

Procedures for New Liquor License Applications

1. Applications for New Liquor Licenses are available from:

Village of Bismarck, Liquor Control Commissioner

106 E. Holloway, Village of Bismarck Office

Bismarck, Illinois 61814

Phone: 217-759-7984

2. The completed application must be accompanied by a \$10 filing fee payable to the "Village of Bismarck". Payment must be made by (Money Order Cashier's Check or Bank-draft).
3. The applicant must appear at a scheduled "Village of Bismarck" board meeting. (Third Tuesday of every month at 6:30 PM). The Liquor Control Commissioner and the Board of Trustees' will request the intent of the request to purchase a Liquor License and approval to move forward.
4. If the Facility is NOT Available, site plans will be required for planning / building a facility.
5. **If the Facility is Available for review.**
 - A. The process to complete the records checks and, the site reviews of the Liquor Control Commission will schedule a site visit. The owner or operator should be available at the time of the site review to answer any questions pertaining to the application or operation of the business.
 - B. The Liquor Control Commissioner will schedule a meeting at which the Board of Trustees will review the application to make sure the final report is accurate to Approve or Disapprove the application.
6. Upon notification that the license has been approved, the applicant shall submit the license fee to the office of the Bismarck Liquor Control Commissioner. The license fee payment must be made by money order, cashier's check or a bank draft payable to "Village of Bismarck".

Upon receipt of the license fee, the license will be issued to the applicant.

PROCEDURE FOR LICENSE RENEWALS

1. On or about October 10th of each year, current license holders will receive (by mail) an “Application for Liquor License Renewal”. The renewal application must be submitted by November 10 to:

Village of Bismarck, Liquor Control Commissioner

106 E. Holloway, Village of Bismarck Office

Bismarck, Illinois 61814

Phone: 217-759-7984

2. The completed application must be accompanied by a \$10 filing fee payable to the “Village of Bismarck”. Payment must be made by (Money Order Cashier’s Check or Bank-draft).
3. Upon receipt of the application, the Liquor Control Commission will schedule a site visit. The owner or operator should be available at the time of the site review to answer any questions pertaining to the application or operation of the business.
4. The Liquor Control Commissioner will schedule a meeting at which the Board of Trustees will review the application to make sure the final report is accurate to Approve or Disapprove the application.
5. If approved, the license will be issued to the applicant.