Alcohol License Application Checklist

This page is for reference only and does not need to be submitted with the application.

Required of all applicants:

☐ Completed City of Cedar Rapids Alcohol License application
  (please allow 30 to 45 days for processing)

☐ Completed State online application on the Iowa Alcoholic Beverages Division (ABD) website at https://elicensing.iowaabd.com/ (for questions call ABD at (866) 469-2223, option 1)

☐ Schedule inspections – contact the following departments:
  • Building Services Department – (319) 286-5831
    ○ For onsite consumption locations only (bar/restaurants)
  • Fire Marshal’s Office – (319) 286-5166

  *Inspection approvals should be received by the Clerk’s Office at least one week in advance of the Council meeting in which the application will be considered for approval.

☐ Completed Alcohol and Tobacco Use Certification Form (permanent licenses only)
  • For questions contact the Development Services Department – (319) 286-5836

Required of all new applicants (please provide in addition to the City Alcohol License application):

☐ Contact the Linn County Public Health Department to apply for a Food Service License and schedule an inspection – (319) 892-6000

☐ Completed Iowa DCI Criminal History Record Request Form for all persons owning 10% or more of the business
  • Owners residing outside of Iowa must submit a criminal history report for the state in which they reside (this report must be from a state or law enforcement agency)

☐ Applicable fee ($15) for each Iowa DCI Criminal History Record Request Form submitted
  • Payable to the City Treasurer by cash, check or credit card

☐ An 8 ½ x 11” detailed diagram of the premises
  • Please show square footage, seating for 25, restrooms (2), bar, kitchen, storage areas, entrances and exits. If applicable, include dance floor space and any outdoor service areas.

☐ A copy of the warranty deed or lease identifying that the applicant has control of the premises

☐ The notarized signature page from the application filed online with the Iowa ABD