After Hours Business 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 After Hours Business License application and signed Registered Manager’s Consent form (please allow up to two weeks for processing)

☐ Applicable fee ($350), by cash, check payable to the City Treasurer or credit card
  - Renewal applications submitted after license expiration will be subject to a $50 late fee

☐ A typed list with the most current information as requested below for all applicants, owners and managers, including the registered manager:
  - Name, home address, phone number and email address
  - License number of a valid government issued photo ID and the state of issuance (A copy of the license is not required.)
  - Name and address of any additional businesses or business locations owned or operated, or previously owned or operated, including dates of operation for each

☐ Certificate of Liability Insurance
  - The City of Cedar Rapids should be listed as a Certificate Holder

☐ Schedule inspections – contact the following departments:
  - Building Services Department – (319) 286-5831
  - Fire Marshal’s Office – (319) 286-5166

Required of new applicants or if the lease/deed has changed (in addition to the required documentation listed above):

☐ Copy of a lease, deed or other documentation showing the applicant has control of the premises

Required of new applicants or if the business premises have changed (in addition to the required documentation listed above):

☐ Diagram of the interior of the business premises
  - All entrances/exits, bathrooms, seating areas, stage areas and dance floor areas should be labeled