

Owner's Checklist for applying for New Iowa Liquor License or Beer Permit (On-Premises Sales)

(These steps do not necessarily have to be followed in order.)

- ☐ Request criminal history background checks from the Iowa Division of Criminal Investigation or issuing authority **in owner's state of residence**.

All owners of corporations and partnerships, and all sole proprietors **and their spouses** must submit background checks.

- ☐ Establish legal status of your proposed business.
 - Corporation or Limited Partnership (file with Iowa Secretary of State)
 - Partnership (file trade name document with County Recorder)
- ☐ Have premises approved. Contact City of Ames Inspection Division about:
 - building inspection
 - fire code inspection
 - zoning code compliance
- ☐ Contact Iowa Department of Inspections and Appeals about sanitation inspection and food establishment license
- ☐ Contact insurance agent to arrange for dram shop liability coverage.

Ask about an endorsement for the outdoor service area, if included in your plans.
- ☐ Submit E-application to Alcoholic Beverages Division. (Note: be sure to select the company providing your insurance coverage – NOT the name of your local agent.)
- ☐ Submit the following to the Ames City Clerk:
 - sketch of premises on 8.5 x 11 white paper (including the outdoor service area, if applicable);
 - signed lease or purchase agreement;
 - background check responses (if they were returned to you)
- ☐ Apply for other required permits and licenses:
 - Federal Employer Identification Number (Internal Revenue Service);
 - Federal Special Occupational Tax permit (Dept. of Treasury, Tax & Trade; Bureau)
 - Iowa State Sales Tax permit (Iowa Department of Revenue & Finance)

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City of Ames

515 Clark Avenue
City Clerk's Office: 239-5105
Inspections Division: 239-5153
<http://www.cityofames.org>

Iowa Alcoholic Beverages Division

1918 SE Hulsizer Blvd.
Ankeny, IA 50021
phone: (515) 281-7400 or 866-469-2223
<http://www.iowaABD.com> or <https://licensing.iowaabd.com>

Food Establishment License:

Iowa Department of Inspections and Appeals
phone: (515) 281-6538
<https://iowa.safefoodinspection.com>

Criminal History Background Checks (for Iowa residents only):

Iowa Division of Criminal Investigation, Bureau of Identification
215 E. 7th Street | Des Moines, IA 50319
phone: (515) 725-6066
<https://dps.iowa.gov/divisions/criminal-investigation/criminal-history/record-check-forms>

Employer Identification Number (EIN)

File an application on Internal Revenue Service Form SS-4 for this number.
Call (800) 829-4933 or file electronically at:
<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

Federal Special Occupational Tax Permit (tax stamp):

United States Dept. of the Treasury, Tax & Trade Bureau
National Revenue Center
Call (800) 937-8864 or obtain information from:
<https://www.ttb.gov/business-tools/qualify-with-ttb>

Iowa State Sales Tax Permit:

Iowa Department of Revenue & Finance
phone: (515) 281-3114 or (800) 367-3388
<http://www.iowa.gov/tax/educate/78539.html>

Registering a Corporation to do business in Iowa:

Iowa Secretary of State
phone: (515) 281-5204
<http://www.sos.state.ia.us>

Trade Name Filing:

Story County Recorder
phone: (515) 382-7230
<http://www.storycounty.com>