



## **Liquor License Applications**

A number of City inspections will be required to determine your eligibility to hold or to renew a liquor license. These inspections will take at least 30 days to complete. Please assist us by forwarding all applicable forms and paperwork in a timely manner.

Once you have submitted an online application and all other applicable paperwork to the City Clerk's Office, a criminal and financial background investigation will take place. When this has been completed, and the premise has been inspected and approved, the application will be presented to the Des Moines City Council. The City Council will then determine whether the applicant is eligible to hold a liquor license in the City of Des Moines.

**You will be notified in writing should the City Council deny your liquor license application. Otherwise, you may call the Des Moines City Clerk's Office to confirm the approval of your application.**

## **Renewal Applications**

### **Step 1**

1. Complete the online [application form](http://www.IowaABD.com) ([www.IowaABD.com](http://www.IowaABD.com))
2. Contact inspectors if your business is not open during the hours of 9:00 AM to 3:00 PM.
3. On-premise applications only - contact your insurance agent to request he/she provide proof of Dram Shop insurance, including outdoor service endorsement, if applicable, online.

### **Step 2 If there are any changes, submit the following to the City Clerk's Office:**

1. Amended [detailed diagram](#) with layout of premise to be licensed, including outdoor service area
2. Amended Articles of Incorporation

### **Step 3 Submit to the Des Moines Police Vice Coordinator:**

1. Statement from CPA for renewal of Certificate of Exception

Should you have any questions, please contact:

#### **Des Moines Police Department Vice Coordinator**

(515) 283-4830 or (515) 237-1446  
Police Department, 106 E. 1st Street

#### **City Clerk's Office**

(515) 283-4209 option 4  
City Hall, 400 Robert D Ray Drive, second floor

**Email:** [CityClerk@dmgov.org](mailto:CityClerk@dmgov.org)