

CARRY-OUT ADDENDUM

Class E Liquor Licenses allow commercial establishments to sell carry-out liquor. **Class C Beer Permits** allow commercial establishments to sell carry-out beer and wine coolers. **Class B Wine Permits** allow commercial establishments to sell carry-out wine. A commercial establishment may hold any combination of these license/permits depending upon the products they sell.

APPLICATION FOR NEW CLASS C BEER PERMIT, CLASS E LIQUOR LICENSE OR CLASS B WINE 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 C 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 Addendum page 1, have you enclosed payment for your Sunday Sales fee (payable to the Alcoholic Beverages Division)?
- If you checked Class E Liquor License or Class B Wine Permit on Addendum page 1, 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.)
- 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. (Required only if you have checked Living Quarters on Addendum page 1.)
- Diagram(s) of **all** floors in the living quarters. (Required only if you have checked Living Quarters in Addendum page 1.)

ADDITIONAL REQUIREMENTS

The following additional permits may also 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.
- Amusement Devices Permits, Cigarette Permits, etc. Contact your local authority (city clerk or county auditor).

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APPLICATION FOR NEW CLASS C BEER PERMIT, CLASS E LIQUOR LICENSE OR CLASS B WINE 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 all you are requesting

Class C Beer Permit (12 month only)
(includes wine coolers)

Class E Liquor License (12 month only)

Class B Wine Permit

12 month 8 month 6 month

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

Sunday Sales Privilege (Class C Beer only)

Living Quarters Permit (complete section C)

FEE

Local Authority (Class C Beer only)
\$ _____ Paid to _____
Alcoholic Beverages Division

\$ _____ (Liquor License)

\$ _____ (Wine Permit)

\$ _____ (Sunday Sales)

A. GENERAL INFORMATION

The following questions apply to the proposed premises:

All Applicants:

A-1. Indicate primary type of business:

- Grocery Store Convenience Store Liquor Store
 Drug Store Florist Redemption Center
 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 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-5. _____ Number of bathrooms.

A-6. _____ Number of floors where alcoholic beverages will be sold and stored

Class C Beer Permit Applicants Only:

A-7. _____ Square footage of retail sales area (including area of walk-in coolers which is accessible to the public).

A-8. Y N Do you sell groceries or pharmacy items? (must sell at least 6 items to qualify for Class C Beer Permit.)

Class E Liquor License Applicants Only:

A-9. _____ Square footage of the entire interior area of the building (including, but not limited to, all areas used in the storage, distribution, warehousing, display and wholesale and retail sale of merchandise).

A-10. Y N Do you sell gasoline? (Gasoline cannot be sold at a Class E liquor establishment.)

B. PREMISES DIAGRAM

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 and stored.*** Indicate all entrances and exits, retail sales area, storage areas, bathrooms and where licenses will be displayed. Include dimensions of the retail sales area and the entire interior area of the building. 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. LIVING QUARTERS

A living quarters permit is required when residential or sleeping quarters are accessible from the **INTERIOR** of the licensed establishment. Complete Section C **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.**

D. 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/permits designated below be: **Approved** **Denied***

- Class C Beer Permit**
- Class E Liquor License**
- Class B Wine Permit**

If approved, requested license/permit effective date _____

Name of City or County

Street Address or P.O. Box #

Contact Person #

Daytime Phone

Signature of City or County Official

****If any of the above licenses are 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.