

**City Clerks Office - Creston, Iowa**  
**Owner's Checklist for applying for**  
**New Iowa Liquor License or Beer Permit**  
**(On-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 Creston clerk's office
  - \$ building inspection
  - \$ fire code inspection
  - \$ zoning code compliance
- Contact insurance agent to arrange for dram shop liability coverage. Ask about an endorsement for the outdoor service area, if included in your plans.
- Submit E-application to Alcoholic Beverages Division. (Note: be sure to select the company providing your insurance coverage – NOT the name of your local agent.)
- Take the following to the Creston City Clerk
  - \$ e-application signature page;
  - \$ sketch of premises on 8.5 x 11 white paper (including the outdoor service area, if applicable);
  - \$ 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)
  - \$ Iowa State Sales Tax permit (Iowa Department of Revenue & Finance).

**City of Creston**

116 W. Adams  
PO Box 449  
Creston, IA 50801  
City Clerk's Office 782-2000  
<http://www.crestoniowa.gov>

**Iowa Department of Commerce, Alcoholic Beverages Division**

1918 SE Hulsizer Blvd.  
Ankeny, IA 50021  
phone: 515-281-7400 or 866-469-2223  
fax: 515-281-7375  
<http://www.iowaABD.com> or <https://licensing.iowaabd.com>

**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  
[http://www.dps.state.ia.us/DCI/Records\\_Ident/obtain\\_records.shtml](http://www.dps.state.ia.us/DCI/Records_Ident/obtain_records.shtml)

**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/article/0,,id=98350,00.html>

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

United States Dept. of the Treasury, Tax & Trade Bureau  
National Revenue Center  
Call (800) 937-8864 or download Form 5630.5 from:  
[http://www.ttb.gov/taxes\\_and\\_permits/fed\\_tax\\_stamp.htm](http://www.ttb.gov/taxes_and_permits/fed_tax_stamp.htm)

Note: Effective July 1, 2005, payment of Special Occupational Tax by retailers was suspended through June 30, 2008. Retailers are still required to send in the registration, with zero tax liability. You will NOT receive the stamp; instead, a list of registered businesses will be sent to the Iowa Alcoholic Beverages Division.

**Iowa State Sales Tax Permit:**

Iowa Department of Revenue & Finance  
phone: (515) 281-3114 or (800) 367-3388  
<http://www.state.ia.us/tax/business>

**Registering a Corporation to do business in Iowa:**

Iowa Secretary of State (Michael Mauro)  
phone: (515) 281-5204  
<http://www.sos.state.ia.us/>