

## FILING APPEALS OF APPLICANT CASES

1. An appeal of a denial of an application for a liquor license (includes any of the following: denial of an application for a new license, change of officers, change of location, change of management/ownership, or a refusal to renew) must be filed with the License Appeal Commission within TWENTY (20)\* days of the date of the letter of denial issued by the Department of Business Affairs and Consumer Protection. **A FAILURE TO FILE THE APPEAL WITHIN TWENTY (20)\* DAYS OF THE DATE OF THE LETTER OF DENIAL WILL RESULT IN THE LOSS OF YOUR ABILITY TO APPEAL THE DENIAL.** (Please Note: The License Appeal Commission follows the schedule of official holidays issued by the City of Chicago's Law Department).
2. To appeal the liquor license denial by the Department of Business Affairs and Consumer Protection of an application for a liquor license, the applicant must file certain documents with the License Appeal Commission.
  - A) The applicant must file a Notice of Appeal (see Notice of Appeal under Documents).
  - B) A copy of the letter of denial of the application for a liquor license issued by the Department of Business Affairs and Consumer Protection must be included with your Notice of Appeal.
  - C) POS (Point of sale) Invoice showing the filing fee of \$125 was paid. If it is denial of a renewal, proof that all required license fees are paid to date is also required.
3. In order to appeal the Applicant must pay a filing fee of \$125.00 with the Department of Finance. The POS Invoice form is now available on our department's website at [www.cityofchicago.org/lac](http://www.cityofchicago.org/lac) Download the form and pay the fee at any City of Chicago payment center. A receipt showing that the fee has been paid must be presented to the License Appeal Commission. **NO APPEAL WILL BE ACCEPTED WITHOUT THIS RECEIPT.**
4. The Applicant should also include any case law or statute upon which the applicant will rely in arguing to reverse the decision of the Department of Business Affairs and Consumer Protection.
5. Any liquor licensee who appeals a refusal to renew order from the Local Liquor Control Commission, is required by state law to pay and keep current their liquor license renewal fees during the pendency of the appeal. Any liquor licensee who appeals a refusal to renew order with the License Appeal Commission will be required to show proof that all license renewal fees are paid to date. Liquor licensees must pay their renewal fees at the City of Chicago Department of Finance in Room 107 of City Hall and obtain a receipt. The paid license renewal fee receipt, as well as a receipt showing payment of the filing fee for a new appeal must be submitted to the License Appeal Commission as a prerequisite to filing an appeal.

\*Days = calendar days. If a due date falls on a Saturday, Sunday, or Court holiday, the due date will be the next available business day.

## **REQUIREMENTS FOR FILING A LIQUOR LICENSE APPEAL**

(Denial of Application)

**Electronic filings by email to [Michelle.Guzman-Flores@cityofchicago.org](mailto:Michelle.Guzman-Flores@cityofchicago.org) are preferred. If email is an impossibility, please call 312-744-4095 to arrange for any in-person filings. The following documents MUST be included before the appeal will be accepted for filing. Failure to submit any of the documents below will result in a rejection of the filing.**

- Notice of Appeal
- Denial Letter issued by BACP
- Appearance Form
- A copy of the filing fee receipt. The POS Invoice form is now available on our department's website. Download the form and pay the fee at any City of Chicago payment center. Renewals include receipts of up-to-date payments of license fees.

The forms above are available for download on our website ([www.cityofchicago.org/lac](http://www.cityofchicago.org/lac)) or you may arrange a time to pick up hard copies from our office by emailing [Michelle.Guzman-Flores@cityofchicago.org](mailto:Michelle.Guzman-Flores@cityofchicago.org) or by calling 312-744-4095. If you are requesting hard copies, it is strongly recommended to call or email at least five (5) BUSINESS days (not including Saturdays, Sundays, or court holidays) in advance to guarantee a time can be arranged for pick up of hard copies. Please be aware you will need time to take the POS Invoice form to any City of Chicago payment center, pay the filing fee, and obtain a receipt BEFORE the appeal is filed with our office.

## **REQUIREMENTS FOR FILING A LIQUOR LICENSE APPEAL**

(REFUSAL TO RENEW APPEALS ONLY)

**Electronic filings by email to [Michelle.Guzman-Flores@cityofchicago.org](mailto:Michelle.Guzman-Flores@cityofchicago.org) are preferred. If email is an impossibility, please call 312-744-4095 to arrange for any in-person filings. The following documents MUST be included before the appeal will be accepted for filing. Failure to submit any of the documents below will result in a rejection of the filing.**

- Notice of Appeal
- Refusal to Renew Document Issued by BACP
- Appearance Form
- A copy of the filing fee receipt. The POS Invoice form is now available on our department's website. Download the form and pay the fee at any City of Chicago payment center.
- Liquor licensees will be required to show proof that **all license renewal fees** are paid to date. Licensees must pay their renewal fees at the City of Chicago Department of Finance, City Hall – Room 107. Please include a copy of this receipt.

The forms above are available for download on our website ([www.cityofchicago.org/lac](http://www.cityofchicago.org/lac)) or you may arrange a time to pick up hard copies from our office by emailing [Michelle.Guzman-Flores@cityofchicago.org](mailto:Michelle.Guzman-Flores@cityofchicago.org) or by calling 312-744-4095. If you are requesting hard copies, it is strongly recommended to call or email at least five (5) BUSINESS days (not including Saturdays, Sundays, or court holidays) in advance to guarantee a time can be arranged for pick up of hard copies. Please be aware you will need time to take the POS Invoice form to any City of Chicago payment center, pay the filing fee, and obtain a receipt BEFORE the appeal is filed with our office.