



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

Thomas J. Vilsack Governor of Iowa
Sally J. Pederson Lieutenant Governor

Lynn M. Walding Administrator

OFF-PREMISE APPLICATION FOR LIQUOR, WINE OR BEER

1. APPLICANT.

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

Name of Business (D/B/A):

Street Address of Business:

City:

County:

Zip:

Business Phone:

Home Phone:

Mailing Address:
(Name & Address)

City:

State:

Zip:

Contact Name:

Phone:

LICENSE CLASSIFICATION REQUESTED:

- Class C Beer Permit (12 month only)
- Class E Liquor License (12 month only)
- Class B Wine Permit:
 - 12 Month
 - 8 month
 - 6 month

FEE: Local Authority (Class C Beer only)

\$ _____

Paid to: _____

PRIVILEGES:

- Sunday Sales Privilege (Class C Beer Only)
- Living Quarters Permit

FEE: Alcoholic Beverages Division

Liquor License \$ _____

Wine Permit \$ _____

Sunday Sales \$ _____

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Iowa Alcoholic Beverages Division, 1918 SE Hulsizer Road, Ankeny, Iowa 50021 515.281.7430 866.IowaABD (866.469.2223)

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 premises showing all areas under the control or lease of the Applicant. Include all floors where alcoholic beverages will be sold and stored. Indicate all entrances and exits, retail sales areas, storage areas and bathrooms. Please provide a separate sketch for each floor.

7. GENERAL INFORMATION.

7-1. 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.

Class C Beer Permit Applicants Only:

7-2. _____ Square footage of the entire retail sales area of the business, including area of walk-in coolers that are accessible to the public. This includes all areas where non-alcohol products are also sold. Do not include areas that are not accessible to the public (offices, bathroom, kitchen, storage area, etc).

7-3. Y N Do you sell groceries or pharmacy items? (Must sell at least 6 items to qualify for Class C Beer Permit.)

Class E Liquor License Applicants Only:

7-4. _____ Square footage of the entire interior area of the building including, but not limited to, all areas used in the storage, distribution, warehousing, display, wholesale and retail sale of merchandise, offices, bathrooms, break rooms, etc.

7-5. Y N Do you sell gasoline? (Gasoline cannot be sold at a Class E liquor establishment.)

8. APPLICANT SIGNATURE.

The Application must be signed by a person listed in *section 4-1*.

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:

City Council or County Board of Supervisors

on _____
Date

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

the license/permit be:

Approved

Denied*

If approved, requested license effective date: _____

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 OFF-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 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

All questions shall be completely answered and payment attached. 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 delays. Please enclose payment with the Application (fee chart attached).

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

- | | |
|----------------------------------|--|
| ➤ <i>Class C Beer Permit:</i> | Allows commercial establishments to sell carryout beer and wine coolers in original unopened containers. |
| ➤ <i>Class E Liquor License:</i> | Allows commercial establishments to sell carryout liquor in original unopened containers. The license includes Sunday Sales Privilege. |
| ➤ <i>Class B Wine Permit:</i> | Allows commercial establishments to sell carryout wine in original unopened containers. The license includes Sunday Sales Privilege. |

Commercial establishments may hold any combination of the above-mentioned licenses.

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ADDITIONS TO LICENSE

- *Sunday Sales Privilege:*

- *Living Quarters Permit:*

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.

Separates living quarters, accessible from inside the licensed premise, from the licensed premise and protects residents from warrantless searches.

CARRYOUT LICENSE FEE CHART

Class C Beer Permit: Fees are calculated on the interior floor space of the retail sales area.

	Basic	Sunday
5,001 and over square feet	\$300.00*	\$60.00
2,001 through 5000 square feet	200.00*	40.00
1,501 through 2,000 square feet	100.00*	20.00
1,500 or less square feet	75.00*	15.00

***Class C Beer Permit fees are payable to the local authority. Sunday Sales Privilege on Class C Beer Permit, and all other fees, are payable to the Alcoholic Beverages Division.**

Class E Liquor License: Fees are calculated on a sliding scale factoring square footage and population. Sunday Sales Privilege is included.

Population	1,500 sq. ft. or less	1,501 through 2,000 sq. ft.	2,001 through 5,000 sq. ft.	5,000 sq. ft. and over
Over 10,000	\$2,500.00	\$3,500.00	\$5,000.00	\$7,500.00
1,501 – 10,000	1,500.00	2,500.00	3,500.00	5,000.00
Less than 1,500	750.00	1,500.00	2,500.00	3,500.00

Class B Wine Permit: Flat fee.

	Basic	Sunday
12 Month	\$500.00	Included
8 Month	333.34	Included
6 Month	250.00	Included