



Governor JB Pritzker
Cynthia Berg, Chair
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Updated: March 31, 2020

This memorandum provides guidance on newly required procedures stemming from COVID-19 precautions to all Illinois Liquor Control Commission (ILCC) licensees and new applicants.

Beginning Wednesday, March 18, 2020, the ILCC offices will temporarily suspend public access

Licensing

The ILCC has instituted a moratorium on **in-person submission** of new applications and **in-person submission** of renewal applications until further notice. Applying for, or renewing your Illinois Liquor License will be limited to the following methods:

First Time Applicant– MAIL IN ONLY – Please download and print forms at:

<https://www2.illinois.gov/ilcc/Pages/Applications.aspx>

ALL MAIL MUST BE SENT TO THIS ADDRESS:

ILCC Chicago Office
100 W. Randolph St, 7-801
Chicago, IL 60601

License Renewal Applicant

1. Online, go to <https://www2.illinois.gov/ilcc/Divisions/Pages/Licensing/MyTaxIllinois.aspx> **OR**
2. Mail-in:
ILCC Chicago Office
100 W. Randolph St, 7-801 Chicago,
IL 60601

Refunds

Refunds to licensees who were issued a State of Illinois Special Event or Special Use Liquor License for events that were to be held between the dates of March 16, 2020 and May 1, 2020 will be processed and returned through the following method:

1. Notify the ILCC to request a refund for your cancelled event in writing,

2. Include the following license information in your request:

- a. Applicant Name,
- b. License Number,
- c. Date(s) of Event,
- d. Phone number, and
- e. Email.

Enforcement

Inspections of liquor establishments will continue in the interest of public health and safety. ILCC agents will coordinate with Liquor Establishments to visit during non-peak hours and will take precautions suggested by the Centers for Disease Control (CDC) upon arriving at each licensed establishment. These preventative measures include the following:

- Washing hands regularly for at least 20 seconds using soap and water. Using an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoiding the touching of eyes, nose, and mouth with unwashed hands.
- Avoiding close contact with people who are sick.
- Keeping a 6-foot distance when in the same room with people.
- Staff are asked to stay home if they exhibit cold or flu-like symptoms.
- Covering mouth and nose with the inside of the arm or with a tissue when coughing or sneezing. Throw the tissue away immediately. Wash hands as soon as possible afterward. Cleaning and disinfecting frequently touched objects and surfaces.

Industry Education

In-Person BASSET Training will be suspended until further notice.

Legal

The ILCC has suspended review of Local Liquor Control Commission Appeals until further notice. Please refer to section 235 ILCS 5/7-9 of the Illinois Liquor Control Act for guidance on procedures until such time that Commission may continue its review of Appeal cases. New Appeals shall be filed via mail.

Adjudicative hearings for licensees who have received violations that require Pre-Disciplinary Conferences, or Sale of Alcohol to a Minor (SAM) violations will be conducted via teleconference. Those licensees will be notified of their **mandatory hearing** through the following method:

Adjudication - Pre-Disciplinary Conference/Sale of Alcohol to Minors

1. Licensee will receive an email related to the scheduling of a Pre-Disciplinary Conference/Sale of Alcohol to Minors Settlement Conference; AND
2. ILCC will call the licensee to adjudicate the alleged violation.
3. In addition, the ILCC will provide a link to underage prevention materials for licensees charged with a Sale of Alcohol to Minors violation.

We are monitoring the situation closely and will keep licensees informed through our website, social media, and ILCC newsletter. Please email all general inquiries to ILCC@illinois.gov or refer to the Advisory Opinion Request Form online for any liquor policy inquiries. You can also reach our office at 312.814.2206.

Liquor Control Commission Board Meetings (April 14, 2020)

Pursuant to the Governor's Executive Order 2020-10 in response to COVID-19, Illinois Liquor Control Commission meetings will be postponed until the Disaster Proclamation is lifted. If you have any questions, or concerns, please feel free to contact us at ILCC@Illinois.gov