



APPLICATION FOR NEW LIQUOR LICENSE AND WINE/BEER PERMITS

City of Clinton
611 South 3rd Street
P.O. Box 2958
Clinton, IA 52733-2958
(563) 244-3421

SECTION I – NAME & ADDRESS

Name of Applicant (Full Name of Corporation/Partnership/Sole Proprietor)

D/B/A

Business/Site Address City State Zip

Business Phone#

Name, Address and Phone Number for Manager

SECTION II – PROPERTY INFORMATION

Owner of the Property/Parcel: _____

Address of Owner: _____

**Note: If you are the owner of the property, a copy of the warranty deed where you took title must accompany this application. If you are not the owner of the property, a signed lease agreement with the owner must accompany this application.*

SECTION III – LICENSE INFORMATION

Type of License:		Type of Establishment:	
Beer	<input type="checkbox"/>	Carry-Out Only	<input type="checkbox"/>
Wine	<input type="checkbox"/>	On-Premises Consumption Only*	<input type="checkbox"/>
Liquor	<input type="checkbox"/>	Carry-Out & On-Premises Consumption*	<input type="checkbox"/>

**Note: Establishments that serve alcohol are required to complete the Application for Exemption from Ordinance No. 2039 (Letter of Exemption forms) for each new application and for each renewal application.*

SECTION IV – OUTDOOR SERVICE AREA

Does/Will your establishment have an Outdoor Service Area? Yes / No

**Note: Outdoor Service Areas must be included in your dram insurance coverage and must be approved by the Building & Neighborhood Services Department.*



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SECTION V – SKETCH OF ESTABLISHMENT – LICENSED PREMISES

The sketch must include measurements showing entrances, exists, openings to other rooms, fire exits, stairs up and down, restroom facilities, kitchen areas, storage rooms, outdoor service areas, and where alcohol is stored, served and sold.



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SECTION VI – CRIMINAL HISTORY

<p>Felony Arrest/Convictions: Have you or any other owner of this license or permit ever been arrested or convicted of a felony?</p> <p>If yes, list date(s) of arrest or conviction:</p>	<p>Yes / No</p>
<p>Liquor Charges: Have you or any other owner of this license or permit ever been arrested or convicted of any violation/infracton in reference to operating or running a business where alcoholic beverages are sold in any State?</p> <p>If yes, list date(s) of arrest or conviction:</p>	<p>Yes / No</p>

SECTION VII – PRIOR LICENSE SUSPENSION OR REVOCATION

<p>Revocation/Suspension: Has a similar license or permit from the City of Clinton or any other jurisdiction been suspended or revoked?</p> <p>If yes, list date(s) and location of suspension/revocation:</p>	<p>Yes / No</p>
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SECTION VIII – RELEASE AND DISCLOSURE

I _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Clinton, Iowa, whether said records are of a public, private or confidential nature, including criminal histories.

I _____, do hereby authorize the City Clerk’s Office and Clinton Police Department, or its designee, to examine any and all criminal history records and driving records held by the State of Iowa and FBI as necessary, including, but not limited to, a DCI Background Check.

I hereby swear and affirm that each statement and all information in or supplementing this application is complete and true and accurately recorded to the best of my knowledge. I understand that providing false, misleading and/or incomplete information on this application can result in grounds for denial, suspension or revocation of this license or permit.

Signature of Applicant

Date



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SECTION IX – CHECKLIST FOR APPLICANT

- City Application Completed?
- Exemption Forms completed if establishment serves alcohol?
- DCI Background Check Form completed?
- Executed Warranty Deed or signed Lease Agreement provided to Clerk’s Office?
- Inspection completed by Building & Neighborhood Services Department (563-244-3360)?
- Fire inspection completed (563-244-3360)?
- All City fees paid to City Finance Department? (\$75.00 local authority fee is required)
- All City charges up-to-date (e.g., sewer bills, solid waste bills, citations, taxes, etc.)?
- License Application completed on Iowa Alcoholic Beverages Division’s website?
(<https://licensing.iowaabd.com/>)
- Notarized statement from the Iowa Alcoholic Beverages Division’s application submitted to the Clerk’s office?
- Appropriate food/beverage license obtained from Iowa Department of Inspections and Appeals – Courtney Thomas? (515-802-2984)
- Iowa Sales Tax Permit obtained from Iowa Department of Revenue and Finance (800-367-3388)
- Federal Special Occupational Tax Permit (“Special Tax Stamp”) obtained from U.S. Bureau of Alcohol, Tobacco and Firearms? (513-684-2979)
- Other appropriate City licenses obtained: dance hall, pool tables, video games?

***NOTE: All steps listed above must be completed at least 30 days prior to the intended opening date or expiration date.**

All new applications and all renewal applications must be approved by the City Council. The City Council meets on the 2nd and 4th Tuesdays of each month.

Once the City Council approves the application, the City Clerk’s office will submit approval on the Iowa Alcoholic Beverages Division’s website.

Once the Iowa Alcoholic Beverages Division approves and processes the application, the license/permit will be emailed to the licensee and it is the responsibility of the licensee to print the license and display the license in the establishment.

If the establishment serves alcohol and applied for a Letter of Exemption, the City Clerk’s office will complete the exemption form and mail the form to the licensee. The Letter of Exemption must be displayed in the establishment.



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SECTION X – OFFICE USE ONLY

\$75.00 Fee Paid to Finance Office	All charges current with Finance Office	DCI Background Check Completed	Exemption forms completed	DIA license obtained	Signed Lease Agreement or Warranty Deed Provided	Notarized Statement Provided?

SECTION XI – OFFICE USE ONLY – DEPARTMENT APPROVAL

	Approved/Denied	Date	Signature
Police Department			
Fire Inspection			
Building & Neighborhood Services Department			