessary information is included.

LIQUOR LICENSE CLASSIFICATIONS

CLASSIFICATION DESCRIPTION	FEES	ADDITIONAL PERMITS (additional fees may apply)
CLASS "A" - Restaurant	\$ 1,650	<ul style="list-style-type: none"> • Outdoor Seating • Entertainment
CLASS "B" - Restaurant & Tavern	\$ 2,325	<ul style="list-style-type: none"> • Growler • Late Night Permit • Outdoor Seating • Entertainment • Dispenser
CLASS "C" - Tavern	\$ 2,625	<ul style="list-style-type: none"> • Entertainment • Outdoor Seating
Catering or Bartending Permit	\$ 1,000	
CLASS "D" - Package Store	\$ 2,500	<ul style="list-style-type: none"> • Tasting 3 days/month • Tasting 2 days/weekly
CLASS "G" - Beer & Wine Package Sale	\$ 1,700	<ul style="list-style-type: none"> • Tasting 3 days/month • Tasting 2 days/weekly
CLASS "G-1" - Grocery Store	\$ 4,500	
CLASS "H" - Club	\$ 300	<ul style="list-style-type: none"> • Entertainment
CLASS "I" - Hotel/Motel	\$ 3,100	<ul style="list-style-type: none"> • Complimentary Beer & Wine • Outdoor Seating • Entertainment
CLASS "J" - Hotel/Motel & Tavern	\$ 3,875	<ul style="list-style-type: none"> • Complimentary Beer & Wine • Outdoor Seating • Entertainment • Dispenser
CLASS "K" - Catering	\$ 1,000	<ul style="list-style-type: none"> • Outdoor Seating
CLASS "M" - Recreational	\$ 2,200	<ul style="list-style-type: none"> • Outdoor Seating • Entertainment
CLASS "O" - Night Club	\$ 2,100	<ul style="list-style-type: none"> • Entertainment
CLASS "P" - Manufacturer	\$ 2,400	<ul style="list-style-type: none"> • Marketing Event • Outdoor Seating • Entertainment
CLASS "R" - Legitimate Theater House	\$ 500	
CLASS "S" - Specialty Wine Shop	\$ 1,500	<ul style="list-style-type: none"> • Tasting 3 days/month • Tasting 2 days/week
CLASS "S-1"	\$ 3,600	<ul style="list-style-type: none"> • 3 Tastings per person/day ¼ oz. spirits, 1 oz. wine, 2oz. beer – 11am -9pm
CLASS "T" - Heritage Society Cultural	\$ 1,000	<ul style="list-style-type: none"> • Entertainment
CLASS "U" - Specialty Market	\$ 4,100	<ul style="list-style-type: none"> • 3 tastings per person/day ¼ oz. spirits, 1oz. wine, 2oz. beer
CLASS "V" - Pharmacy	\$ 3,000	