



The City of Marshalltown, Iowa
 24 North Center Street
 Marshalltown IA 50158-4911
 Tel - (641) 754-5701
 Fax - (641) 754-5717
 City Clerk
 clerk@marshalltown-ia.gov

<u>Important Dates to remember:</u>	
Deadline for Packet, return to clerk's office by noon on Wednesday:	
Attend Council meeting, 2 nd Floor, 10 W State Street, Monday 5:30 PM:	

Please bring this checklist with you when you bring your application packet to the City Clerk for review.

MEMO

TO: Alcohol License Applicants
 FROM: Marshalltown City Clerk

The Council approves all liquor licenses prior to state approval. The City Council meets on the 2nd and 4th Mondays of the month. Agendas are finalized on Thursdays prior to the meeting. **Applications must be complete and inspections passed prior to being placed on the Council Agenda.**

It is your responsibility to contact the Fire Station (641-754-5751) to arrange for your fire inspection. Delays are possible due to the response time needed for corrections. Please allow 30 days.

NEW APPLICATION CRITERIA:

- 1 Completed notarized application using the State's website.
- 2 Payment for license – via the State's website. No exceptions.
- 3 Completed DCI background check (for new applicants only – individuals – one for each owner and spouse, even if spouse has 0% interest; corporations - for each officer) – 515-725-6066 – DCI Records and Identification Bureau.
- 4 Floor plan with dimensions – white paper 8 ½ x 11. Sketch to show all floors where alcoholic beverages will be sold, served, consumed and stored, placement of at least two bathrooms, tables seating at least 25 people, indicate alcohol serving locations inside the premises, include all entrances and exits. Only one bathroom required for off-premise. Submitted to clerk.
- 5 Outdoor Service diagram with dimensions - white paper 8 ½ x 11 – must have a designated area and be connected to the premises. There must be an entrance directly into the outdoor service area and the outdoor service area must be shown on the sketch and labeled as such. Submitted to clerk.
- 6 Trade Name Filing (Marshall County Records Office 754-6355) Submitted to clerk. Corporations are exempt from this requirement

- 7 Copy of lease or sales agreement for the license location – Warranty Deed, or a Real Estate Contract (Final Sales Contract). Purchase Agreements are not acceptable. A signed Warranty may be submitted, as long as the buyer is the applicant. Alternately, a Real Estate Contract (Final Sales Contract) may be submitted. The buyer must be the applicant. If buyer is not the applicant, a lease agreement is required. The possession date must be on or before the effective date of the license. The Final Sales Contract must be signed by the Seller and the buyer. If the agreement refers to a percentage of sales greater than 9.9%, the lease will have to read “excluding alcoholic beverages”. Anyone receiving 10% or more of the liquor profits must be listed as an owner on the liquor application. Submitted to clerk.
- 8 Dram Insurance – insurance agent to submit via the state’s website. Required for on premise consumption.
- 9 Payment of all city fees and permits. No new or renewal licenses are issued if there are amounts due the city.
- 10 Compliance with Fire Code, determined by Fire Department inspection. Due to the nature of the inspection and response time needed for corrections, the Fire Department requests at least thirty days notice.
- 11 City Council approval
- 12 Alcoholic Beverages Division (State of Iowa) approval

RENEWAL APPLICATION CRITERIA:

- 1 Completed application via the state’s website, with payment made on-line.
- 2 Payment of all city fees and permits. No new or renewal licenses are issued if there are amounts due the city.
- 3 Floor plan if changed
- 4 Outdoor sales diagram with dimensions
- 5 If on premise consumption, Dram Insurance Certificate submitted via the state’s website.
- 6 Compliance with Fire Code, determined by Fire Department inspection. Due to the nature of the inspection and response time needed for corrections, the Fire Department requests at least thirty days notice.
- 7 City Council approval
- 8 Alcoholic Beverages Division (State of Iowa) approval

If you have any questions, please call the City Clerk’s office 641-754-5701 or the State Alcohol Beverages Division 866-469-2223 or 515-281-7400. www.IowaABD.com Thank You.

Once you have clicked on the "New Licensee" link, the following screen will appear. Follow the instructions on the screen to obtain your User ID and Password

New Licensee Information

Make your changes below and click Save when you are finished.

NOTE: the suffix "@lowaID" is required on every licensee user id; the suffix will be added to the user name that you select.

Licensee's First Name:	<input type="text"/>
Licensee's Last Name:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	<input type="text"/>
User Id:	<input type="text"/> @lowaID
Password:	<input type="password"/>

When creating a new user id and Password, the last name, date of birth and social security number must match someone listed on the ownership section of the application.

Please note: Both the User ID and Password is case sensitive, meaning that small and capital letters must be in the correct spots.

- ❖ User ID can only contain letters and numbers; no special characters (must contain at least 8 letters/numbers). Example: Karen123
- ❖ Password must contain at least 8 characters. Passwords must be a combination of letters, numbers and special characters. Sample of special characters include: !, @, #, \$, %, or &. Example: Smith12\$

1. After completing "New Licensee Information" click on "Save". Record your User ID and Password here for future reference:

User ID

Password

2. Re-enter your Password and click "Continue".
3. Question #1. Choose a question to answer from the dropdown. Type in your answer to question #1 and confirm by re-typing your answer.
4. Question #2. Choose another question to answer from the dropdown. Type in your answer to question #2 and confirm by re-typing your answer.
5. Question #3. Type in a question of your choice. Type in your answer to question #3 and confirm by re-typing your answer.
6. Click "Save Identity Baseline".

Turn to the next page to continue to Step 3



Note that certain fields will be unavailable to you if not required by your license application. You may use the “tab” key to navigate on each screen.

1. Click on “Click Here”. **Note:** First time users will begin from “Click Here”. Once you have established your User ID and Password, when you access E-Licensing, you will be taken to the “Log On” screen. You will enter your User ID and Password to access your records.
2. Enter your User ID and add **@IowaID** at the end of your User ID.
Example: Karen123@IowaID
3. Enter your Password and click on “Log On”.
4. Renew your liquor license by selecting “Complete a Renewal Application.”
5. Select the license you wish to renew from the License List Screen. The license you are renewing must have a status of “renewal sent.”
6. Check the privileges for which you wish to apply, then click “Next.”
7. Fill in your applicant information. You must complete the “mailing address” section, even if your mailing address is the same as your business address. Then click “Next.”
8. Indicate how the business will be operated, then click “Next.”
9. Fill in the ownership information and click “Save” after each person you add, and then click “Next” when finished.
10. Make the appropriate selection regarding Criminal History, then click “Next.”
 - ❖ If you responded “yes” to any questions regarding Criminal History, please complete the violation section. Also, list all arrest, indictments, summonses, convictions and deferred judgments for ALL violations of any state, county, city, federal or foreign government for all persons listed in ownership section of application.
11. Fill in the premises information, then click “Next.”
12. Fill in the general information asked regarding your premises then click “Next.”
13. Fill in Applicant Signature and bank information then click “Finish.”
14. If the application was submitted successfully, a confirmation screen will appear. Once you have successfully submitted your application, you may log off.
 - ❖ If your application requires dram shop insurance, be sure to inform your insurance agent that you have submitted your application for verification of dram shop insurance.
Your dram shop insurance company will log on to the E-Licensing system and validate your dram shop insurance coverage. Once your dram shop insurance company has verified your insurance coverage and clicked “submit,” your application will be forwarded to your local authority for approval.
 - ❖ Once the local authority approves your license application, the local authority will submit the application to ABD for final approval and issuance.
 - ❖ License fees will be debited, on average, two business days after the local authority has submitted your license application to the Iowa Alcoholic Beverages Division.