



Village of Kirkland

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HOW TO OBTAIN A LOCAL & STATE LIQUOR LICENSE

To get a local liquor license in DeKalb County, IL, you first apply to the specific municipality (Village of Kirkland), submitting forms, fees, business plans, insurance, floor plans, and ownership docs to the Local Liquor Control Commissioner, (LLCC), Village President, THEN secure a State license after local approval, providing more detailed documents for the [Illinois Liquor Control Commission](#) (ILCC). The general process involves local application, Commission review and approval, then state application with detailed requirements like [Dram Shop Insurance](#) and [BASSET training](#) for staff.

Phase 1: Local Application (Village of Kirkland)

1. **Contact the Local Authority:** Check our specific village website www.villageofkirkland.com for our liquor license division, as rules vary slightly.
2. **Receive Application Packet:** The application Packet is available at Village Hall upon request.
3. **Submit Application, Required Documentation & Fee:** Complete the local application, and return to Village Hall along with the following items: your business plan, articles of incorporation, lease/proof of ownership, and sample menu. A non-refundable application fee of \$150 shall be due at this time and paid in the form of a certified check or money order only.
4. **Application Meeting:** If applicable, request a meeting with the local Liquor Commissioner (Village President) to discuss your business and license type.
5. **Get Local Approval:** The Local Liquor Control Commissioner (Village President) will review and approve your license reservation. And an ordinance will be prepared for the local board's vote.

Phase 2: State Application ([Illinois Liquor Control Commission](#) - ILCC) <https://ilcc.illinois.gov>

1. **Get Local License First:** You usually need local approval before the state issues its license.
2. **Complete ILCC Application:** Fill out the state form, detailing owners, managers, etc.
3. **Gather Supporting Docs:**
 - Proof of business (Articles of Inc., lease, etc.)
 - Proof of Dram Shop Insurance (at least \$500k)
 - Floor plan of premises
 - BASSET/TIPS training certificates for employees
 - Certificate of Good Standing from IL Secretary of State
4. **Submit & Pay Fee:** Send docs and pay the state fee to the ILCC.

Key Websites & Tips

- **Check Local Codes:** Review Chapter 38 of the DeKalb Municipal Code and your specific town's rules.
 - <https://www.cityofdekalb.com/DocumentCenter/View/147/Chapter-38-Intoxicating-Liquors-092324?bidId=>
 - <https://villageofkirkland.com/village-codebook-and-ordinances/>
- **Dram Shop Insurance:** Crucial for premises where alcohol is consumed.
 - <https://ilcc.illinois.gov/divisions/licensing/dram-shop-liability-limits.html>
- **BASSET Training:** Mandatory for employees selling/serving alcohol.
 - <https://ilcc.illinois.gov/divisions/education/programs/basset.html>
- **Be Detailed:** The process requires extensive documentation, including security plans and staff training details.