

Applicant's Checklist for New Iowa Beer Permit or Liquor License (off-premises consumption)

(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 owners' 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)
 - Sole Proprietorship (no filing requirements)
- Contact the City of Ames Inspections Division about:
 - building inspection
 - fire inspection
 - zoning code compliance
- Contact Iowa Department of Inspections and Appeals about obtaining a food license and health inspection
- Contact insurance agent to arrange for \$5000 surety bond (Class E Liquor only)
- Submit E-application to Alcoholic Beverages Division.
- Take the following to the Ames City Clerk:
 - e-application signature page
 - sketch of premises on 8.5 x 11 white paper
 - 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)
 - Food Service license - convenience and grocery stores only
 - 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>

Iowa Department of Inspections and Appeals

phone: (515) 281-6538
<http://dia.iowa.gov/food>

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
http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml

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:
http://www.ttb.gov/tax_audit/fed_tax_stamp.shtml

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>