

Village of Western Springs

Community Development Department
740 Hillgrove Avenue, Western Springs, IL 60558
Ph. 708.246.1800 Fax 708.246.4871

Liquor License Approval Process

Submit Application
to Community Development Department

Include:

- **2 copies of Village Liquor License Application**
- **Initial Application Fee** for specified License Class
- **Annual License Fee** for specified License Class
Use a cashier's check or other certified check payable to Village Treasurer
- Proof of **Liquor Liability Insurance** – At least \$1,000,000 coverage per person and per occurrence
- Floor plan/site plan for all in/outdoor spaces to be used for dining, outdoor consumption, retail sales and/or special event layout
- Menus for restaurants and/or events
- Cover letter describing general business operations

Meet with Director of Community Development

Discuss process, forms and related issues

Martin Scott
msscott@wsprings.com
708-246-1800, ext. 175

Meet with Police Department Investigator

Initiates background check conducted by Western Springs Police Department, IL State Police and F.B.I.

Background Check

General Government Committee

Informal review of application by staff and two Village Trustees

Liquor Commission

Formal review and recommendation by Liquor Commissioner

Village Board Workshop Review

License is informally discussed (no votes are taken)

Village Board (Regular) Meeting

Consideration of Final Ordinance

Liquor Commissioner

- Receives all reports from Community Development Department, Law Enforcement Services and Finance
- Considers Village Board's approval/denial
- Approves/denies license request