



Department of Revenue

# **Iowa Municipal Financial Officers Association 2025**

All the ins and outs of alcohol  
licensing in Iowa.

**2024-25**

# BEYERSVILLE

*“If you (IDR) build it (a comprehensive walkthrough of the Iowa alcohol licensing process), they (local authorities) will come (to one of four online trainings)”*

# Disclaimer

Please be advised that the information in this presentation contains informal opinions and are only applicable to the factual situations referenced and to the statutes in existence as of the date of this presentation.

The Iowa Department of Revenue may take a contrary position in the future to what is stated today. Any oral or written guidance or opinion by Department personnel not pursuant to a Petition for Declaratory Order under Iowa Administrative Code rule 701—7.24 is not binding upon the Department.



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# License Types

What am I approving?



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## Retail Licenses

### On Premises:

**Class C Retail Alcohol License (LC)** - Allows commercial establishments to sell alcoholic liquor, wine, and beer for on-premises consumption. Allows carry-out sales of liquor, wine, beer, and mixed drinks or cocktails. A Brewpub sub-permit may be added. This license also allows for “Cocktails To-Go” if you meet the qualifications (see link below)

**Special Class C Retail Alcohol License (BW)** - Allows commercial establishments to sell wine and beer for on-premises consumption. Allows carry-out sales of wine and beer. Allows a Brewpub (beer manufacturing) sub-permit to be added. It is a retail option for native breweries.

**Class F Retail Alcohol License (LF)** - Allows non-profit clubs to sell alcoholic liquor, wine, and beer for on-premises consumption only; no carry-out sales. Sales are restricted to members and guests only, not the general public.

[revenue.iowa.gov/permits-licensing/alcohol/regulation-complaints/go-carryout-cocktails](https://revenue.iowa.gov/permits-licensing/alcohol/regulation-complaints/go-carryout-cocktails)



## On Premises (Cont.):

**Class D Retail Alcohol License (LD)** - Allows railroads, air common carriers, and passenger-carrying boats or ships operating inland or on boundary waters to sell alcoholic liquor, wine, and beer for on-premises consumption only. No carry-out sales. *(Iowa is Local Authority)*

**Special Class C Retail Native Wine License (WCN)** - Allows the holder to sell native wine and beer for on- or off-premises consumption.



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## Retail Licenses

### **Off Premises:**

**Class E Retail Alcohol License (LE)** - Allows for the sale of alcoholic liquor, wine, and beer for off-premises consumption. No sales by the drink. Also allows wholesale sales to on-premises class "B", "C", special "C", "D", and "F" retail alcohol licensees but must have a TTB Federal Wholesale Basic Permit.

**Class B Retail Alcohol License (LG)** - Allows for the sale of beer and wine for off-premises consumption. No sales by the drink. Also allows wholesale sales to on-premises class "C", special "C", "D", and "F" retail alcohol licensees but must have a TTB Federal Wholesale Basic Permit.

**Special Class "B" Retail Native Wine License (WBN)** - Allows for the sale of Iowa native wine for off-premises consumption. No sales by the drink.



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## Sub-Permits/Privileges

**Special Class "A" Beer Permit (Brewpub)** - Allows for the manufacture of beer, high alcoholic content beer, and canned cocktails on the premises for on- or off-premises consumption.

**Living Quarters Permit** - Separates private living quarters from the licensed premises; protects licensee/permittee from warrantless searches of living quarters.

**Outdoor Service Areas** - Allows the selling/serving of alcoholic beverages permitted by the licensee/permittee in a designated, adjacent outdoor area.





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# Application Process

What does the applicant see?



# License Type, Duration and Effective Date

New Application (App-200100)

Exit [Save and Exit](#) [Print Application](#)

License or Permit Type

Privileges / Sub-Permits

Premises

Ownership

Criminal History / Violations

Dramshop Verification

Document Upload

Review

Attestation / Endorsement

Payment

License/Permit Type

NEED HELP?

\* License or Permit Type

Class C Retail Alcohol License (LC)

\* Length of License Requested (Choose one of the following):

12 Months

\* Tentative Effective Date

Aug 26, 2024

If you are applying for a retail alcohol license for a temporary special event, please apply for either a 5-day or 14-day license depending on the amount of time you have been given permission and control of, and are occupying, the premises.

[Back to Home](#) [Next](#)



# Premises: Business Information

✓ License or Permit Type

✓ Privileges / Sub-Permits

**● Premises**

○ Ownership

○ Criminal History / Violations

○ Dramshop Verification

○ Document Upload

○ Review

○ Attestation / Endorsement

○ Payment

## Premises

NEED HELP ?

### Business Information

\* Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)

\* Name of Business (D/B/A)

\* Indicate how the business will be operated

Select

Federal Employer ID #

Tentative Expiration Date

Aug 25, 2025

### Premises Information

☐ Please select here if your location is in an unincorporated town

### Address of Premises:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

\* Address or location search

Search by a location name or address to automatically populate the address fields below (optional)



# Premises: Address of License

✓ License or Permit Type

✓ Privileges / Sub-Permits

**● Premises**

○ Ownership

○ Criminal History / Violations

○ Dramshop Verification

○ Document Upload

○ Review

○ Attestation / Endorsement

○ Payment

**Premises Information**

☐ Please select here if your location is in an unincorporated town

**Address of Premises:**  

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

\* Address or location search

? Search by a location name or address to automatically populate the address fields below (optional)

\* Premises Street

Premises Suite/Apt Number

\* Premises City

\* Premises State

Select

\* Premises Zip/Postal Code

Premises County

\* Local Authority (Select the Local Authority which has jurisdiction over the premises where operations will be conducted)  
Select local Authority



# Premises: Questions and Contact

✓ License or Permit Type

✓ Privileges / Sub-Permits

**● Premises**

○ Ownership

○ Criminal History / Violations

○ Dramshop Verification

○ Document Upload

○ Review

○ Attestation / Endorsement

○ Payment

**\* Local Authority** (Select the Local Authority which has jurisdiction over the premises where operations will be conducted)

Select local Authority

**\* Control of Premises**

Select

**\* Is the capacity of your establishment over 200?**

Select

**\* Equipped with tables and seats to accommodate a minimum of 25?**

Select

**\* # of Floors:**

**\* Is your premises equipped with at least one adequate, conveniently located indoor or outdoor toilet facility for use by patrons?**

Select

**\* Premises Type**

Select

**\* Does your premises conform to all local and state health, fire and building laws and regulation?**

Select

**Contact Information**

**\* Contact Name**

**\* Business Phone**

**Extension**

**\* Email Address**

**\* Phone**

**Extension**



# Premises: Mailing Address

✓ License or Permit Type

✓ Privileges / Sub-Permits

**● Premises**

○ Ownership

○ Criminal History / Violations

○ Dramshop Verification

○ Document Upload

○ Review

○ Attestation / Endorsement

○ Payment

☐ Same as Premises Address

**Mailing Address:**

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location search Q

? Search by a location name or address to automatically populate the address fields below (optional)

Mailing Street

Mailing Suite/Apt Number

Mailing City

Mailing State

Select ▼

Mailing Zip/Postal Code

Mailing County

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# Ownership

- ✓ License or Permit Type
- ✓ Privileges / Sub-Permits
- ✓ Premises
- Ownership
- Criminal History / Violations
- Dramshop Verification
- Document Upload
- Review
- Attestation / Endorsement
- Payment

## Ownership

NEED HELP?

Please provide ownership information for each of the following individuals as applicable:

- A person who, directly or indirectly, has an interest of 10% or more in the ownership or profits of the business.
- Each of the officers, directors, and partners of the business.
- A person who, directly or indirectly, owns or controls 10% or more of any class of the business's stock.

Add Owner/Company Information

Previous

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# Ownership

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

**Ownership**

○ Criminal History / Violations

○ Dramshop Verification

○ Document Upload

○ Review

○ Attestation / Endorsement

Add Owner/Company Information

\* Select Ownership type

☐ Add Individual Owner

☐ Add Company

Cancel

Next

Add Owner

\* First Name

\* Last Name

\* Position

\* SSN#

\* U.S. Citizen

Select

Extension

Phone number

\* Date of Birth

Email

\* % of Ownership

100

Address Details

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location search

Search by a location name or address to automatically populate the address fields below (optional)

Cancel

Add Owner





# Criminal History

- ✓ License or Permit Type
- ✓ Privileges / Sub-Permits
- ✓ Premises
- ✓ Ownership
- Criminal History / Violations
- Dramshop Verification
- Document Upload
- Review
- Attestation / Endorsement
- Payment

## Criminal History

NEED HELP?

\* Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

Select

\* Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?

Select

Previous

Next



# Sketches

## On Premises Applicants:

- Must include all floors where alcoholic beverages will be sold, served, consumed, stored and/or manufactured.
- Must show restroom(s).
- Must show seating for 25 people.
- Indicate alcohol serving locations inside the premises.
- Indicate all entrances and exits. Outdoor service area:
- Must have a designated area and be connected to the premises.
- There must be an entrance directly into the outdoor service area and the outdoor service area must be shown on the sketch and labeled as such.



# Sketches

## Off-premises Applicants:

- Sketch must include all floors or buildings where alcoholic beverages will be sold, stored, warehoused and/or manufactured.
- Indicate all entrances and exits, retail sales areas, manufacturing areas (if applicable), or storage areas. Class "E" and Class "B" Retail Alcohol License applicants:
- Indicate Square footage of the entire retail sales and alcoholic beverage storage areas of the business, including areas of walk-in alcoholic beverage coolers that are accessible to the public.



## Control of Property Document May Include:

- Deed for the area described in your sketch
- Lease for the area described in your sketch
- Permission (from property owner) to serve and sell alcohol in the area described in your sketch.

## The document must include:

- The address of the area described in your sketch as listed on your application
- The dates you are allowed to serve and sell alcohol in the area described in your sketch
- If the permission includes a sketch, the entire area described in your sketch must be included.
- The legal entity name, exactly as listed on the application
- Signed and dated

➤ Purchase agreements are not acceptable



# Attestation

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

✓ Ownership

✓ Criminal History / Violations

✓ Dramshop Verification

✓ Document Upload

✓ Review

● Attestation / Endorsement

○ Payment

## Attestation / Endorsement

NEED HELP?

### Terms and Conditions

This application must be completed by a person listed in the Ownership Section. I hereby declare that all information contained in the Application is true and correct. I understand that misrepresentation of material facts in the Application is a crime and grounds for denial of the license or permit under Iowa law. I further understand that, as a condition of receiving a license, the licensed premises is subject to inspection during business hours by appropriate local, state, and federal officials.

### Agree with terms

You are submitting your application which will initiate the application review process. You will receive notifications via Email and SMS (if opted in) as this application moves through the review process. You may check on its status and respond to any actions required by returning to eLAPS.

☐ I hereby declare that the information provided on this Application to be true and accurate and agree to the terms and conditions outlined above.

\* Name ⓘ

Attestation Date

Previous

Next



# Payment

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

✓ Ownership

✓ Criminal History / Violations

✓ Dramshop Verification

✓ Document Upload

✓ Review

✓ Attestation / Endorsement

● Payment

Payment

NEED HELP?

Payment Breakdown

|                                |              |            |
|--------------------------------|--------------|------------|
| Class C Retail Alcohol License | Regular Fees | \$1,625.00 |
|                                | Subtotal     | \$1,625.00 |
| Grand Total                    |              | \$1,625.00 |

Pay Now

⚠ Upon successful completion of the payment, your application will be automatically submitted.

Previous Submit

Information

Alert! Please be aware that your Application is not automatically submitted after paying via the Payment Gateway. Once clicking the button below, you will be navigated away from eLAPS to a third party Payment Gateway to process your payment. Once that payment is successfully processed, please be sure to return to eLAPS and continue through this step to submission. Your Application will not be processed until it is officially submitted via eLAPS, so please be sure to receive that confirmation message on screen and in your email.

Credit Card PaymentACH Payment

Cancel



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# Local Authority Responsibilities

What you see.



# Local Authority Checklist

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

✓ Ownership

✓ Criminal History / Violations

✓ Dramshop Verification

✓ Document Upload

**Local Authority**

○ Review

○ Attestation / Endorsement

\* Outdoor Service Area Approved / Denied

Select

\* Sketch on File

Select

\* Premise's Address Correct?

Select

\* Fire Inspection Completed?

Select

\* Was a DCI background check run?

Select

\* Local Authority Email Address

Amount Owed to Local Authority

42.19

Extension

\* Daytime Phone for Local Authority

-

\* Proof of Control of Property ( Deed / Final Sales Contract / Lease / Written Agreement ) \*\*Purchase agreements not accepted

Select

\* Premises Zoned Properly?

Select

\* Health Inspection Completed?

Select

Previous License Number for this Location

Comments

Previous

Next

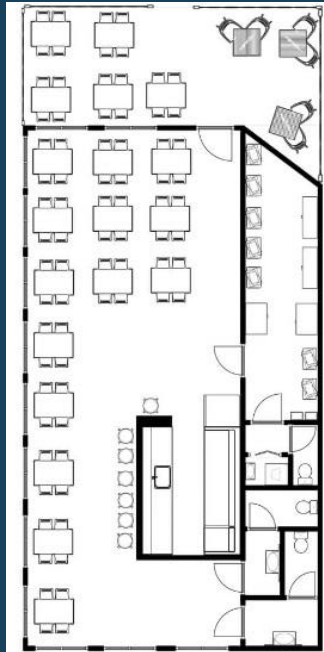




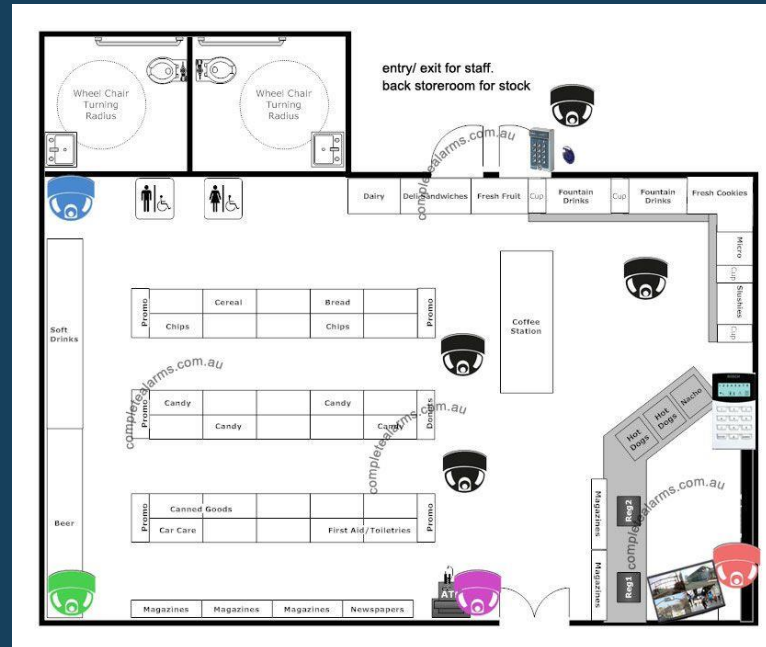
## Review Sketch & Control of Property Documents

- Sketch - Ensure that the sketch includes all required elements as previously discussed.
- Control of Property - Ensure that the control of property document includes:
  - The address of the area described in the sketch
  - The dates allowed to serve and sell alcohol in the area described in the sketch
  - If the permission includes a sketch, the entire area described in the sketch must be included.
  - The legal entity name, exactly as listed on the application
  - Signed and dated
- The Local Authority has the ability to upload these documents to the application on the Document Upload page at the time of review.

# On-Premises Sketch



# Off-Premises Sketch





## Control of Property

The control of property (COP) agreements can come in a few varieties: leases, deeds, written agreements, etc.

As with all COP agreements, the applicant must show the same information:

- The documentation must be between property owner or current lessee and the applying entity
- The documentation must show that the licensing entity has control of the property through the entirety of the licensing period (exclusions can apply with 5 and 14 day applications)
- The address of the area described in your sketch as listed on your application
- The documentation must be a signed executed document
- If there is an event happening on City or County property, please ensure that the applicant has met all local requirements to use the property.



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### Control of Property

This agreement is an example of what kind of City/County documentation needed for licensees having their event on City/County property.



12/2024

Nathan Beyer  
Mayor and City Clerk  
5832 Donovan Road  
Beyersville, IA 58008

#### City of Beyersville

5832 Donovan Road  
Beyersville, IA 58008

The City of Beyersville grants control of the city's property located at 2312 Goat Dr in Beyersville to (License Applicant) for the purposes of obtaining A 5 / 14 day alcohol license effective \_\_\_\_\_.

As part of the rental of City property, the applicant has agreed to the following conditions:

The deposit fee shall be \$100.00 and shall be refundable, in full or a part thereof, upon cleanup of the property. All rental fees must be paid in advance of the rental date. The applicant hereby fully releases and discharges the City of Beyersville, its servants, agents, employees, contractors or sub-contractors from any liability whatsoever in any way arising from any and all injuries, losses, and/or damages to persons and/or property sustained or received on or about said property during the term of this agreement.

Additionally, the lessee agrees to save harmless and indemnify the City of Beyersville from any and all expenses arising because of any claim, which may hereafter be presented by anyone for loss or damage or personal injury as a result of use of the City's property. The indemnification obligations set forth herein shall not apply to a loss or claim arising solely out of the negligence or intentional misconduct of a City of Beyersville indemnitee seeking indemnification.

IN TESTIMONY WHEREOF, the parties of this agreement have hereunto set their hands the day and year first above written.

By: \_\_\_\_\_ Date: \_\_\_\_\_

(License Applicant)

By: Nathan Beyer Date: \_\_\_\_\_

Nathan Beyer, Mayor and City Clerk



# Local Authority Attestation

- ✓ License or Permit Type
- ✓ Privileges / Sub-Permits
- ✓ Premises
- ✓ Ownership
- ✓ Criminal History / Violations
- ✓ Dramshop Verification
- ✓ Document Upload
- ✓ Local Authority
- ✓ Review
- Attestation / Endorsement

## Attestation / Endorsement

[NEED HELP?](#)

\* ☐ I endorse this application. The local authority has reviewed the accuracy of the application contents, the attached documents, and any other applicable information needed to approve or deny the issuance of the license/permit.

\* Name <sup>1</sup>

\* Final Action

Select ▼

Attestation Date

[Previous](#)

[Submit](#)



# What to do if an Application no longer needed

1. Instruct the applicant to log into eLAPS with Withdraw the **New** Application or **Amendment** Application (Renewal applications cannot be withdrawn)
2. Send an email to [licensing@iowaabd.com](mailto:licensing@iowaabd.com) with the application number/license number and the reason the application is no longer needed.

Examples an application is no longer needed:

- No longer operating or planning to operate
- Duplicate application



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# Laws and Regulations





## Alcohol in Public

Alcoholic Liquor - Can only be consumed in a private place or on a licensed premises (Iowa Codes 123.3 and 123.46).

Beer - Can be consumed in public (unless there is a city ordinance), but not on public streets or highways. (Iowa Code 123.46)

Wine - Can be consumed in public (unless there is a city ordinance), but not on public streets or highways. (Iowa Code 123.46)



## Is a License Needed?

### Yes

- The premises is rented and the renters are planning on having liquor.
- They have beer or wine available AND admission fees or other kinds of entrance fees, fare, ticket, donation or charges are made or are required of the invited guests to enter the location.

### NO

- They are giving away beer and wine (no liquor) without payments of any kind (barring any local ordinances that prevent this operation).



# Special Events

**Operationally, special events (5 and 14 day licenses) are no different than 12 month bars and restaurants:**

- Cocktails or mixed drinks (contain liquor) **cannot** be consumed in public and are NOT allowed to leave the licensed premises.
- Beer in open containers **can** be consumed in public (check ordinances), but are NOT allowed to leave the licensed premises.
- Wine in open containers can be consumed in public (check ordinances) AND leave the licensed premises into another immediately adjacent licensed premises that is covered by a license or permit that authorizes the consumption of wine, a temporarily closed public right-of-way, or a private place.
- Class C Retail Alcohol License (LC) - Sell beer, wine AND liquor to-go in original unopened containers.
- Special Class C Retail Alcohol License (BW) - Sell beer and wine to-go in original unopened containers.

# BEYERSVILLE

*"Is this heaven?"*

*"No, it's The State of Iowa  
Department of Revenue's  
comprehensive alcohol  
licensing and regulation  
training for Local Authorities"*



**Department of Revenue**

**QUESTIONS?**

# Subscribe to Updates

## Topics Include:

- Newsroom
- Tax Information
- Law & Policy Updates
- GovConnectIowa
- Electronic Filing
- Economic, Fiscal, and Statistical Information

## Subscribe to Revenue Updates

Stay informed, subscribe to receive tax updates, policy changes, deadlines and more.

**Subscribe to Updates** 

# Contact Us

## Alcohol Licensing Services:

- Phone: 515-281-7400, option 1
- Email: [licensing@iowaabd.com](mailto:licensing@iowaabd.com)

## Taxpayer Services:

- Phone: 800-367-3388 or 515-281-3114
- Email: [idr@iowa.gov](mailto:idr@iowa.gov)



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## Social Media





# Purpose of this Presentation

This presentation is intended for general educational purposes only.

Anyone involved in an audit or protest must contact the Department representative they are working with on that issue.



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**Thank you!**