

To Alcohol Licenses:

Re: Renewal of Alcohol Licenses

Enclosed you will find a copy of Ordinance 2174 which makes some changes to the Alcohol License process. The Main changes to note are:

1. You will no longer need the signature of the City Attorney.
2. You must have your paperwork turned into the Administration Office at least 10 days prior to the City Council meeting at which your license is to be considered. This is important to note as you may need to make your appointment for your inspection earlier to be in advance of the 10 days.
3. If you miss your deadline you will no longer be able to sell or serve alcohol after your expiration date. A timely file will no longer be an option.

If you have any questions or concerns about this please contact the Administration Office at 515-432-4211 ext. 101.

It is time to renew your alcohol license. To do this you will need to log onto the Iowa Alcoholic Beverage Division's website, [www.iowaabd.com](http://www.iowaabd.com) click on e-licensing and complete the on-line application. If you have any questions or difficulties, you can contact the ABD's licensing section at (515)281-7400 (option 1).

Payments will be handled through the Alcoholic Beverage Division's electronic funds transfer (EFT) system via website. The electronic payment for the total cost of the license will be deducted after the application has been approved by the local authority and processed by the ABD.

The Boone City Council meets the first and third Monday of each month. **Online renewal applications along with any additional documents required by the City of Boone must be completed and turned in no later than 10 days prior to the City Council meeting at which the license is to be considered. Applications submitted that do not meet this deadline will not be considered until the following council meeting.** Please see the "Checklist" enclosed for a list of all necessary paperwork that must be completed and turned into the City.

The license will be sent to your mailing address following approval. Please let me know if you would rather have the license sent to another address or if you have any further questions, please feel free to contact our offices at: (515)432-4211 option 1.

**ORDINANCE NO. 2174**

**AN ORDINANCE AMENDING CHAPTER 120-“LIQUOR LICENSES AND WINE AND BEER PERMITS” BY SPECIFYING PROCEDURES FOR APPLICANTS OF NEW AND RENEWED LICENSES REGARDING INVESTIGATIONS AND INSPECTIONS OF APPLICANTS AND PREMISES.**

**BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF BOONE, IOWA:**

Section 1. Purpose. To amend Chapter 120-“Liquor Licenses and Wine and Beer Permits” by specifying procedures for applicants of new and renewed licenses regarding investigations and inspections of applicants and premises.

Section 2. **120.03 Investigations** is repealed and re-titled “**Investigations and Inspections**”. The new enacted section shall read as follows:

A. Upon receipt of an application for a liquor license, wine or beer permit, or a micro-distilled beer, wine or spirits permit, the Clerk shall forward it to the Police Chief, who shall then conduct an investigation and submit a written report as to the truth of the facts averred in the application and a recommendation to the City Council as to the approval of the license or permit. It shall be the duty of the Building Official and the Fire Chief or their designees to inspect the premises to determine if they conform to the requirements of the city; and no license or permit shall be approved until or unless an approving report has been filed with the City Council by such officers or designees at least 10 days in advance of consideration by the council.

B. As a further condition for approval by the Council, the applicant must give consent in writing on the application that members of the Fire and Police Departments and Building Inspector may enter upon the premises without warrant to inspect for violations of the provisions of state law and of this chapter.

C. No liquor control license or beer permit shall be approved for premises which do not conform to all applicable laws, ordinances, resolutions, building codes, and health and fire regulations.

D. It shall be unlawful for any holder of a liquor license or beer permit to do business unless the premises are inspected as indicated above and a report is filed with the Council showing the place or building to conform with all the requirements fixed by law or ordinance for the preservation of public health and safety.

Section 3. The following new section is hereby enacted:

“**120.10 Simplified Application for Renewal.** An applicant may file a simplified renewal form which shall require the licensee or permittee to verify under oath that the information contained in the original application remains current, and that no reason exists for the council’s refusal to renew the license or permit as originally issued.

Such a renewal application must be received by the City Clerk's Office at least 30 days prior to the expiration of the existing license or permit or the licensee or permittee will not be allowed to sell liquor, wine or beer during the period of time between the date the existing license expires and the date the City council approves the application for renewal.

For the City Council to approve an application for renewal of a liquor license and/or wine or beer permit, all required inspections and investigations must be completed no later than 10 days prior to the City Council action of the application. It is the licensee's or permittee's obligation and responsibility to submit the renewal application in enough time to allow all inspections and investigations to be completed. This process still requires the submitting of the renewal application to the Police Chief for investigation and reporting to the council."

Section 4.     Repealer Clause. All ordinances in conflict herewith are repealed. They are: None.

Section 5.     Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity or the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6.     When Effective. This ordinance shall be in effect after its passage, approval and publication as provided by law.

Passed and adopted this 3<sup>rd</sup> day of October, 2011.

## CHECKLIST

### **New License or Change of Ownership**

- E-file application at [www.IowaABD.com](http://www.IowaABD.com)
- Have insurance company e-file dram insurance (if applicable)
- Deliver to City a drawing of facility layout (purchasing & consumption areas only)
- Deliver to City a copy of rental agreement or purchase agreement (proof of ownership)
- Download notary page from ABD website, sign and bring to City of Boone Administration office
- Deliver to City a copy of completed "Alcohol Inspection Form" \*
- Deliver DCI background check information to City (for sole-proprietor, partnership, LLC, private corp.)

### **Renewal or Add Sunday Sales**

- E-file renewal application
- Have insurance company e-file dram insurance (if applicable)
- If there are any changes to facility layout provide updated copy
- Deliver to City a copy of completed "Alcohol Inspection Form" \*

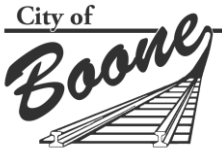
### **Add Outdoor License**

- E-file application
- Have insurance company E-file dram insurance
- Deliver to City a drawing of layout of outdoor area
- Deliver to City a copy of completed "Alcohol Inspection Form" \*

### **Transfer License or 5-day license**

- E-file application
- Have insurance company e-file dram insurance
- Deliver to City a drawing of layout of area
- Download notary page, sign and bring to City of Boone administration office (5 day license only)
- Deliver to City a copy of completed "Alcohol Inspection Form" \*

\*Alcohol Inspection Form provided with renewal letter from City



*Alcohol Inspection Form*

City of Boone  
923 8<sup>th</sup> Street  
Boone, IA 50036

Type of Request:  RENEWAL  NEW LICENSE  TRANSFER (date \_\_\_\_\_)

Company/Applicant \_\_\_\_\_ Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

License Number \_\_\_\_\_ Expiration \_\_\_\_\_

**The applicant is responsible for contacting and obtaining signatures of approval.**

To ensure you meet the deadline for renewal you must schedule your inspection date with the Building Official's Office at (515) 433-0633 at least **30 days** in advance of your license expiration date. **Please have this form available at your inspection to be initialed by each department. Upon completion promptly return this form to the Administration Office at City Hall to be placed on the City Council Agenda for approval. City Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month. In order to be considered for approval at the City Council meeting this form must be turned in 10 days prior to that meeting.**

**APPLICATIONS SUBMITTED THAT DO NOT MEET THIS DEADLINE WILL NOT BE CONSIDERED UNTIL THE FOLLOWING COUNCIL MEETING.**

Applicant Signature \_\_\_\_\_ Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

<i>OFFICE USE ONLY:</i> <i>Following an investigation of persons and properties connected with this Beer or Liquor License application, we submit our opinion for the approval of this application to the Boone City Council.</i>			
<b>Boone Police Department</b> <b>(515) 432-3456</b>	<input type="checkbox"/> no objection	_____	_____
	<input type="checkbox"/> object	_____	_____
Notes or comments:			
<b>Boone Fire Department</b> <b>(515) 432-3446</b>	<input type="checkbox"/> no objection	_____	_____
	<input type="checkbox"/> object	_____	_____
Notes or comments:			
<b>Boone Building Official</b> <b>(515) 433-0633</b>	<input type="checkbox"/> no objection	_____	_____
	<input type="checkbox"/> object	_____	_____
Notes or comments:			

Final action by City Council:  Approve  Deny Date: \_\_\_\_\_