



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.

New Applications (Non-Renewal)

Step 1:

1. Complete the online [application form](http://www.IowaABD.com) (www.IowaABD.com)
2. 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 Submit the following to the City Clerk's Office (City Hall, 400 Robert D Ray Dr.):

1. Notary form from on-line application
2. The [City of Des Moines Addendum Form](#)
3. A [detailed diagram](#) with layout of the premise to be licensed, including outdoor service area
4. Copy of lease agreement or warranty deed
5. If applicable:
 - A. Articles of Incorporation
 - B. If a Partnership - a copy of the registered trade name
 - C. Bond for Class E Liquor License

Step 3 Submit the following to the Des Moines Police Vice Coordinator (25 E. 1st St.):

1. A personal financial statement including:
 - A. Source of original funding (Documentation of where the funds to open the business were obtained)
 - B. Personal bank accounts (account numbers; name, address, and phone number of bank)
2. Retail Sales Tax Permit Number
3. DCI Report on each owner. State Criminal Investigation Division - 725-6066.
4. Have your photograph taken
5. Certificate of Exception (Allows under 21 yrs. in bar after 9 PM) - provide a statement from a CPA showing that less than 50% of the business' income is derived from alcohol related sources

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