



CITY OF CAHOKIA HEIGHTS

Curtis L. McCall Sr., Mayor

103 Main Street

Cahokia Heights, IL 62206

Office: (618) 337-9510

Fax: (618) 215 - 7203

Liquor License Application Checklist

The following documents must be submitted with your application:

- 1. Certificate Insurance (Liability Insurance)
- 2. Photocopy of manager and applicant's driver's license or I.D.
- 3. Good Standing Certificate from Illinois Secretary of State
- 4. Copy of lease agreement or warranty deed
- 5. Copy of Articles of Incorporation
- 6. Required fees / payment
- 7. Copy of East Side Health District Certificate
- 8. Background check and fingerprint
- 9. Copy of Illinois Department of Revenue Sales Tax # (IBT)
- 10. Federal Employment Identification # (FEIN)
- 11. Copy of any Federal, State or County License or Certificate
- 12. Photo of front, back and both sides of building of the establishment
- 13. Must have proof of Basset Certificate for all owners, managers and bartender/ mixologist within 90 days of opening business

Ensure that your application is fully completed and:

- 1. Correct Liquor License Classification is marked
- 2. Application is notarized

New applicants and /or managers must complete a background check and fingerprinting . For more information please contact the Liquor Commissioner's at (618) 332 - 4208 or (618) 332 - 4253