

# Liquor Renewal Checklist

Renewal statements are emailed two (2) months prior to license expiration date

- Renewal Statement, notarized;
- Liquor License Renewal Statement Data Sheet;
- An ACORD liquor liability insurance certificate naming City of Evanston as certificate holder and additional insured;
- Copy of the current surety bond in the amount of \$2,500;
- Evidence of Good Standing from the Illinois Secretary of State;
- Copy of your valid Illinois State Liquor License;
- Copy of valid BASSET certificates for all managers;
- Payment of all outstanding debts and liquor taxes owed to the City of Evanston;
- Renewal fee payment (Check/Money Order/Debit/Credit Card)

## important:

All owner(s) and site manager(s) information must be completed; any changes in management and ownership must be reported. Please be aware that any changes to new site managers or owners will require them to submit to a fingerprint/background check which must be completed prior to the City of Evanston being able to issue the Liquor License Renewal certificate.

## don't forget:

Additional insured language must read as follows: "City of Evanston is an Additional Insured with respect to the General Liability and Liquor Liability pursuant to City of Evanston code section 3-4-4"

## reminder:

Liquor license certificates will not be mailed, they will be emailed to the address we have on file

## payment:

You can either submit via mail or online



[liquorlicense@cityofevanston.org](mailto:liquorlicense@cityofevanston.org)