

# 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.**

Once the online application is submitted, the Auditor's Office will contact the applicant to begin the local authority process.

**IF the application is for an event NOT at The Celebration Farm, The Celebration Barn, or the Johnson County Fairgrounds, immediately CONTACT Planning, Development, and Sustainability Department to determine if the premises is zoned for alcohol sales and/or consumption.**

## 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.

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

Auditor's Office processes the local authority review of application.

Once the Auditor's Office endorses the application with the Iowa ABD, the ABD completes its final review and emails license to applicant.

Board of Supervisors votes on the application. If approved, the Auditor's Office will endorse the application with Iowa ABD.

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

Iowa ABD completes its review process and emails license to applicant unless otherwise denied by ABD.

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

Auditor's Office  
Alcohol Licensing Specialists  
319-356-6004, Ext. 6

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

[abd.iowa.gov](http://abd.iowa.gov)

Online application:  
[iowaabd.force.com/s/login/](http://iowaabd.force.com/s/login/)