

# MARSHALLTOWN

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## CITY CLERK'S OFFICE

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Joel Greer, Mayor  
Alicia Hunter, City Clerk  
24 North Center Street  
Marshalltown, IA 50158-4911  
Tel - (641) 754-5701  
Fax - (641) 754-5717

## ALCOHOL LICENSE APPLICATION

The Council approves all alcohol license applications prior to state approval. The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month. Agendas are finalized on the Thursday prior to the meeting. Applications must be completed and inspections passed prior to being placed on the City Council Agenda.

Applications must be completed online through the State of Iowa Alcoholic Beverages Division (ABD). <https://iowaabd.force.com/s/login/>

The following information must be submitted to the City Clerk:

- Sketch of Premise (hand-drawn is accepted)
- Sketch of Outdoor Premise, if applicable
- Proof of Control of Property (Deed/Final Sales Contract/Lease/Written Agreement)
- Iowa Division of Criminal Investigation Background check  
<https://dps.iowa.gov/divisions-iowa-department-public-safety/iowa-division-criminal-investigation/criminal-history-record-check-information>

Your dram shop insurance provider will be required to approve the application.

Any outstanding fees or permits with the City of Marshalltown must be paid in full.

Once your application and documentation are submitted you must complete an inspection with the Fire Marshal. Please call 641-754-5751 x7103 to make an appointment. Delays are possible due to response time needed for corrections. Please allow 30 day notice.

New establishments must also complete an inspection with the Iowa Department of Inspection, Appeals and Licensing. Please contact Sara Reece, Iowa DIA, 515-281-6538.

### Application Questions:

Iowa Alcoholic Beverages Division  
866-469-2223  
abd.iowa.gov

### City Council Questions:

Alicia Hunter, City Clerk  
641-754-5701 x1101  
clerk@marshalltown-ia.gov

