



## **New Liquor License Applications**

A number of City inspections will be required to determine your eligibility to hold 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 applicable paperwork to the City Clerk's Office, a criminal and possibly 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.

## **Applicant requirements**

In order to be eligible to hold a liquor, wine or beer license, the law requires the applicant to meet the standards of good moral character. Under Iowa law, applicants are considered to be of good moral character if they:

- Are a U.S. citizen and an Iowa resident, or incorporated to do business in the state. The corporation must be registered and in good standing with the Iowa Secretary of State's Office.
- Have not been convicted of a felony during the past five years.
- Have not had any financial interest in an Iowa liquor, wine or beer license which was revoked during the past two years.
- Have "good financial standing" and a "good reputation" to indicate that the applicant will comply with all laws and rules governing the license

Requirements apply to all officers, directors and shareholders of a corporation and general partners in a partnership.

## **Steps for NEW applications (Non-Renewal):**

1. Applicant must complete the online application on the ABD website at <https://elicensing.iowaabd.com/> Note - Hold on to your newly created user name and password, as you will need these each year for your renewals.
2. Contact your insurance agent to request proof of Dram Shop insurance, including outdoor service endorsement, if applicable, online.
3. Contact the City Clerk's Office at (515) 283-4209, option 4 for a list of inspectors you will need to schedule appointments with.
4. Submit required forms to the City Clerk's Office
  - a. Notary Form from on-line application (Forms are available at the City Clerk's Office, if printing was missed on your initial application. Staff in the City Clerk's Office are Notaries.)

- b. A premise sketch on a 8 1/2 x 11" white paper of the proposed premises showing all areas and floors where alcoholic beverages will be stored, sold, served and consumed. Indicate all entrances and exits, access to adjacent areas, location of bar, bathrooms and seating for a minimum of 25. If Applicant has Outdoor Service Area Privilege, please include in the sketch its relationship to the licensed premises.
  - c. A signed copy of the lease, final sales contract or warranty deed.
  - d. A DCI Criminal history background check on each owner which can be obtained at the State Criminal Investigation Division, located at 215 E. 7<sup>th</sup> Street.
5. The City Clerk's Office will place your new liquor license application on the City Council agenda after all departments have signed off that the inspections are complete.
6. Payment for the license is done through electronic fund transfer (EFT) system. You need to fill in your bank's name, routing number and account number at the end of the online application.
  - A. If application is approved 10 or more days before the license effective date, the electronic payment for the total cost of the license will be deducted after the application has been approved by the local authority and processed by the ABD.
  - B. If application is approved less than 10 days before the license effective date a Certified Check, Cashier's Check, or Money Order for the cost of the license, made payable to the Iowa ABD, must be delivered to the Iowa ABD at 1918 SE Hulsizer Road, Ankeny, IA 50021. Once the Iowa ABD receives the payment, your new liquor license will be issued.
7. 10 to 12 business days after final approval by the ABD, your active liquor license will be emailed to you. You will be required to print it off and post it in a prominent location.

Should you have any questions, please contact:

City Clerk's Office  
(515) 283-4209, option 4