

**Owner's Checklist for applying for  
New Iowa Liquor License or Beer Permit for the City of Newton, Iowa  
(Off-Premise Sales)**

(These steps do not necessarily have to be followed in order.)

Request criminal history background checks from the Iowa Division of Criminal Investigation or issuing authority in owners' state of residence.

All owners of corporations and partnerships, and all sole proprietors **and their spouses** must submit background checks.

Establish legal status of your proposed business.

- Corporation or Limited Partnership (file with Iowa Secretary of State)
- Partnership (file trade name document with County Recorder)

Have premise approved. Contact City of Newton Building Inspector about:

- Building Inspection
- Zoning code compliance

641-792-6622 Public Works Office

Have premise approved. Contact City of Newton Fire Marshall about:

- Fire code inspection

641-792-3347 Fire Department

Contact Iowa Department of Inspections and Appeals about obtaining a food license and health inspection

Contact insurance agent to arrange for \$5000 surety bond (Class E Liquor only)

Submit E-application to Alcoholic Beverages Division

Take the following to the Newton City Clerk:

- e-application notarized signature page;
- sketch of premises on 8.5 x 11 white paper;
- signed lease or purchase agreement;
- background check responses (if they were returned to you)

Apply for other required permits and licenses:

- Federal Employer Identification Number (Internal Revenue Service);
- Federal Special Occupational Tax permit (Dept. of Treasury, Tax & Trade; Bureau)
- Food Service License – convenience and grocery stores only
- Iowa State Sales Tax permit (Iowa Department of Revenue & Finance)

# Owner's Checklist for applying for New Iowa Liquor License or Beer Permit (Off-Premise Sales)

## City of Newton

101 W 4<sup>th</sup> St S

City Clerk's Office: (641) 792-2787/ Fire Marshall (641) 792-3347/

Building Inspector (641) 792-6622

<http://www.newtongov.org>

## Iowa Alcoholic Beverages Division

1918 SE Hulsizer Blvd.

Ankeny, IA 50021

phone: (515) 281-7400 or 866-469-2223

<http://www.iowaABD.com> or <https://licensing.iowaabd.com>

## Iowa Department of Inspections and Appeals

phone: (515) 281-6538

<http://dia.iowa.gov/food>

## Criminal History Background Checks (for Iowa residents only):

Iowa Division of Criminal Investigation, Bureau of Identification

215 E. 7th Street | Des Moines, IA 50319

phone: (515) 725-6066

<https://iowacriminalhistory.iowa.gov/default.aspx>

## Employer Identification Number (EIN)

File an application on Internal Revenue Service Form SS-4 for this number.

Call (800) 829-4933 or file electronically at:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>

## Federal Special Occupational Tax Permit (tax stamp):

United States Dept. of the Treasury, Tax & Trade Bureau

National Revenue Center

Call (800) 937-8864 or obtain information from:

<http://www.ttb.gov/applications/index.shtml>

## Iowa State Sales Tax Permit:

Iowa Department of Revenue & Finance

phone: (515) 281-3114 or (800) 367-3388

<http://www.iowa.gov/tax/educate/78539.html>

## Registering a Corporation to do business in Iowa:

Iowa Secretary of State

phone: (515) 281-5204

<http://www.sos.state.ia.us>

## Trade Name Filing

Jasper Co. Recorder's Office

101 1<sup>st</sup> St. Room 205

(641) 792-5442

<http://www.co.jasper.ia.us/index.aspx?page=330>