



## Renewal Liquor License Applications

Licensees who hold an annual alcoholic beverages license receive a 70-day notice of renewal by email. Receipt of the notice is a good time to begin the renewal process. The City of Des Moines requires renewal applications to be submitted 30 days before the license expires. Licensees must complete renewal applications electronically. All information entered on the previous year's license will be reflected on the renewal application. However, the renewal application contains some questions that need to be answered annually to determine whether or not the applicant and the premises meet legal licensing requirements. Criminal history questions on the renewal application must be fully completed. All convictions and arrests since the last renewal must be updated for each person named on the ownership screen. It is important to complete this section honestly and with full disclosure.

Licensees are encouraged to complete their own renewal application. If the licensee relies on their insurance agent or someone else to do this, the information should be verified by the licensee before submitting the application. False or misrepresented information may result in denial of the license.

Once you have submitted an online application and all other applicable paperwork to the City Clerk's Office, a criminal and possible financial background investigation will take place. When this has been completed, and the premise has been inspected and approved, the application will be presented to the Des Moines City Council. The City Council will then determine whether the applicant is eligible to hold a liquor license in the City of Des Moines.

You will be notified in writing should the City Council deny your liquor license application. Otherwise, you will receive your license via email from the Iowa ABD. You are required to print the license and display it in a prominent location.

### Steps for RENEWAL applications

1. Complete the online application form on the ABD website at <https://elicensing.iowaabd.com/>  
Note - Hold on to your user name and password, as you will need these each year for your renewals.
2. Contact your insurance agent to request proof of Dram Shop insurance, including outdoor service endorsement, if applicable, online.
3. If there are any changes submitted on your application, notify the Des Moines City Clerk's Office of these changes and provide any required documentation to the City Clerk's Office.
4. Application is placed on the City Council agenda after all departments have signed off that the inspections are complete.
5. Payment for the license is done through electronic fund transfer (EFT) system. You need to fill in your bank's name, routing number and account number at the end of the online application. The electronic payment for the cost of the license will be deducted after the application has been approved by the local authority and processed by the ABD.
6. 10 to 12 business days after final approval by the ABD, your active liquor license will be emailed to you. You will be required to print it off and post it in a prominent location.

Should you have any questions, please contact:

City Clerk's Office  
(515) 283-4209, option 4