

MARSHALLTOWN

IOWA

CITY CLERK'S OFFICE

Joel Greer, Mayor
Alicia Hunter, City Clerk
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
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ALCOHOL LICENSE APPLICATION

The Council approves all alcohol license applications prior to state approval. The City Council meets on the 2nd and 4th Mondays of the month. Agendas are finalized on the Thursday prior to the meeting. Applications must be completed and inspections passed prior to being placed on the City Council Agenda.

Applications must be completed online through the State of Iowa Alcoholic Beverages Division (ABD). <https://iowaabd.force.com/s/login/>

The following information must be submitted to the City Clerk:

- Sketch of Premise (hand-drawn is accepted)
- Sketch of Outdoor Premise, if applicable
- Proof of Control of Property (Deed/Final Sales Contract/Lease/Written Agreement)
- Iowa Division of Criminal Investigation Background check
<https://dps.iowa.gov/divisions-iowa-department-public-safety/iowa-division-criminal-investigation/criminal-history-record-check-information>

Your dram shop insurance provider will be required to approve the application.

Any outstanding fees or permits with the City of Marshalltown must be paid in full.

Once your application and documentation are submitted you must complete an inspection with the Fire Marshal. Please call 641-754-5751 x7103 to make an appointment. Delays are possible due to response time needed for corrections. Please allow 30 day notice.

New establishments must also complete an inspection with the Iowa Department of Inspection, Appeals and Licensing. Please contact Sara Reece, Iowa DIA, 515-281-6538.

Application Questions:

Iowa Alcoholic Beverages Division
866-469-2223
abd.iowa.gov

City Council Questions:

Alicia Hunter, City Clerk
641-754-5701 x1101
clerk@marshalltown-ia.gov

