

**TOBACCO APPLICATION
REQUIRED ATTACHMENTS
NEW APPLICANTS & CHANGE OF USE OR LOCATION
ONLY**

Each of the following items MUST be submitted with all new applications and applications for a change in use:

1. A non-refundable application fee pursuant to the tobacco fee schedule. Only one fee will be charged per location.
2. A detailed business plan setting forth the nature and use of the prospective licensed premises. Information which should be contained in the business plan includes but is not limited to:
 - Days and hours of operation
 - Food service hours
 - Anticipated ratio of tobacco sales

The mayor shall be deemed to have relied on the detailed business plan in the issuance of any license under this chapter. (The mayor may, as a prerequisite to completing the review of any application, require the applicant to supplement such detailed business plan, including requiring the delivery of detailed site plans, building elevations, blueprints, and floor plans for the prospective licensed premises, so as to establish clear representations regarding the proposed operations of the prospective licensed premises.

3. If a corporation, copies of Articles of Incorporation
4. A detailed depiction of the proposed interior layout of the premises to be licensed. The interior layout must be drawn to scale (engineering or architect scale), with at least one copy submitted to be sized 11” by 17” or 8.5” by 11,” **and placement of tobacco products being sold should be identified on the interior floor plan.** Questions regarding this requirement should be directed to the City of Rockford Current Planning at 779-348-7158. Drawings not meeting these specifications will be rejected.
5. A detailed exterior site plan and building elevation plan drawn to engineer or architect scale, with at least one copy submitted to be sized 11” by 17” or 8.5” by 11” and including the following:
 - Dimensions of the parcels and dimensions and setbacks of all existing and proposed structures;

-Streets, sidewalks and curb cuts for access to the property; the required number of off-street parking stalls, loading and stacking areas and their dimensions; and traffic circulation aisles and their dimensions;
-A landscape plan showing all landscape strips and buffers required by the Zoning Ordinance, including dimensions, and a summary of the landscape units required to be provided with the proposed development. **Questions regarding this requirement should be directed to the City of Rockford Current Planning at 779-348-7158.**

6. A background check is required for the primary applicant, all managers/agents, and any owner of 5% or more of the business and all corporate officers and directors. Persons required to complete a background check may do so at either of the following locations and under the following terms:
 - a. Individuals may complete a live scan fingerprint at Metro Enforcement located at 618 East State Street, Rockford, Illinois. **Please call (815) 964-9900 to schedule an appointment.** Individuals must advise Metro Enforcement Staff they are completing the fingerprinting pursuant to a City of Rockford Liquor License Application. The results of a background check completed through live scan will typically be forwarded to the City of Rockford Department of Law within ten (10) business days. The fee for this expedited service is sixty five dollars (\$65.00) and should be paid directly to Metro Enforcement. Any questions about this process may be directed to Metro Enforcement staff.
 - b. Individuals may also complete a live scan fingerprint at Rockford Detective Agency, Inc., located at 631 North Longwood Street, Suite 102, Rockford, Illinois 61107. **Please call (815) 282-2822 to schedule an appointment.** Walk-ins are welcomed as well. Individuals must advise the agency that they are completing the fingerprinting pursuant to a City of Rockford Liquor License Application. The results of a background check completed through live scan will typically be forwarded to the City of Rockford Department of Law within ten (10) business days. The fee for this expedited service is fifty five dollars (\$60.00) and should be paid directly to Rockford Detective Agency. Any questions about this process may be directed to the agency's staff.
 - c. **Individuals may also complete a live scan fingerprint at Accurate Biometrics located at 129 Phelps Avenue #407, Rockford, Illinois 61108, 773-685-5699.** Appointments are not needed. Individuals must advise the agency that they are completing the fingerprinting pursuant to a City of Rockford Liquor License Application, and provide the Fingerprint Applicant Form, which is given by the City of Rockford Legal Department upon request. The results of a background check completed through live scan will typically be forwarded to the City of Rockford Department of Law within ten (10) business days. The fee for this expedited service is sixty dollars (\$60.00) and should be paid directly to Accurate Biometrics. Any questions about this process may be directed to the agency's staff.

PLEASE NOTE: FAILURE TO SUBMIT ANY REQUIRED ATTACHMENTS WILL RESULT IN THE REJECTION OF YOUR APPLICATION AND RESULT IN NO LESS THAN A 30 DAY DELAY OF ANY POSSIBLE APPROVAL.

ALSO PLEASE NOTE THAT AFTER FINAL APPROVAL IS GIVEN BY CITY COUNCIL, AND ALL PAPERWORK AND PAYMENT HAS BEEN RECEIVED, THERE IS AN ADDITIONAL 3-5 BUSINESS DAYS FOR PROCESSING OF THE TOBACCO LICENSE. LICENSES ARE NOT PREPARED AHEAD OF TIME.