



ON-PREMISE APPLICATION FOR LIQUOR, WINE OR BEER

1. APPLICANT.

Name of Applicant:
(Sole Proprietorship, Partnership, Corporation, etc.)

Name of Business (D/B/A):

Address of Premise:

City:

County:

Zip:

Business Phone:

Home Phone:

Mailing Address:
(Name & Address)

City:

State:

Zip:

Contact Name:

Phone:

LICENSE CLASSIFICATION REQUESTED:

- Class A Liquor License (Private Club)
- Class B Liquor License (Hotel/Motel)
- Class C Liquor License (Commercial)
- Special Class C Liquor License (Beer/Wine)
- Class B Beer Permit (Includes Wine Coolers)
- Class B Wine Permit (Carry-out wine may be issued in conjunction with other licenses)

PRIVILEGES:

- Sunday Sales Privilege
- Outdoor Service
- Living Quarters Permit
- Brew Pub Privilege (Class C Liquor License and Class B Beer Permit only)
- Catering Privilege (12 month Class B or C Liquor Licenses only)

LENGTH OF LICENSE REQUESTED:

- 12 month 14 day*
- 8 month 5 day*
- 6 month

*Not Available for class B wine permits.

FEE:

Local Authority (Class B Beer only):

\$ _____ Paid to: _____

Alcoholic Beverages Division:

Liquor License \$ _____ Wine Permit \$ _____

Sunday Sales \$ _____ Brew Pub \$ _____

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2. PREVIOUS LICENSEE AT THIS LOCATION.

Name:	License/Permit #
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3. STATUS OF BUSINESS.

Indicate how the business will be operated:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Publicly Traded Corporation
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Non-Profit Association
<input type="checkbox"/> Privately-Held Corporation	<input type="checkbox"/> Municipality

4. OWNERSHIP.

4-1. List all persons having financial interest or control in the business. List all partners, officers, directors and shareholders owning 10% or more stock. Sole proprietors shall also include their spouse even if the spouse owns 0% interest. If not married, write "No Spouse".

Name	Complete Home Address (Include City, State & Zip)	Position (owner, spouse, partner, president, etc.) List SS# for each.	US Citizen (yes or no)	Date of Birth			Percent of Ownership
				M	D	Y	
		_____ SS#					
		_____ SS#					
		_____ SS#					
		_____ SS#					
		_____ SS#					

You must show 100% ownership of the business. Failure to list all interested parties is unlawful and constitutes grounds for denial or revocation of the license. (Attach additional sheets, if necessary.)

100%

4-2. _____ Corporation ID Number for Corporations, Limited Liability Companies, Limited Partnerships, and Limited Liability Partnerships.

4-3. _____ Federal Employer ID#.

5. CRIMINAL HISTORY.

The following questions apply to all persons listed in *section 4-1*. Each question applies to the criminal history for each person, within and outside Iowa. **Include detailed explanation for all yes responses on an attached sheet.**

5-1. Y N Have you ever been convicted of a felony offense in Iowa or any other state of the United States? If yes, list in *section 5-3*.

5-2. Y N Are there any arrests, indictments or summonses pending against you? If yes, list in *section 5-3*.

5-3. List all arrests, indictments, summonses, convictions and deferred judgments for ALL violations of any state, county, city, federal or foreign government for all persons listed in *section 4-1*. All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. **DO NOT** include traffic violations, except those that are alcohol-related. (*Attach an additional sheet if necessary*). If no arrests, indictments, summonses or convictions are applicable, be sure to write "**NONE**". *Failure to provide an answer will delay the processing of the Application.*

Name	Date of Arrest	Charge	*Disposition of Arrest	Location of Court (County, State, Federal)	Citizenship Lost? (yes/no)

Attach copy of the Disposition of the Court for each violation noted. Attach copy of Restoration of Citizenship where loss of citizenship is indicated. **If there are no arrests, indictments, summonses or convictions, write "NONE".*

6. PREMISES.

6-1. Indicate how you have control of the premises: Own Lease Other (explain) _____

Submit signed copy of the lease/rental agreement for the license period or signed final sales contract or warranty deed.

6-2. Attach a sketch on 8 ½ x 11" white paper of the proposed premise showing all areas under the control or lease of the Applicant. Include all floors where alcoholic beverages will be sold, served, consumed and stored. Indicate all entrances and exits, location of bar, back bar, and bathrooms. Please provide a separate sketch for each floor. If Applicant has Outdoor Service Area Privilege, please include in the sketch its relationship to the licensed premise.

7. GENERAL INFORMATION.

7-1. _____ Number of bathrooms.

7-2. _____ Number of floors where alcoholic beverages will be sold, served, consumed and stored.

7-3. Y N Are other liquor, wine or beer businesses accessible from the interior of your premises? If yes, list owner, name and address of other businesses on an attached sheet.

7-4. Y N Is your premises furnished with tables and seats to accommodate a minimum of 25 persons at one time?

7-5. Class A Liquor License "Club" Applicants only:

Y N Is your club a non-profit corporation or association of individuals who own, lease, or occupy a permanent building whose members prepay regular dues and is not operated for a profit other than such profits as would accrue to the entire membership?

_____ If yes, how many dues paying members do you have?

7-6. Veterans Organizations: In addition to answering the question in *section 7-5*, please answer the following two questions:

Y N Is your lodge or fraternal organization chartered by the Congress of the United States?

_____ Number of days the club will sell or serve alcoholic beverages per year.

7-7. Class B Liquor License Applicants only:

Y N Do you have 20 or more sleeping rooms?

8. APPLICANT SIGNATURE.

The Application must be signed by a person listed in *section 4-1*. **NOTE: A Dram Shop Liability Certificate of Insurance must accompany the Application. Failure to furnish a Dram Shop Liability Certificate of Insurance will delay the processing of the Application.**

I hereby declare that all information contained in the 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. I further understand that, as a condition of receiving a license, the licensed premise is subject to inspection during business hours by appropriate local, state and federal officials.

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 Commission Number Expiration Date

This document is subject to Iowa's Open Record law. Information contained in the Application may be disclosed without prior notice to or permission from the Applicant. See Iowa Code chs. 22 and 123. See also 185 Iowa Administrative Code, ch. 18.

9. ENDORSEMENT OF LOCAL AUTHORITY.

I hereby certify that the Application was submitted to:

_____ on _____
City Council or County Board of Supervisors Date

And after conducting pertinent background investigations of the Applicant and proposed licensed premises, it is recommended that

the license be: Approved Denied*

If approved, requested license effective date: _____

Outdoor Service Area (if applicable): Approved Denied*

Indicate location of premises:

- Within incorporated city
- Within unincorporated area of county. Name of nearest incorporated city: _____
- Within unincorporated city. Name of unincorporated city: _____

Name of City or County Signature of City or County Official ()
Daytime Phone

**If the Application is denied, attach a separate sheet identifying specific reasons for the denial.*



INSTRUCTIONS FOR ON-PREMISE APPLICATION

Licensing a business to sell and serve alcoholic beverages is a cooperative effort. It begins with information provided by the Applicant, and is followed with investigation of the Applicant and of the proposed premise by law enforcement officials, inspections by the health and fire inspectors, approval of the license by the local official, and is completed with issuance of the license by the Iowa Alcoholic Beverages Division.

Following is a brief outline to assist with the completion of the Application:

GENERAL INFORMATION

Please answer all questions on the Application and attach payment (Fee Chart attached). A Dram Shop Liability Certificate of Insurance shall accompany the Application. The Dram Shop Liability Certificate shall have the same dates, principal and address as requested on the Application. Submit a signed copy of the lease/rental agreement for the license period or a signed final sales contract or warranty deed. Thoroughness in completing the Application will assist the Local Authority and the Alcoholic Beverages Division in processing the Application without delay.

As a condition to receiving a license, the Applicant's premise is subject to inspection during business hours by appropriate local, state and federal officials.

False representation of material fact in the Application is a serious misdemeanor crime and grounds for denial of the license or permit under Iowa law.

Please contact the Iowa Alcoholic Beverages Division with any questions at 866/469-2223. The Division's office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

LICENSE CLASSIFICATIONS

PRIVILEGE

- *Class A Liquor License:* Allows private nonprofit clubs to sell liquor, wine, beer and wine coolers for on-premise consumption only; no carry out sales. Sales are restricted to members and their guests. No sales are allowed to the general public.
- *Class B Liquor License:* Allows hotels and motels to sell liquor, wine, beer and wine coolers for on-premise consumption. Also allows carryout sale of beer and wine coolers in original unopened containers.
- *Class C Liquor License:* Allows commercial establishments to sell liquor, wine, beer and wine coolers for on-premise consumption. Also allows carryout sale of beer and wine coolers in original unopened containers.

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- ***Special Class C (BW) Liquor License:*** Allows commercial establishments to sell wine, beer and wine coolers for on-premise consumption. Also allows carry out sale of beer and wine coolers in original unopened containers.
- ***Class B Beer Permit:*** Allows commercial establishments to sell beer and wine coolers for on-premise consumption. Also allows carryout sale of beer and wine coolers in original unopened containers.
- ***Class B Wine Permit:*** Allows commercial establishments to sell carryout wine in original unopened containers. Class B Wine Permit may be issued in conjunction with any of the above-mentioned license/permits.

ADDITIONS TO LICENSE

➤ ***Sunday Sales Privilege:***

Allows selling and serving of those alcoholic beverages permitted by the license or permit from 8:00 a.m. on Sunday to 2:00 a.m. the following Monday. Refer to Liquor License Fee Chart for Sunday Sales Privilege fee.

➤ ***Outdoor Service Area:***

Allows selling and serving of those alcoholic beverages permitted by the license or permit in a designated outdoor area that is adjacent to the licensed premise. There is no fee for Outdoor Service area.

➤ ***Brew Pub Privilege:***

Allows ***brewing*** of beer for consumption on the premise. A Brew Pub Privilege can be added only to Class C Liquor Licenses and Class B Beer Permits. The fee for a Brew Pub Privilege is \$250.00.

➤ ***Catering Privilege:***

Allows catering of liquor, wine and beer as part of a food catering service for a social host. All food and beverages must be provided to guests at no charge. A Catering Privilege can be added only to Class B and Class C Liquor Licenses. There is no fee for Catering Privilege.

➤ ***Living Quarters Permit:***

Separates living quarters, accessible from inside the licensed premise, and protects residents from warrantless searches. There is no fee for a Living Quarters Permit.

FEES

Class B Beer Permit fees are payable to the Local Authority. Sunday Sales Privilege fee on Class B Beer Permit, and all other license fees, are payable to the Alcoholic Beverages Division. A License Fee Chart is attached.

LIQUOR LICENSE FEE CHART

CLASSIFICATION	12 Month			8-Month			6-Month			14-Day			5-Day		
	BASIC	SUNDAY	TOTAL	BASIC	SUNDAY	TOTAL	BASIC	SUNDAY	TOTAL	BASIC	SUNDAY	TOTAL	BASIC	SUNDAY	TOTAL
Class A Liquor License															
a. In city over 2,000 and has more than 250 members	780.00	156.00	936.00	520.00	104.00	624.00	390.00	78.00	468.00	195.00	39.00	234.00	97.50	9.75	107.25
b. In city under 2,000 or club with less than 250 members	520.00	104.00	624.00	346.67	69.33	416.00	260.00	52.00	312.00	130.00	26.00	156.00	65.00	6.50	71.50
c. Veteran's organization operating one day a week or 52 days or less per year	260.00	52.00	312.00	173.33	34.67	208.00	130.00	26.00	156.00	65.00	13.00	78.00	32.50	3.25	35.75
Class B Liquor License															
a. Within cities of 10,000 & over	1,690.00	338.00	2,028.00	1,126.67	225.33	1,352.00	845.00	169.00	1,014.00	422.50	84.50	507.00	211.25	21.13	232.38
b. Within cities of over 3,000 and less than 10,000	1,365.00	273.00	1,638.00	910.00	182.00	1,092.00	682.50	136.50	819.00	341.25	68.25	409.50	170.63	17.07	187.70
c. Within cities of 3,000 & less	1,040.00	208.00	1,248.00	693.33	138.67	832.00	520.00	104.00	624.00	260.00	52.00	312.00	130.00	13.00	143.00
Class C Liquor License															
a. Within cities of 10,000 & over	1,690.00	338.00	2,028.00	1,126.67	225.33	1,352.00	845.00	169.00	1,014.00	422.50	84.50	507.00	211.25	21.13	232.38
b. Within cities of over 1,500 & less than 10,000	1,235.00	247.00	1,482.00	823.33	164.67	988.00	617.50	123.50	741.00	308.75	61.75	370.50	154.38	15.44	169.82
c. Within cities of 1,500 or less	780.00	156.00	936.00	520.00	104.00	624.00	390.00	78.00	468.00	195.00	39.00	234.00	97.50	9.75	107.25
Class C (BW) Liquor License															
a. Within cities of 10,000 & over	585.00	117.00	702.00	390.00	78.00	468.00	292.50	58.50	351.00	146.25	29.25	175.50	73.13	7.32	80.45
b. Within cities of over 1,500 & less than 10,000	390.00	78.00	468.00	260.00	52.00	312.00	195.00	39.00	234.00	97.50	19.50	117.00	48.75	4.88	53.63
c. Within cities of 1,500 or less	195.00	39.00	234.00	130.00	26.00	156.00	97.50	19.50	117.00	48.75	9.75	58.50	24.38	2.44	26.82
Class B Beer															
a. Within cities of 10,000 & Over	300.00*	60.00		200.00*	40.00		150.00*	30.00		75.00*	15.00		37.50*	3.75	
b. Within cities of over 1,500 & less than 10,000	200.00*	40.00		133.33*	26.67		100.00*	20.00		50.00*	10.00		25.00*	2.50	
c. Within cities of 1,500 or less	100.00*	20.00		66.67*	13.33		50.00*	10.00		25.00*	5.00		12.50*	1.25	
Class B Wine Permit	500.00	included	500.00	333.34	included	333.34	250.00	included	250.00						

***Make check payable to the local authority. All other fees are made payable to Iowa Alcoholic Beverages Division.**