

A **Package Goods Liquor License** is required for businesses interested in selling liquor enclosed in the original manufacturer sealed and labeled container(s). Typical businesses which obtain this license include liquor, grocery, or convenience stores.

About the Package Goods with Early Sunday Liquor Sales (effective date July 2014)

A **Package Goods with Early Sunday Liquor Sales** license allows businesses to start selling package goods liquor three hours earlier on Sundays. To be eligible, the business must:

- 1) Hold a valid city of Chicago Package Goods Liquor License
- 2) Offer retail sales of a variety of food and household products including fresh, prepared, frozen and canned foods, dairy products, vegetables, fruits, meat, and poultry
- 3) Have an interior floor area of 10,000 sq. ft. or more devoted to retail sales (does not include storage or administrative spaces)
- 4) Maintain a Liquor Display Space that does not exceed 25% of the total floor area devoted to retail sales (see above)

	Package Goods Sales (Standard Hours)	Package Goods with Early Liquor Sales (Extended Hours)
Monday – Friday	7:00AM – 2:00AM	Same
Saturday	7:00AM – 3:00AM	Same
Sunday	11:00AM – 2:00AM	8:00AM – 2:00AM

Pre-Application Checklist

The following activities must be completed **BEFORE** applying for Early Sunday Liquor Sales:

- ✓ For businesses with an existing Package Goods Liquor license adding Early Sunday Liquor Sales:
 - Review the floor plan and confirm that the gross indoor space devoted to retail sales is 10,000 sq. ft. or greater (Note: if the floor plan has changed since initial liquor license application, the business may have additional requirements).
 - Evaluate the total floor area used to display alcoholic liquor and verify that it does not exceed 25% of the total space devoted to retail sales.
 - Confirm that all city debts are paid, any open license or change applications completed, and license violations or disciplinary cases resolved.

- ✓ For businesses applying for a new Package Goods Liquor with Early Sunday Liquor Sales license:
 - Check your Zoning designation and any location restrictions for liquor sales. Verify that all business activities are permitted at the proposed business location.
 - Register your business with ALL of the appropriate government agencies.
 - Check state or federal laws and requirements.
 - Review and understand the overall liquor license application process. The City of Chicago considers all liquor sales a privilege and applicants are not guaranteed license approval.

How do I apply?

Applications are processed in person at the Department of Business Affairs and Consumer Protection (BACP) office in City Hall, 121 North LaSalle Street, Room 800. An appointment is recommended and can be made by calling (312) 74-GOBIZ / (312) 744-6249, or by going online at www.cityofchicago.org/bacp, and then clicking on [Schedule An Appointment With A Business Consultant](#).

Individuals who are authorized to begin and process liquor license applications include: the business owner, an employee of the business (must show employment verification), licensed expediter or attorney and their employees, as well as Certified Public Accountants (CPAs) and their employees.

THE APPLICATION PROCESS

For Businesses with an existing Package Goods Liquor License

Application fee: \$250

For businesses already holding a package goods license, simply notify BACP that you would like to add Early Sunday Liquor Sales to your business. A BACP business consultant will provide you with a custom application.

You will be required to complete the application and provide a copy of the floor plan detailing the usage as well as provide the size of the space devoted to retail sales and alcoholic liquor display. Size calculations must be done by an architect.

Once the application has been filed, the City of Chicago will review and confirm that you meet the requirements for Early Sunday Liquor Sales. Upon approval, you will be issued a new license for "Package Goods with Early Sunday Liquor Sales." Once you have received the new license, the existing "Package Goods" license may be destroyed. You will not need to maintain both license certificates.

For Businesses applying for a NEW Package Goods Liquor License

Application fee: Standard license application fee(s)

For businesses that do not already have a Package Goods Liquor License, please notify BACP that you would like to apply for a Package Goods Liquor License as well as Early Sunday Liquor Sales.

Your application will go through the same process as that for a new liquor license. This includes zoning review, the mandatory 36-day public notification period, on-site inspections, fingerprinting, and review of all required supplemental documents.

Upon City of Chicago review and approval, you will be granted a "Package Goods with Early Sunday Liquor Sales" license.