

Liquor License Instructions

Apply online at <https://abd.iowa.gov/licensing/elaps>

- Create a User ID & password to complete application online. Save ID & password for annual renewal.
- Since the process is online, applicants need to sign the Notary page. Please do not sign the application until you are in front of a Notary Public. Deputy Clerk can assist with this process.
- Submit a signed copy of the lease/rental agreement for the license period or a signed final sales contract or warranty deed.
- An investigation of the applicant and of the proposed premise is required. dps.iowa.gov for criminal background - \$15 fee.
- An inspection needs to be completed of the premises by the Building Inspector and a Fire Department Representative for any permit or license. They normally complete the inspection together so please contact Karen at 515-576-4551 ext. 1237 to set up. Each inspector will sign a form when the building is in conformance. Signed forms must accompany the application.
- An 8 ½” by 11” drawing of the premises including the floor area, restrooms, entrances, and exits must accompany the application. If you are requesting outdoor service, the sketch must define the boundaries and needs to be roped or fenced. While the state does not have requirements regarding a type of fencing/barriers, the licensed area is required to be discernable.
- Applications must be submitted to the City Clerk’s Office by 11:00 a.m. on the Wednesday prior to the Monday night Council Meeting. The City Council only recommends approval of the license and then forwards the application to the Iowa Alcoholic Beverages Division. The State of Iowa ultimately approves your license. The Iowa Alcoholic Beverages Division must issue your license before you can start serving alcohol or selling beer and liquor.

Any questions, the Iowa Alcoholic Beverages Division is 866-469-2223 option 1

Locally, contact Dawn Siebken, City Clerk, at 515-576-4551 ext 1212

APPLICANT

I hereby declare that all information contained in the E-license Application is true and correct. I understand that misrepresentation of material fact in the Application is a serious misdemeanor crime and grounds for denial of the license or permit under Iowa law. Please submit this form to your local authority.

Applicant's Signature

Date

NOTARY

State of _____

County of _____

Signed and sworn to before me on _____
Date

By _____
Print Name of Applicant

Signature of Notary

Date