

STEPS TO APPLY FOR AN ALCOHOL LICENSE IN JOHNSON COUNTY, IOWA

REQUIRED

Step 1. Complete the online application with the Iowa Alcoholic Beverages Division (ABD) at least 45 days before the event/effective date.

IF the application is for an event NOT at The Celebration Farm or Celebration Barn, then you are required to immediately CONTACT Planning, Development, and Sustainability to determine if the premises is zoned for alcohol sales and/or consumption.

OPTIONAL

New applicants may contact the Auditor's Office to begin the local authority process. If you don't contact the Auditor's Office, we automatically send the local authority paperwork to you once the Iowa ABD forwards the application to us.

REQUIRED

Step 2. Submit the local authority paperwork to the Auditor's Office 30 days before the event/effective date.

Once the Auditor's Office completes the internal review process, staff will schedule the application for a vote at a regularly scheduled Board of Supervisors' meeting.

Auditor's Office processes the application.

The Auditor's Office will contact you if the paperwork is incomplete or the application has incorrect information.

If the Board votes to approve the application, the Auditor's Office will endorse your application with the ABD.

Board of Supervisors votes on the application.

If the Board votes to deny the application, contact the ABD to determine your next steps.

ABD completes its review process.

Johnson County Administration Building
913 South Dubuque Street
Iowa City, Iowa 52240

Auditor's Office Minutes/Licensing
319-356-6004 (ext 6)

Planning, Development, and Sustainability
319-356-6083

Iowa Alcoholic Beverages Division (ABD)
1918 SE Hulsizer Road
Ankeny, IA 50021 Toll free: 866-IowaABD 469-2223
Local: 515-281-7400

abd.iowa.gov

Online application:
licensing.iowaabd.com

License Issued by the ABD and emailed to the applicant.