



City Clerk's Office  
City Hall  
50 W. 13<sup>th</sup> Street  
Dubuque, IA 52001-4864  
(563) 589-4120 office  
(563) 589-0890 fax  
ctyclerk@cityofdubuque.org  
www.cityofdubuque.org

## 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 Dubuque requires renewal applications to be submitted 30 before the license expires. Licensees must complete the renewal applications electronically at the Iowa Alcohol Beverage Division (Iowa ABD) <https://abd.iowa.gov>. 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 "good moral character" investigation will take place. When these have been satisfactorily completed, the application will be presented to the Dubuque City Council. The City Council will then determine whether the applicant is eligible to hold a liquor license in the City of Dubuque.

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 to follow for RENEWAL applications

1. Complete the online application form on the ABD website at <https://abd.iowa.gov> Please make sure that the contact information is up to date. Most contact regarding your application will come through the form of emails.  
Note - Hold on to your user name and password, as you will need these each year for your renewals.
2. If there are any changes submitted on your application, notify the Dubuque City Clerk's office of these submitted changes and provide any required documentation to the City Clerk's Office. 563-589-4120 [tgleason@cityofdubuque.org](mailto:tgleason@cityofdubuque.org)

3. Verify that there are no outstanding debts owed to the City of Dubuque under the corporate applicant, all shareholders having 10% or more interest in the corporation and all officers and directors of the corporation regardless of ownership interest, sole proprietors and their spouse even if the spouse owns 0% interest, non-profit corporations or associations officers listed. This is in regard to the “good moral character” investigation. Outstanding debt owed to the City of Dubuque could slow down your renewal process.
4. Contact your insurance agent to request he/she provide proof of Dram Shop insurance, including outdoor service endorsement, if applicable, online.
5. Application is placed on the City Council agenda after all background checks and “good moral character” checks have been satisfactorily completed. City Council meetings are on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. **Please keep this schedule in mind as it relates to your license expiration date.**
6. 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 application process. 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.
7. 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 primary location.

Should you have any questions, please contact:

Trish L. Gleason

Assistant City Clerk

50 W. 13th St.

Dubuque, IA. 52001

Phone (563)589-4120

[tgleason@cityofdubuque.org](mailto:tgleason@cityofdubuque.org)

## Valuable information

copied and pasted straight from the Iowa ABD Website

<https://abd.iowa.gov/licensing/licensing-laws-requirements>

### ***Licensing Laws & Requirements***

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#### **Applicant Requirements**

To get a liquor license or wine or beer permit, an applicant must demonstrate 'good moral character.' In Iowa, an applicant is considered to be of 'good moral character' if he or she meets the following criteria:

Is a U.S. citizen and an Iowa resident, or incorporated to do business in the state. The corporation must be registered and in good standing with the Iowa Secretary of State's office.

Has no felony convictions. If there is a felony conviction that is more than five years old and the applicant's rights of citizenship have been restored, the applicant may be eligible for a license.

Has not had any financial interest in an Iowa liquor license, wine or beer permit that was revoked during the past two years.

Has 'financial standing' and a 'good reputation' indicating that the applicant will comply with all laws and rules governing the license.

NOTE: When reviewing a person's financial standing, the local authority or the Division may consider the following factors, including but not limited to – 1) amount of financial support and operating funds; 2) prompt payment of state and local taxes; 3) fees and charges for municipal utilities and services; 4) prompt payment of licensing fees and any administrative penalties.

When evaluating a person's 'good reputation,' the local authority or the Division may consider such factors as, but not limited to - 1) if the person has a history of showing disregard for the law; 2) has convictions for selling alcoholic beverages to under aged or intoxicated people; 3) has a history of operating a vehicle while under the influence of alcohol or drugs.

In a partnership or corporation, all requirements apply to all officers, directors and shareholders. If the business is operated under a sole proprietorship, the spouse is exempt from citizenship and resident requirements if he or she has no ownership interest.

#### **Premises Requirements**

- All licensed premises must meet all requirements of state laws, local ordinances, health regulations and fire regulations as listed below:
- Be owned or under the control of the applicant.
- Be located in the jurisdiction of an approving local authority.
- Be in good repair, clean and free of litter.
- Have separate restrooms for men and women (on-premises consumption).
- Be equipped with running water from a source approved by the local health department (on-premises consumption).
- Have tables and chairs to seat a minimum of 25 people at one time (on-premises consumption).

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<https://abd.iowa.gov/education/legally-speaking/financial-standing-counts>

### ***Financial Standing Counts***

***May 2008***

What can postpone or possibly prevent an otherwise qualified applicant from obtaining a license to sell liquor, wine or beer? Simply put, lack of "good moral character." That term includes one that is neither a citizen, resident or a business incorporated in Iowa, a felon (convicted within the last five years and without restored rights of citizenship) nor lacking good financial standing. The good financial standing requirement often raises many questions and, as such, will be the focus of this article.

By law, that criteria includes verified sources of financial support, adequate operating capital and a record of prompt payment of taxes and debts. The financial standing requirement applies to anyone that has a controlling interest of ten percent or more in the business.

The most common missteps the Iowa Alcoholic Beverages Division sees are failure to pay taxes, dram insurance cancellation and non-payment of debts.

### I. Delinquent Taxes

Failure to pay income or sales taxes, accrued personally or as a business, is a clear example of lack of good financial standing. When a licensee fails to file or pay taxes, the Iowa Department of Revenue and Finance issues a tax notice requesting payment in full. If the tax remains unpaid, the Iowa Alcoholic Beverages Division is notified of the delinquency for the purposes of suspending the license.

One of the traps licensees sometimes fall for is treating sales taxes as operating capital. Then, when time comes to pay the taxes, the necessary cash is not available. The Division recommends that the monies be set aside in a separate account to ensure timely payment to the Revenue Department, as required by law.

### II. Dram Shop Cancellations

Dram shop insurance must remain in effect during the entire period of the license. A thirty-day cancellation notice is required to ensure the Division has adequate time to begin the process of suspending the license.

Routine cancellation of dram shop protection indicates a lack of good financial standing. As such, the Division will deny or revoke a license upon receipt of three or more notices of cancellation during the twelve-month license period. Licensees, therefore, should take the necessary steps to assure that dram premiums are paid in a timely fashion.

### III. Outstanding Debts

Non-payment of other debts can equally jeopardize an applicant's chances of obtaining or maintaining a license. The two biggest red flags the Division sees are unpaid utilities and license fees. Another example is the failure to pay your Class E licensee, beer wholesaler or wine wholesaler for the products they supply.

A record of late or unpaid fees to the local municipalities, as well as suppliers, proves poor financial standing. In addition, all fees associated with obtaining a license and any administrative penalties imposed must be paid in full and on time. Neglecting financial responsibilities of any kind can drastically diminish the chances of a license application being approved.

### IV. Conclusion

The issuance of an Iowa liquor license is contingent on the applicant's good moral character, including their financial standing. Adversely stated, the Division or any local licensing authority may deny a license based on the grounds of an applicant's lack of good financial standing. Delinquent taxes, dram insurance cancellations and failure to satisfy other outstanding debts are all factors in decided whether to issue a license.

While it is not always easy to meet financial obligations in today's economy, licensees are encouraged to be punctual and methodical in their business dealings. Whether a liquor license will be granted or not is never certain, but as Benjamin Franklin said, "In this world nothing is certain but death and taxes."