



# CITY OF LEON

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Instructions for obtaining a beer or liquor permit:

Instructions for a renewal of a liquor, wine or beer license can be accessed at the Iowa Alcoholic Beverages Division website: [www.iowaabd.com](http://www.iowaabd.com). Please select electronic licensing applications. Directions for logging in and completing the renewal application are listed at that site. **It is important to note this renewal method is required to be filed 30 days prior to the expiration of the establishment's liquor license.** Payment is to be made through electronic fund transfer with funds transferred two business days after the local authority has approved your application.

In accordance with State code, the completed request for renewal of liquor, wine or beer license will be presented to the City Council for approval at a regularly scheduled Council meeting. After the Council has approved the renewal, it will be forwarded electronically to the State's Alcoholic Beverages Division. The renewed license will be forwarded to your establishment upon issuance by the Iowa Alcoholic Beverages Division.

If you have any questions regarding electronic licensing, please contact the Iowa Alcoholic Beverages Division, licensing section toll-free at 866-469-2223 (choose option 1), locally at 515-281-7400 (choose option 1), or by email at [Freund@IowaABD.com](mailto:Freund@IowaABD.com) with questions or concerns.

If you need any additional information, please call City Hall at 641.446.6221 between the hours of 8:00 a.m. until 4:30 p.m. or via e-mail at [cityleon@grm.net](mailto:cityleon@grm.net).