

ON PREMISES ADDENDUM

Class B Beer Permits allow commercial establishments to sell beer and wine coolers for on premises consumption and carry-out. **Class A Liquor** Licenses allow nonprofit clubs to sell liquor, wine, beer and wine coolers for on premises consumption only; no carry-out. **Class B Liquor** Licenses allow hotels and motels to sell liquor, wine, beer and wine coolers for on premises consumption and carry-out beer. **Class C Liquor** Licenses allow commercial establishments to sell liquor, wine, beer and wine coolers for on premises consumption and carry-out beer and wine coolers. **Special Class C (BW) Liquor** Licenses allow commercial establishments to sell beer, wine and wine coolers for on premises consumption and carry-out beer and wine coolers. **Class B Wine** Permits allow the sale of carry-out .

APPLICATION FOR NEW CLASS A, CLASS B, CLASS C, SPECIAL CLASS C (BW) LIQUOR LICENSES OR NEW CLASS B BEER PERMIT

★★★ CHECK LIST ★★★

This check list should be used as you complete your Master Application and Addendum. **All documents should be properly signed and correspond with the name of the applicant exactly.** All documents must be **typed or legibly printed in black ink.** Upon final approval, the license/permit will be mailed to the local authority.

Your application and all supporting documents should be forwarded to the Iowa Alcoholic Beverages **in one envelope after** action of the local authority. Use the following checklist to ensure you have submitted all required documentation.

- Is your Master Application and accompanying Addendum typed or printed in black ink?
- Have you attached the correct fee? (Contact your local authority to determine the fee amount). **A separate check is required for each Addendum submitted with the Master Application.**
- If you checked Class B Beer Permit on Addendum page 1, have you enclosed a copy of the receipt from the local authority for payment of the fee? If you checked Sunday Sales Privilege on page 1 of the Addendum, have you enclosed payment for your Sunday Sales fee (payable to the Alcoholic Beverages Division)?
- If you checked Class A, B, C, Special Class C (BW) Liquor License or Class B Wine Permit, have you enclosed your fee (payable to the Alcoholic Beverages Division)?
- Have you answered each question on the Master Application and Addendum?
- Have you signed the Master Application and had your signature notarized?
- If you did not complete your Master Application and Addendum, have you **and** the preparer signed? Is **your** signature notarized?
- Have you obtained local authority approval?

(SEE REVERSE SIDE)

Have you included the following documents?

- Proof of property possession (deed, contract, lease, etc.) signed by all parties.
- Trade name document (required for all general partnerships and non-profit associations which are not incorporated.)
- Original Dram Shop Liability Certificate of Insurance reflecting correct owner, d/b/a, address and license dates.
- Explanations for any questions where requested. (Be sure to note question number for each explanation.)
- Disposition of the court for any violations noted in Master Application section 7.
- Diagram(s) of **all** areas to be licensed.
- Outdoor service areas require an endorsement to your dram shop policy. Did you include the required original endorsement? (Required only if you have checked Outdoor Service on Addendum page 1.)
- Diagram(s) of **all** outdoor service areas. (Required only if you have checked Outdoor Service on Addendum page 1.)
- Diagram(s) of **all** floors in the living quarters. (Required only if you have checked Living Quarters on Addendum page 1.)

ADDITIONAL REQUIREMENTS

Additional permits may be required:

- Food Service Establishment License. Contact Department of Inspections and Appeals at 515-281-6538.
- Iowa Sales Tax Permit. Contact Department of Revenue & Finance at 515-281-5777 or 1-800-367-3388.
- Federal Special Occupational Tax Permit. Contact Bureau of Alcohol, Tobacco & Firearms at 513-684-2979
- Social Gambling Permit. Contact Department of Inspections & Appeals at 515-281-7357.
- Lottery License. Contact Iowa Lottery at 515-281-7900.
- Dance Permits, Amusement Devices Permits, Cigarette Permits, etc. Contact your local authority (city clerk or county auditor).

ON PREMISES ADDENDUM

**NEW CLASS A, CLASS B, CLASS C OR SPECIAL CLASS C (BW)
LIQUOR LICENSE OR NEW CLASS B BEER PERMIT**

Iowa Department of Commerce
Alcoholic Beverages Division
1918 SE Hulsizer Road
Ankeny, Iowa 50021-3948
515-281-7430 • 1-800-831-1393

ADDENDUM TO MASTER APPLICATION

Your Master Application, this Addendum and all supporting documents must be first filed with and approved by the local authority. Applications will not be processed unless all applicable questions are fully answered and all supporting documents correspond exactly with the legal name of the applicant.

◆ TYPE OR PRINT IN BLACK INK ◆

APPLICANT INFORMATION

Legal Name of Applicant (Sole Proprietorship, Partnership, Corporation, etc.)	
Name of Business (DBA)	City

LICENSE CLASSIFICATION

Indicate class you are requesting.

- Class A Liquor License (Clubs)
- Class B Liquor License (Hotels/Motels)
- Class C Liquor License (Commercial)
- Special Class C Liquor License (Beer/Wine)
- Class B Beer Permit (Includes Wine Coolers)
- Class B Wine Permit (Carry-out wine may be issued in conjunction with any of the above licenses/permits.)

PRIVILEGES

Indicate all you are requesting for the license/permit period.

- Sunday Sales Privilege
- Outdoor Service (Complete Section C)
- Brew Pub Privilege (Class C Liquor Licenses and Class B Beer Permits only)
- Catering Privilege (12-month Class B or C Liquor Licenses only)
- Living Quarters Permit (Complete Section D)

LICENSE PERIOD

Indicate length of license you are requesting.

- 12 - month
 - 8 - month
 - 6 - month
 - 14 - day*
 - 5 - day*
- *may not be issued for class B wine permits*

FEE

Local Authority (Class B Beer only)
\$ _____ Paid to _____
Alcoholic Beverages Division
\$ _____ (Liquor License)
\$ _____ (Wine Permit)
\$ _____ (Sunday Sales)
\$ _____ (Brew Pub)

A. GENERAL INFORMATION

The following questions apply to the proposed premises:

All Applicants:

A-1. Indicate primary type of business:

- Restaurant Bar/Tavern Veterans Organization Golf Course
- Hotel/Motel Private Club RAGBRAI Sports Complex
- Special Event (specify) _____ Other (specify) _____

A-2. Indicate location of premises:

- Within incorporated city/town
- Within unincorporated area of county. Name of nearest incorporated town _____
- Within unincorporated town. Name of unincorporated town _____

- A-3. Y N Does your premises conform to all local and state health, fire and building laws and regulations?
- A-4. Y N Is your premises furnished with tables and seats to accommodate a minimum of 25 persons at one time?
- A-5. 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.
- A-6. _____ Number of bathrooms.
- A-7. _____ Number of floors where alcoholic beverages will be sold, served, consumed and stored.

Class A Liquor License Applicants Only:

- A-8. Y N Does your club charge and collect annual dues from its members?
- A-9. Y N Does the property used, as well as the advantages, belong to all members?
- A-10. Y N Do you serve any alcoholic beverages to non-annual dues paying members? If yes, provide explanation on an attached sheet.
- A-11. _____ Number of members in your club.

Veterans' Organizations: In addition to questions A-8 through A-11, also complete questions A-12 and A-13.

- A-12. Y N Is your lodge or fraternal organization chartered by the Congress of the United States?
- A-13. _____ Number of days you will sell or serve alcoholic beverages per year.

Class B Liquor License Applicants Only:

- A-14. Y N Do you have 20 or more sleeping rooms?

B. PREMISES

Premises Diagram: Draw a clear and understandable sketch of the proposed premises showing all areas under the control or lease of the applicant. ***Include all floors where alcoholic beverages will be sold, served, consumed and stored.*** Indicate all entrances and exits, location of bar, back bar, bar stools, booths, tables and chairs, bathrooms and where licenses will be displayed. Provide separate diagram for each floor. Diagram(s) does not have to be to scale but must be 8½ x 11". Use this page for main floor. Attach additional sheets for additional floors. ***(Blue prints and xerox copies will not be accepted.)*** **USE BLACK INK.**

Applicant must notify the Alcoholic Beverages Division and the local authority of any changes of boundaries, entrances, exits, etc., made after submission of the diagram.

C. OUTDOOR AREA

An outdoor service area is a **designated area which is adjacent to the licensed premises**. Complete Section C only if you have checked Outdoor Service on Addendum page 1.

C-1. Outdoor Area Dates: from _____ to _____
(Dates must fall within license period.)

C-2. Dram Shop Endorsement Dates: from _____ to _____
(Dates must correspond with requested outdoor service dates. Attach original endorsement. Accord Certificates are not accepted.)

C-3. Explain how the boundaries of the outdoor area are designated (fence, barricades, etc.).

C-4. **Outdoor Service Diagram:** Draw a clear and understandable sketch of the outdoor area showing its relationship to the proposed licensed premises. (Xerox copies will not be accepted.) **USE BLACK INK.**

Note: If you are using a tapper wagon, beer truck, etc., attach copy of receipt.

D. LIVING QUARTERS

A living quarters permit is required when residential or sleeping quarters are accessible from the *INTERIOR* of the licensed establishment. Complete Section **D only** if you have checked Living Quarters Permit on Addendum page 1.

Address

Location of living quarters (upstairs, downstairs, etc.) in relation to the licensed establishment.

Living Quarters Diagram: Draw a complete and understandable diagram of the living quarters showing its relationship to the licensed premises. Be sure to indicate entrances and exits between the living quarters and the licensed premises. **USE BLACK INK.**

E. ENDORSEMENT OF LOCAL AUTHORITY

I hereby certify that the **Master Application** and accompanying **Addendum** were submitted to:

_____ on _____
City Council or County Board of Supervisors Date

and after conducting pertinent background investigations of the applicant and proposed licensed premises, it is recommended that the license/permit designated below be: **Approved** **Denied***

- Liquor License**
- Beer Permit**
- Wine Permit**

If approved, requested license/permit effective date _____

It is further recommended that the **Outdoor Service Area** (if applicable)

Be: **Approved** **Denied**

Name of City or County

Street Address or P.O. Box #

Contact Person

Daytime Phone #

Signature of City or County Official

****If the application is denied, attach a separate sheet giving specific reasons for the denial.***

This document is an open record. Information contained in this document may be disclosed without prior notice to or permission from the subject. See Iowa Code chapters 22 and 123; see, also, 185 Iowa Administrative Code, ch. 18.