



CITY OF WEST DES MOINES APPLICATION PROCESS FOR LIQUOR LICENSE/BEER PERMIT

The applicant must complete the following:

- The State of Iowa Alcohol Beverages Division (ABD) electronic license/permit application must be accessed at (<https://elicensing.iowaabd.com/>) and then by selecting “licensing”. Instructions are included on the website. Please note when completing the form, the City of West Des Moines is the issuing authority.

Prior to consideration for issuance of the license, the applicant is required to submit either by mail to Ryan Jacobson, City Clerk, City of West Des Moines, P.O. Box 65320, West Des Moines, IA 50265-0320 or by delivery to the City Clerk’s Office, 4200 Mills Civic Parkway, Wing 2B.

- 8 ½ x 11” sketch of premise showing all areas under control or lease of the applicant including entrances, exits, restrooms and bar location and outdoor service area if that privilege is being requested.
- Criminal History Check completed by the DCI of all persons listed in the ownership portion of the application. The Iowa DCI phone number is 515.725.6066.
- Copy of the executed lease/warranty deed; renewal applicants must provide a copy of new lease when current lease expires.
- Notarized signature page from the ABD on-line application.

The application must be submitted online with supporting documents submitted to the Deputy City Clerk for processing a minimum of **30 days** prior to requested issuance date. The licensing process includes review by the City Clerk’s office, Police, Fire and Development Services Departments with final approval from the City Council. Once the approval process has been completed, the City Clerk will notify the Iowa Alcoholic Beverages Division for issuance. The State ABD will return the license to the city and in turn it will be mailed to the applicant listed on the online application.

If you need additional assistance, please contact Ryan Jacobson, City Clerk, at 515.222.3603 or via email at ryan.jacobson@wdm.iowa.gov