



**CITY OF WAUKEGAN LIQUOR LICENSE**  
**May 1, 2023 – April 30, 2024 APPLICATION**

Date: March 28, 2023

Attn: City of Waukegan Liquor License Holder and/or Video Gaming License Holder

Re: Annual Liquor License FY 23-24 May 1, 2023 - April 30, 2024

Note: All local liquor licenses must be posted at your establishment by May 1, 2023

The City of Waukegan requires that all liquor license holders and/or Video Gaming Holders renew their application in **writing** annually. The application is available on our website <https://www.waukeganil.gov/467/Licensing>. It is a fillable pdf, so once completed print and sign your application in the multiple pages.

The application, with required attachments and payment, may be submitted anytime between now and Friday, April 28, 2023 in the following methods:

o In person, address below	Online payment instructions
o Via Mail, address below	1. Keep the invoice close, you will need it for step 6. 2. <b>Pay Online.</b> – OR – <i>www.waukeganil.gov</i> See top right button “PAY”
<p style="text-align: center;">City of Waukegan <b>Collector’s Department</b> <b>1st floor, 5<sup>th</sup> window</b> 100 N. Martin Luther King Jr. Ave Waukegan, IL 60085</p>	3. Select: Make a One-time-payment 4. Category: New/Renewal Licenses 5. Payment Type: Liquor/Gaming License 6. Please see attachment for your account number and invoice number 7. Please allow time for our office to verify payment

Please be advised, Liquor License and/or Video Gaming renewals will be reviewed carefully to ensure compliance with all liquor laws. That includes the following:

- Having a current business license, which is issued on **a calendar year.**
- Evaluating City delinquencies: Food & Beverage Tax, internal or external audits, fees or liens.
- Reviewing expiration dates on submitted documents.
- Updating fingerprinting records, required every 3 years,
  - o Service hours are Mon-Fri 9:00 am to 3:30 pm.

If you have any questions or concerns, please feel free to contact our team at 847-360-0334, or via email [WKAccountsReceivable@waukeganIL.gov](mailto:WKAccountsReceivable@waukeganIL.gov), email is preferred.

Respectfully,

*Collector’s Department*  
City of Waukegan  
100 N Martin Luther King Jr. Ave  
Waukegan, IL 60085