



INFORMATION FOR NEW APPLICANTS LIQUOR/BEER/WINE LICENSES

APPLICATION:

Applications for liquor control licenses require City Council approval before submission to the Alcoholic Beverages Division of the Iowa Department of Commerce for their approval and issuance of the license/permit. Therefore, **your completed application must be filed online and the \$75 inspection fee and Request for Exemption forms (if alcohol is sold for on-premises consumption) must be delivered to the City Clerk's office 45 DAYS PRIOR TO EXPIRATION.** Neither the City nor the Alcoholic Beverages Division will grant approval of your application if the application is incomplete or delivered less than 45 days prior to opening.

The City Council meets on the second and fourth Tuesdays of each month and your completed application must be filed in the City Clerk's office 45 days prior to your renewal or opening date.

INSPECTIONS -TEMPORARY OUTDOOR SERVICE AREAS, & NEW PERMANENT OUTDOOR SERVICE AREAS, & RENEWALS

TEMPORARY OUTDOOR SERVICE AREA

The applicant (includes annual, seasonal, special event - 501(3)c organizations) is required to obtain the approval of the following City of Clinton Departments (*City Approval Form can be obtained in the City Clerk's office*) and submit the completed form along with a sight plan sketched to scale of the Temporary Outdoor Service Area to the City Clerk **45 DAYS PRIOR TO THE TEMPORARY OUTDOOR EVENT.**

Chief of Police, or his designee 113 6th Avenue South, (243-1455)
Fire Chief (fire code regulations) 344 3rd Avenue South, (242-0125).

Building & Neighborhood Services (zoning and parking regulations), 611 South 3rd Street, Clinton, Iowa (563) 244-3360

PERMANENT OUTDOOR SERVICE AREAS

Applicants wishing to construct a permanent Outdoor Service Area (OSA) can obtain the required regulations and application forms at the Building & Neighborhood Services Department located in City Hall. Once the forms and all required documentation have been returned to the Building & Neighborhood Services office and all inspections have been performed, the application will go before the Zoning Board of Adjustment for approval.

NEW APPLICANTS

ON & OFF PREMISES SALES

Applicants must *complete the online application, pay the \$75 Inspection fee, and deliver all accompanying documents to the City Clerk 45 days prior to your renewal date.*

Documents to Deliver to Clerk: Exemption Forms (on premises only)

Review Form from Police Chief, Fire Chief, & Building & Neighborhood Services

Sketch of Premises

Lease or Purchase Agreement

Background Checks

LICENSE CLASSIFICATION AND PRIVILEGES

FEE. (See Electronic Licensing Users Guide).

The Alcoholic Beverages Division's new electronic licensing application will utilize automated clearing house (ACH) transactions for applicants to pay licensing fees. (See *Electronic Licensing User Guide*)

PERSONS UNDER 21 ON LICENSED PREMISES (On premises consumption only)

To allow persons under 21 on the licensed premises, application for an exemption from City Ordinance No. 2039 is required. This completed application must be submitted to the City Clerk's office with your fire inspection fee for renewing applicants.

OPTIONS:

Choosing not to allow persons under the age of 21 on licensed premises (Complete white sheet only)

Choosing a Class I Exemption which allows persons under the age of 21 on licensed premises – no monitoring plan required and 50% or more of gross sales are from goods other than alcohol. (Complete white sheet and page 2)

Choosing a Class II Exemption which allows persons under the age of 21 on licensed premises – monitoring plan required and sales from goods other than alcohol are less than 50% of gross receipts (Complete white sheet and page 3)

OTHER LICENSES WHICH MAY BE REQUIRED:

FOOD SERVICE ESTABLISHMENT OR FOOD SERVICE LICENSE: State law requires you to obtain a Food Service Establishment or Food Service License in order to sell beer for **on-premises** consumption. Contact: Courtney Thomas, (515) 802-2984 (<https://dia.iowa.gov/food-consumer-safety/food-safety-license-applications>) .

SALES TAX PERMIT: Iowa Department of Revenue & Finance, 1-800-367-3388 or 1-515-281-5777 or online: <https://tax.iowa.gov/iowa-sales-and-use-tax-guide#permit>.

FEDERAL TAX STAMP: Alcohol and Tobacco Tax and Trade Bureau, 1- 877-882-3277. Application is made with Form TTB 5630.5d - Alcohol Dealer Registration that is available from following website <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers.shtml> if unable to obtain the tax stamp number prior to the date of application, please indicate "applied for" in the appropriate area on the liquor control license application.

CIGARETTE PERMIT: Obtain application from City Clerk's Office. \$100/year.

OTHER CITY LICENSES: Obtain application from City Clerk's Office.

Dance Permit - \$240.00/year.

Pool Table Permit - \$50.00/year for 1st table and \$20.00 each additional table

Video Game Permit - \$50.00/year per game.

CITY OF CLINTON, IOWA

TEMPORARY OUTDOOR SERVICE AREA & SPECIAL EVENT APPLICATION

This COMPLETED application must be submitted to the City Clerk's office

45 DAYS

Prior to the opening of the Temporary Outdoor Service Area or the intended Event

The applicant must obtain the following **signatures** along with recommendation for approval/disapproval of the permit.

Applicant's Name _____ Date _____

Name of Business: _____

Address of Business: _____

Date of Event(s) _____

Type of Event _____

PLEASE NOTE:

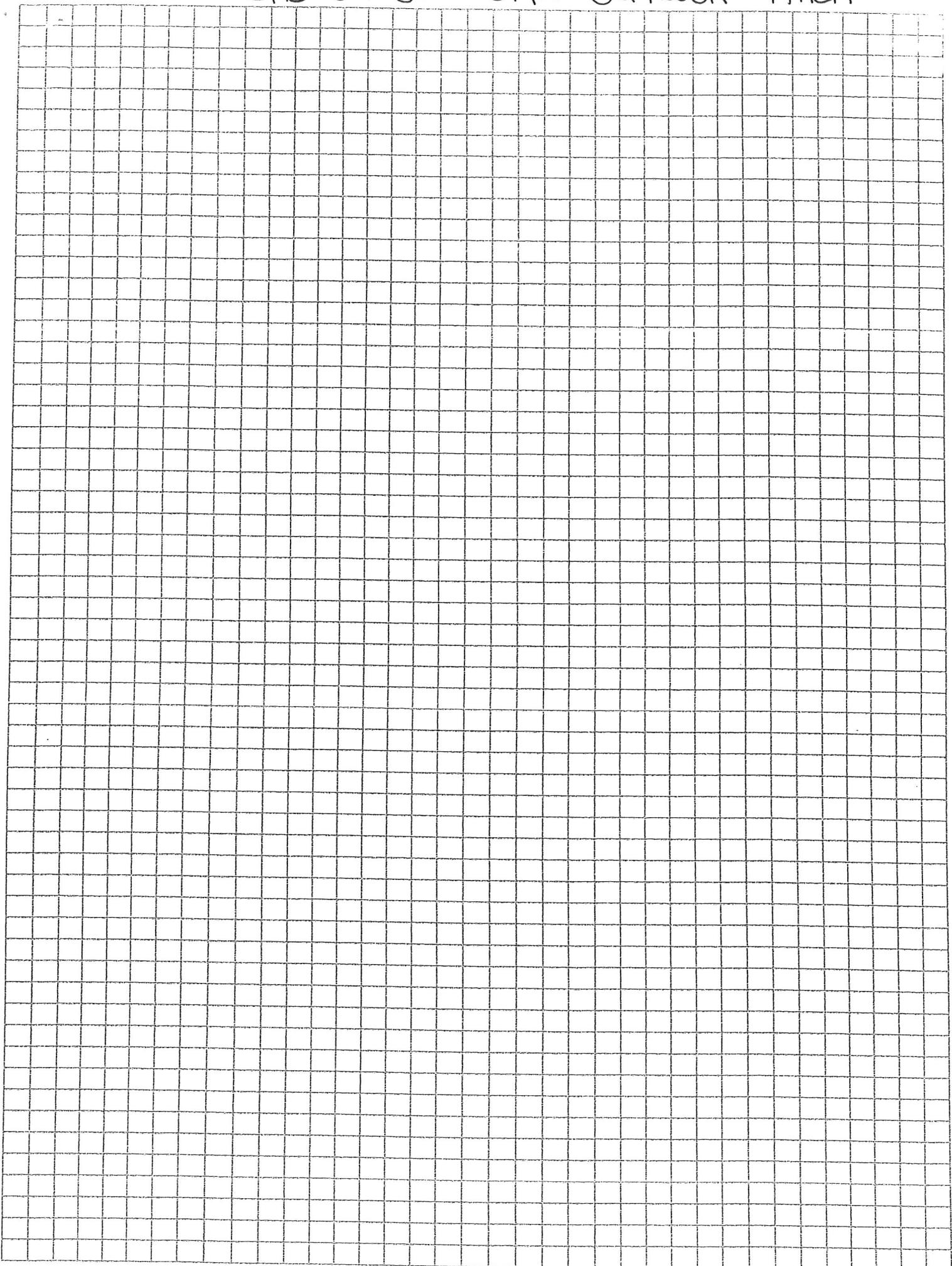
You must complete your Iowa Alcoholic Beverages Division's Electronic Licensing Application for a Temporary Outdoor Service Area (TOSA) or special event and the Dram Insurance must be in place to cover TOSA or location of your event prior to presenting this form for signature to Police Chief, Fire Chief and Building & Neighborhood Services Department or their designee.

Also: A sight plan sketched to scale must accompany this application.

REQUIRED SIGNATURES

Police Chief	Reviewed / Approved / Denied	Date
Fire Chief	Reviewed / Approved / Denied	Date
Building & Neighborhood Services	Reviewed / Approved / Denied	Date

SKETCH OF TEMP. OUTDOOR AREA



CITY OF CLINTON, IOWA

TEMPORARY OUTDOOR SERVICE AREA (TOSA) REQUIREMENTS

These regulations apply to all temporary outdoor service areas that are contiguous with a bar/tavern that is regulated by a City liquor license.



This application must be received at least 45 days in advance of the event to ensure proper approvals.

No alterations or deviations from an approved TOSA will be allowed without a new application and approval process.

Regulations for Temporary Outdoor Service Areas

- 1 _____ These regulations do not apply to Special Event Centers, fairs, carnivals, festivals or similar events located on public property that do not require a liquor license.
- 2 _____ These regulations shall not contradict or repeal any current ordinance, resolution or law in effect upon the enactment by ordinance or resolution of this document.
- 3 _____ The Temporary OSA permit is for temporary outdoor service areas for bars, taverns, and/or restaurants that are contiguous with a bar, tavern or restaurant that exists and that has a current liquor license with the City of Clinton and the State of Iowa.
- 4 _____ The application for a TOSA must be filed with the City Clerk at least 45 days before the event is to take place to ensure that all departments, committees and the City Council may have sufficient time to consider approval for the event.
- 5 _____ Each Temporary OSA will be reviewed by the Fire Marshal and/or the Building Official and/or the Police Chief or their designated representative.
- 6 _____ Each Temporary OSA may be inspected by the Fire Marshal and/or the Building Official and/or the Police Chief or their designated representative, at their discretion, before and/or during the event.
- 7 _____ The TOSA will not impair/impede an adequate amount of air and light to the adjacent properties. The TOSA will not create excessive light that affects neighboring properties including residential neighborhoods and properties.
- 8 _____ The TOSA will not unreasonably increase the congestion in public streets or alleys.
- 9 _____ The TOSA will not in any way impair the public health, comfort, safety and welfare of the inhabitants of the City of Clinton.
- 10 _____ The TOSA must have sufficient trash receptacles to ensure that trash, garbage and debris are kept inside containers and are not allowed to litter the grounds or surrounding properties. All trash, garbage and debris will be collected and contained at all times during the event.
- 11 _____ The TOSA will not increase the danger of fire, or of the public safety, and it will meet all current City codes and regulations.
- 12 _____ The owner of the establishment or the liquor license will regulate any type of amplified music or loudspeakers to ensure that that any noise does not violate the City of Clinton Noise Ordinance.
- 13 _____ Each TOSA must have the entire TOSA area enclosed with temporary fencing to ensure security and enforcement of all requirements and laws concerning the liquor license and TOSA permit. Each TOSA must have the entrance to the temporary TOSA staffed with sufficient employees to ensure safety, security and enforcement of all requirements and laws concerning the liquor license and TOSA permit.
- 14 _____ The TOSA must be illuminated at all times while the area is in use but may not violate rule #7.
- 15 _____ The occupant load for the establishment that installs a TOSA will be based on the current occupancy load of the inside of the establishment, and may not increase the occupancy load of the inside of the establishment.
- 16 _____ The TOSA will be contiguous with a part of the main building and will not be closer than 10' to any residential unit.
- 17 _____ The TOSA must provide non-combustible ash trays and containers for removal of ashes and cigarette butts.
- 18 _____ Any violation of these requirements during the event will result in the immediate revocation of this temporary permit and may be used as evidence to deny future similar events to the owner of the liquor license and/or the owner of the establishment. Any costs associated with a violation where any City department is forced to respond during the event shall be paid by the liquor license holder or the building owner.

I have read, understand and agree to follow all of the requirements listed above. I understand that if I violate any of these rules, that my TOSA may be rescinded immediately. I also understand that any changes to this TOSA will require a new application and approval process. I further understand that the extension of the liquor license will require State of Iowa ABD approval and City Council approval as well as proof of dram shop insurance coverage.

Applicant Signature

Date

Adequate site plan attached: ACCEPTED REJECTED

Date Inspected:

Inspector(s):

Status: PASS



State of Iowa, Alcoholic Beverages Division outline of requirements for liquor licenses:

Outdoor Service

Outdoor service areas are designated areas which are adjacent to a licensed premises and include patios and beer gardens. Outdoor service areas are considered extensions of existing licensed premises. They are not, however, automatically included as part of the licensed premises.

Licensees may not sell or serve any alcoholic beverages in an outdoor area until they have met licensing requirements by filing the following documents with the Alcoholic Beverages Division.

Applications for outdoor service area approved and signed by the city council or county board of supervisors.

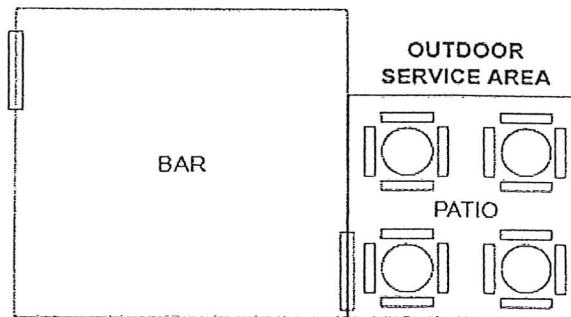
Sketch of the outdoor area clearly showing boundaries of the area and its relationship to the licensed premises.

Endorsement for the licensee's insurance company certifying that the dram shop insurance covers the outdoor service area. (Endorsement is required only when dram shop insurance is required for the class of license the licensee holds.)

The words "outdoor service area" will be reflected at the bottom of the license if the licensee has met all requirements for an outdoor service area. ("Outdoor service area" will not be reflected on the license if the outdoor area is to be used for less than a two-week period.) Outdoor service areas are not stand-alone licenses. They expire with the license and must be renewed annually.

Iowa Code section 123.3(20), and 185 Iowa Administrative Code

Requires Local City Council Approval.



Special Events

Qualified persons wanting to sell and dispense alcoholic beverages at a town celebration or other special event must obtain a five-day license. Five-day licenses are valid for a period of five consecutive days with exception of a Sunday, which may fall within the five-day period. License applicants wanting to sell alcoholic beverages on a Sunday within the five-day period, must also obtain a Sunday sales privilege.

Licensing requirements for five-day licenses are the same as the requirements for annual licenses of the same class. The only difference is the license is valid for a shorter period of time. Special event licenses may be issued for on-premises licenses only.

Note: License applicants also may apply for and obtain 14-day special event licenses; and, six- and eight-month seasonal licenses. Licensing requirements for seasonal licenses are the same as the requirements for annual licenses of the same class. Seasonal licenses are not renewable. A two-month period must elapse before another six- or eight-month seasonal license may be issued to the same premises.

Portable restroom matrix

Attendees	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours	9 hours	10 hours
0-50	1	1	1	2	2	2	2	2	2	2
51-100	2	2	2	2	3	3	3	3	3	3
101-250	3	3	3	3	4	4	4	4	6	6
251-500	4	4	4	6	6	6	8	8	8	8
501-750	4	4	6	6	6	8	8	8	10	10
751-1000	6	6	6	8	8	8	12	12	12	12
2000	8	8	8	8	8	12	12	12	12	12
3000	8	8	8	8	12	12	12	12	12	16
4000	10	16	18	22	24	25	25	27	27	28
5000	12	20	24	27	29	31	32	34	35	35
6000	14	24	28	33	35	37	37	39	40	42
7000	18	28	34	38	40	42	46	46	48	48
8000	20	32	38	44	48	50	50	50	52	54
9000	22	32	42	48	52	54	54	56	58	64
10000	24	38	48	54	58	62	64	66	68	72

If alcohol is being served, add 15-20% more restrooms. If there is a higher percentage of women to men, add 15-20% more restrooms. Add one handicap restroom per 20 portable restrooms, or a minimum of one for events open to the public. Adequate handwashing should be available in all food service areas.

Address: _____

1 Provide a detailed sketch (site plan) of the proposed TOSA including the portable restroom plan, trash collection plan, the temporary fencing plan, an illumination plan, and a parking plan. (Use separate sheet if necessary)

2 Type of event: _____

3 Date(s) of scheduled event/TOSA (with time of operation):

Date(s) _____

Time(s) _____

4 What is the estimated attendance of the event?
(cannot exceed 10% over occupancy number)

5 How many portable restrooms are scheduled to be placed?
(see chart included with application)

Will be using the restrooms inside establishment? (*Must be approved by the City*)

6 How many trash receptacles are scheduled to be used?

7 How many ash trays will be provided on site?

8 What type of fencing will be used?

9 How many staff members will be placed at entrance(s)?
(requires at least one per entrance/exit)

10 What type of security will be used for event?

11 What type of first aid/emergency services will be used
for this event?

12 What type of parking plan will be used for event?
(Show the parking plan on the site plan)

13 Other comments: _____

TOSA ACKNOWLEDGEMENT PAGE

Please review the site plan and application, and provide any comments or concerns.

Your signature acknowledges that you have seen the proposed plan and have approved the proposal. Any violations of the TOSA requirements during the event that result in a police complaint may result in the immediate termination of the TOSA if deemed necessary, by the responding police officer(s), or other appointed officials.

1 Police Department

Signature _____ Date _____

Comments: _____

2 Fire Department

Signature _____ Date _____

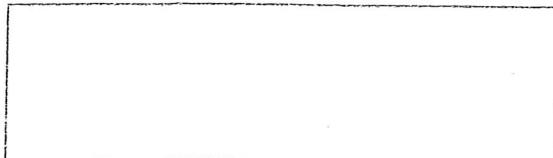
Comments: _____

3 Building Department

Signature _____ Date _____

Comments: _____

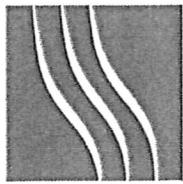
4 Decision.



City Clerk, signature _____

Date _____

ELECTRONIC LICENSING USER GUIDE



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

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Need Help?

Contact the Division:

If you have questions regarding the application process, contact the Division's licensing section toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1), or by email at Licensing@IowaABD.com with questions or concerns. The Division's licensing staff is available Monday through Friday, 8:00am to 4:30pm.

Use the Online "HELP" Feature:

The Division's electronic licensing application has a help feature built directly into the system. In order to access the help feature, click on the "Help" button to view the entire Electronic Licensing User Guide.

Alternatively, you can click the "Help" icon in any screen (located in the upper right corner), and go directly to the help for that particular screen.

I. LICENSES & PERMITS

The following licenses apply to service for consumption ON premises:

CLASSIFICATION	LICENSE/PERMIT PRIVILEGES
Class A Liquor License	Allows nonprofit clubs to sell liquor, wine, beer and wine coolers for on premises consumption only; no carry-out sales. Sales are restricted to members and guests.
Class B Liquor License	Allows hotels and motels to sell liquor, wine, beer and wine coolers for on premises consumption including room service. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Class C Liquor License	Allows commercial establishments to sell liquor, wine, beer and wine coolers for on premises consumption. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Special Class C Liquor License	Allows commercial establishments to sell wine, beer and wine coolers for on premises consumption. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Class C Native Wine	Allows commercial establishments to sell Iowa Native Wine for on-premises consumption. Also allows carry-out sales of Iowa native wine in original unopened containers.
Class B Beer Permit	Allows commercial establishments to sell beer for on premises consumption. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Class D Liquor License	Allows railroads, air common carriers and passenger-carrying boats or ships operating in inland or boundary waters to sell liquor, wine, beer and wine coolers for on premises consumption only; no carry-out sales.

The following licenses apply to service for consumption OFF premises:

CLASSIFICATION	LICENSE/PERMIT PRIVILEGES
Class B Wine Permit	Allows commercial establishments to sell wine for off premises consumption in original unopened containers. No sales by the drink.
Class B Native Wine Permit	Allows commercial establishments to sell Iowa made wine for off premises consumption in original unopened containers. No sales by the drink. Samples are permitted of 1 ounce or less.
Class C Beer Permit	Allows commercial establishments to sell beer and wine coolers for off premises consumption in original unopened containers. No sales by the drink.
Class E Liquor License	Allows commercial establishments to sell liquor for off premises consumption in original unopened containers. No sales by the drink. Also allows sales to on premises class A, B, C & D liquor licensees but must have an ATF Federal Wholesale Permit to sell to other licensees. Sunday sales are included.
Charity Beer & Wine Auction	Allows an authorized nonprofit entity to auction beer and wine during an event which raises funds solely to be used for educational, religious or charitable purposes. The permit is valid for a period of 36 consecutive hours and the authorized nonprofit entity may receive up to two permits per calendar year.

II. ADDITIONAL PRIVILEGES

The following privileges may be added to designated licenses:

PRIVILEGE	ACTIVITY ALLOWED	MAY ADD TO
Brew Pub	Allows brewing of beer on the premises for consumption on the premises.	Class C liquor licenses; Class B beer permits.
Catering	Allows catering of liquor, wine, beer and beer coolers as part of a food catering service.	Classes B, C liquor licenses (only 12-month).
Living Quarters	Separates private living quarters from the licensed premises; protects licensees from warrantless searches in living quarters.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.
Outdoor Service	Allows selling/serving alcoholic beverages permitted by the license/permit in a designated, adjacent outdoor area.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.
Ownership Update Application	Allows licensee to update the ownership or interest in their business. Supporting documents shall accompany the application.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.
Refund Application	Allows a refund of any unused quarters of a 12-month license.	Classes A, B, C, Special C, E liquor licenses; Classes B, C beer permits; Class B wine permit. No refunds on seasonal licenses.
Sunday Sales	Allows selling/serving alcoholic beverages permitted by the license/permit.	Classes A, B, C, Special C, D liquor licenses; Classes B, C beer permits.
Transfer Application	Allows license to be transferred from one location to another, only within the boundaries of the current approving local authority.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.

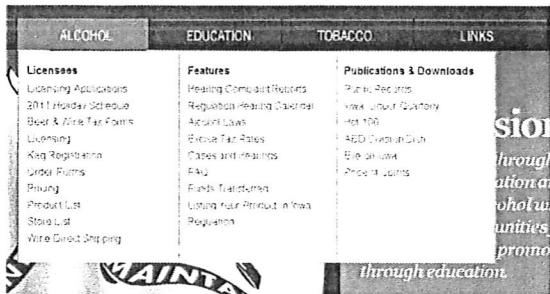
III. CREATE AN ACCOUNT

Follow the steps below to create an account to access the electronic licensing system:

STEP

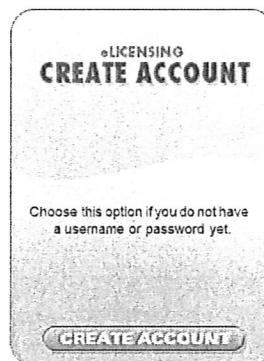
VISIT:

Visit the web at www.IowaABD.com. Click the “Alcohol” tab at the top. Under the “Licensees” section, click the top link, “Licensing Applications”.



CREATE:

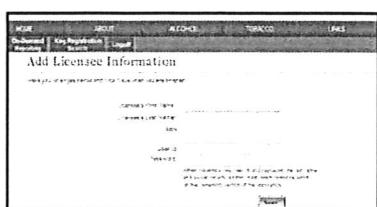
Click “Create Account” to set up a User ID and Password. This link will take you to the correct page to set up your online account.



STEP 2

ENTER:

Enter the licensee's first and last names and social security number in the appropriate fields. When creating a new User ID and Password, the last name and social security number must match someone listed on the ownership section of the application.



CREATE:

Create a User ID and Password using the following criteria:

- User ID must contain 5 characters using either letters or numbers with no special characters. Example: Karen123.
- Password must contain 5 characters with a combination of letters and numbers. Example: Smith456.

RECORD:

After completing the *New Licensee Information* section, record your User ID and Password in the space provided for future reference.

User ID

Password

When finished, click the “Save” button to move on.

IV. LICENSE APPLICATIONS & RENEWALS

Follow the steps below to complete a license application or renewal:

Note that some fields will be unavailable to you if not required for your license application. You may use the "tab" key to navigate on each screen.

1. Log on to eLicensing using your User ID and Password.
2. To start a new application, click on "Complete a New Application". (For renewal skip to #5)
3. Select the license/permit for which you would like to apply and click "Next".
4. Select the length of the license/permit and click "Next". (Skip to #7)
5. Renew your liquor license by selecting "Complete a Renewal Application".
6. Select the license you wish to renew from the License List Screen. The license you are renewing must have a status of "*Renewal Sent*".
7. Check the privileges for which you wish to apply and click "Next".
8. Fill in your applicant information; you must complete the "*Mailing Address*" section. If your mailing address is the same as your business address, check the corresponding box. Then click "Next".
9. Indicate how the business will be operated, then click "Next".
10. Fill in the ownership information and click "Add New" after each person you add. If you wish to change ownership on a renewal, you must complete a separate ownership update application. Click "Next" when finished.
11. Make the appropriate selection regarding Criminal History, then click "Next".
 - If you responded "Yes" to any questions regarding Criminal History, please complete the violation section. Also, list all arrests, indictments, summonses, convictions and deferred judgments for **ALL** violations of any state, county, city, federal or foreign government for all persons listed in the ownership section of the application.
12. Fill in the premises information, and click "Next".
13. Fill in the general information asked regarding your premises and click "Next".
14. Fill in Applicant Signature and bank information and click "Finish".
15. If the application was submitted successfully, a confirmation screen will appear. Once you have successfully submitted your application, you may log off.
16. After submitting an online application, contact your local authority to notify local officials that your license is ready for local approval.
 - If your application requires dram shop insurance, be sure to inform your insurance agent that you have submitted your application for verification of dram shop insurance.
Your dram shop insurance company will log on to the eLicensing system and validate your dram shop insurance coverage. Once your dram shop insurance company has verified your insurance coverage and clicked "Submit," your application will be forwarded to your local authority for approval.
 - Once the local authority approves your license application, the local authority will submit the application to ABD for final approval and issuance.
 - License fees will be debited, on average, two business days after the local authority has submitted your license application to the ABD.

V. TEMPORARY OR PERMANENT TRANSFER

Follow the steps below to transfer your license to a different location:

STEP 1

VISIT the web:

1. Visit the web at www.IowaABD.com. Click the "Alcohol" tab at the top. Under the "Licensees" section, click the top link, "Licensing Applications".
2. Log on using your User ID and Password and click on "Log On". If you are logging on to e-licensing for the first time, follow the instructions on the Electronic Licensing User Guide for License Applications and Renewals.
3. Click on "Complete a Transfer Application".
4. Select "Transfer" for the license you wish to transfer. The status of your permit will be shown.

STEP 2

ENTER transfer information:

1. The original application information will display. Click on "Next".
2. Enter the new premise address.
3. Choose "Temporary Transfer" or "Permanent Transfer".
4. Temporary Transfer: Enter beginning and ending date.
Permanent Transfer: Enter a beginning date only.
5. Click on "Next".
6. Enter the number of restrooms.
7. Enter the number of floors.
8. If you will need outdoor service at the new location, complete the "*Outdoor Service Area Dates*".
9. Click on "Next".

STEP 3

SIGN application:

1. Sign application. Name entered must match someone listed on the ownership screen of the original application.
2. Date transfer application. Date should be the current date.
3. Click on "Finish".
4. Applicant should contact their insurance company to go online to validate their insurance for the new location.

VI. SUNDAY SALES

Follow the steps below to add a Sunday Sales Privilege:

1. Visit the web at www.IowaABD.com. Click the “Alcohol” tab at the top. Under the “Licensees” section, click the top link, “Licensing Applications”.
2. Log on using your User ID and Password and click on “Log On”. If you are logging on to elicensing for the first time, follow the instructions stated in section *IV. License Applications/Renewals* of this guide.
3. Click on “Add a Privilege”.
4. Click on “Add a Sunday Sales”.
5. Select “Add Privilege” for the license you wish to add a Sunday Sales Privilege. The status of your permit will be shown.
6. Enter the effective date of the Sunday Sales Privilege.
7. Click on “Next”.
8. Sign application. Name entered must match someone listed on the ownership screen of the original application.
9. Date the Sunday Sales application. Date should be the current date.
10. Enter bank information.
11. Click on “Finish”.

VII. OUTDOOR SERVICE

Follow the steps below to add an Outdoor Service Privilege:

1. Visit the web at www.IowaABD.com. Click the “Alcohol” tab at the top. Under the “Licensees” section, click the top link, “Licensing Applications”.
2. Log on using your User ID and Password and click on “Log On”. If you are logging on to elicensing for the first time, follow the instructions stated in section *IV. License Applications/Renewals* of this guide.
3. Click on “Add an Additional Privilege”.
4. Click on “Add an Outdoor Service”.
5. Select “Add Privilege” for the license you wish to add a Outdoor Service Privilege. The status of your permit will be shown.
6. Enter the effective date of the Outdoor Service Privilege.
7. Complete the section regarding “*boundaries*” of the outdoor service area.
8. Click on “Next”.
9. Sign application. Name entered must match someone listed on the ownership screen of the original application.
10. Date the Outdoor Service application. Date should be the current date.
11. Click on “Finish”.
12. Contact your Dram Shop Company to endorse your application.



Iowa Alcoholic Beverages Division
1918 SE Hulsizer Road
Ankeny, Iowa 50021
Phone: 866.IowaABD
Fax: 515.281.7375
IowaABD.com