



## **Local Authority Automatic Renewal Program QRG**

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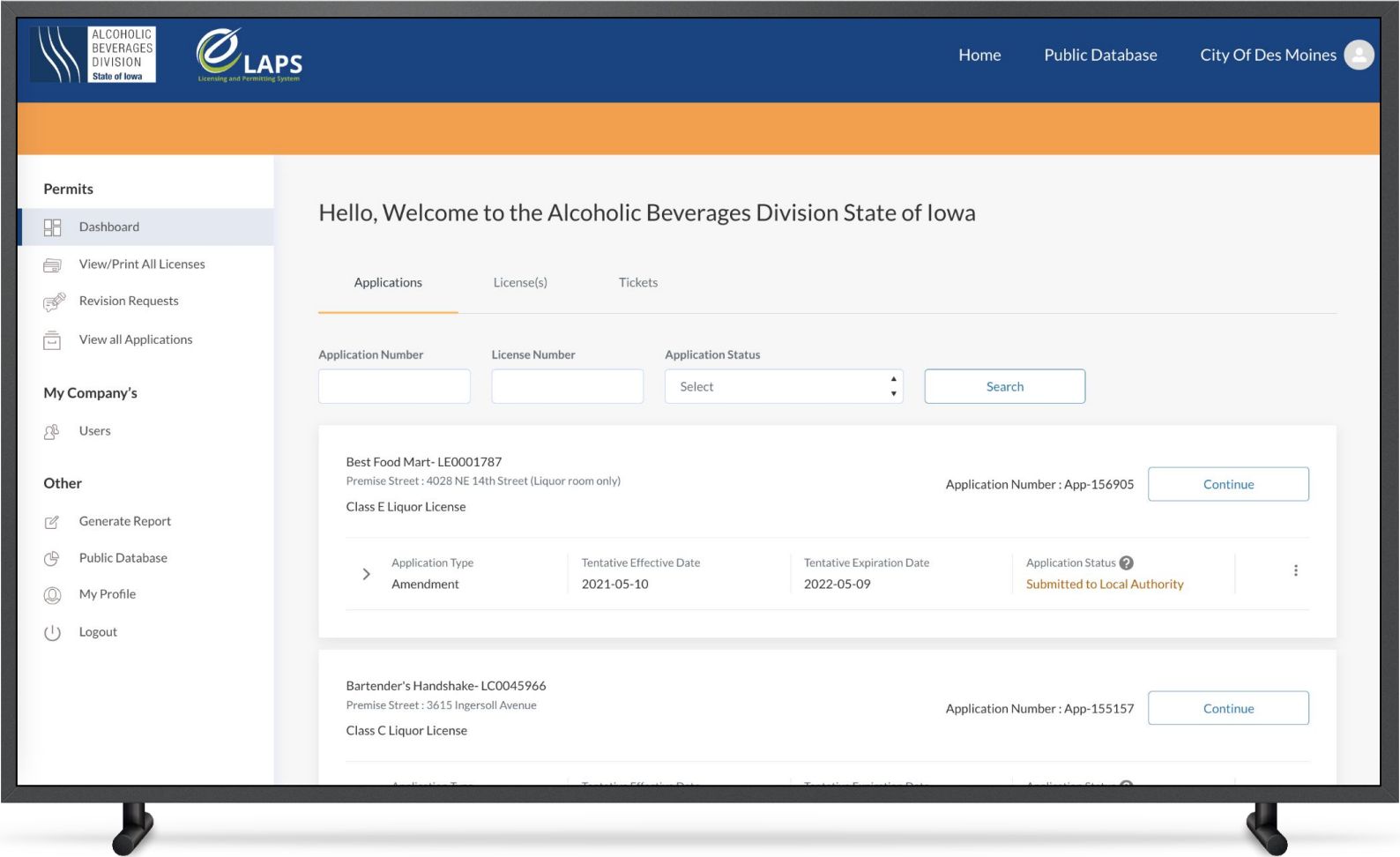
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# **Local Authority Review, Determine Eligibility for Automatic Renewal and Approval Steps**



# Local Authority Review and Approval Steps



## Instructions

Log into the **eLAPS** Portal

## Key Points

No key points



# Local Authority Review and Approval Steps

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

Permits

- Dashboard
- View/Print All Licenses
- Revision Requests
- View all Applications

My Company's

- Users

Other

- Generate Report
- Public Database
- My Profile
- Logout

Hello, Welcome to the Alcoholic Beverages Division State of Iowa

Applications License(s) Tickets

Application Number License Number Application Status

170677 [ ] Select Search

Test Business- LE0003981  
Premise Street : 922 8th StreetDowntown Des Moines  
Class E Retail Alcohol License

Application Number : App-170677 **Continue**

Application Type	Tentative Effective Date	Tentative Expiration Date	Application Status ?	
> New	2022-12-01	2023-11-30	Submitted to Local Authority	⋮

1

## Instructions

- Navigate to the Application you wish to review.
- Click on **Continue**.

## Key Points

Enter **Application Number** and click the **Search** button to find the result.



# Step 1: License or Permit Type

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

(App-170677)

Exit Save and Exit Print Application

**License or Permit Type**

NEED HELP ?

License or Permit Type  
Class E Retail Alcohol License

Length of License Requested (Choose one of the following):  
12 Month

\* Tentative Effective Date  
Dec 1, 2022

Back to Home Next

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Document Upload
- Automatic Renewal
- Local Authority
- Review
- Attestation / Endorsement

## Instructions

- Review the License/Permit Type. Validate that this application is for a valid License/Permit Type.
- Click **Next**.

## Key Points

The class "E" retail alcohol license (LE) is the only retail alcohol license currently eligible for automatic renewal



# Step 2: Privileges/Sub-Permits

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

(App-170077)

EXIT Save and Exit Print Application

License or Permit Type

Privileges / Sub-Permits

Premises

Ownership

Criminal History / Violations

Document Upload

Automatic Renewal

Local Authority

Review

Attestation / Endorsement

### Privileges / Sub-Permits

License/Permit NEED HELP?

**Class E Retail Alcohol License** Selected

For grocery, liquor, and convenience stores, etc. Allows for the sale of alcoholic liquor, wine, and beer for off-premises consumption. No sales by the drink. Also allows wholesale sales to on-premises class "B", "C", special "C", "D", and "F" retail alcohol licensees but must have a TTB Federal Wholesale Basic Permit.

**Privileges**

*Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

*Class E Retail Alcohol licenses now include the ability to sell beer and all types of wine with no additional fee. Separate wine and beer sub permits are no longer required.*

**Outdoor Service** Select

Allows the selling/serving of alcoholic beverages permitted by the license/permit in a designated, adjacent outdoor area.

**Living Quarters** Select

Separates private living quarters from the licensed premises; protects licensee/permittee from warrantless searches of living quarters.

Previous **Next**

## Instructions

- Review the **Privileges and Sub-Permits** information.
- Click **Next**.

## Key Points

No key points



# Step 3: Premises

ALCOHOLIC BEVERAGES DIVISION State of Iowa | LAPS Licensing and Permitting System | Home | Public Database | City Of Des Moines

(App-170677) | Exit | Save and Exit | Print Application

- License or Permit Type
- Privileges / Sub-Permits
- Premises**
- Ownership
- Criminal History / Violations
- Document Upload
- Automatic Renewal
- Local Authority
- Review
- Attestation / Endorsement

### Premises

NEED HELP?

#### Business Information

\* Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)

Test Business

\* Name of Business (D/B/A)

Test Business

Indicate how the business will be operated

Sole Proprietor

Federal Employer ID #

Tentative Expiration Date

Nov 30, 2023

#### Premises Information

Please select here if your location is in an unincorporated town

#### Address of Premises:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location

922 8th StreetDowntown Des Moines,Des Moines,Iowa,Polk

Search by a location name or address to automatically populate the address fields below (optional)

## Instructions

Examine the **Business Information, Premises Information (Address of Premises), Local Authority, Contact Information, and Mailing Address** under the Premises section.

## Key Points

No key points





# Step 3: Premises (Contd...)

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

- License or Permit Type
- Privileges / Sub-Permits
- Premises**
- Ownership
- Criminal History / Violations
- Document Upload
- Automatic Renewal
- Local Authority
- Review
- Attestation / Endorsement

\* Contact Name: Josh Pettyjohn

\* Business Phone: (555) 555-5555

Extension:

\* Email Address: josh.pettyjohn@mtxb2b.com

\* Phone: (555) 555-5555

Extension:

Same as Premises Address

**Mailing Address:**

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location: 922 8th StreetDowntown Des Moines,Des Moines,Iowa,Polk

Search by a location name or address to automatically populate the address fields below (optional)

Mailing Street: 922 8th StreetDowntown Des Moines

Mailing Suite/Apt Number:

Mailing City: Des Moines

Mailing State: Iowa

Mailing Zip/Postal Code: 50309

Mailing County: Polk

Previous Next

## Instructions

Scroll all the way to the bottom of the page and then click **Next**.

## Key Points

No key points



# Step 4: Ownership

ALCOHOLIC BEVERAGES DIVISION State of Iowa | LAPS Licensing and Permitting System | Home | Public Database | City Of Des Moines

(App-170677) | Exit | Save and Exit | Print Application

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership**
- Criminal History / Violations
- Document Upload
- Automatic Renewal
- Local Authority
- Review
- Attestation / Endorsement

### Ownership

NEED HELP?

Please provide ownership information for each of the following individuals as applicable:

- A person who, directly or indirectly, has an interest of 10% or more in the ownership or profits of the business.
- Each of the officers, directors, and partners of the business.
- A person who, directly or indirectly, owns or controls 10% or more of any class of the business's stock.

<b>Tim Toms</b>	<b>James Smith</b>
Position : President	Position : Partner
SSN : XXX-XX-3535	SSN : XXX-XX-5850
US Citizen : Yes	US Citizen : Yes
Ownership : 50%	Ownership : 50%
DOB : 11/07/1945	DOB : 11/14/1951

Previous | **Next**

## Instructions

Review the Ownership details and click **Next**.

## Key Points

No key points



# Step 5: Criminal History / Violation

The screenshot displays the LAPS (Licensing and Permitting System) interface for the City of Des Moines. The top navigation bar includes the Alcoholic Beverages Division logo, the LAPS logo, and links for Home, Public Database, and City Of Des Moines. The application ID (App-170677) is shown in the top right. A sidebar on the left lists various application steps, with 'Criminal History / Violations' highlighted in blue. The main content area is titled 'Criminal History' and contains two questions with 'No' as the selected answer. The 'Next' button is highlighted with a red box.

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

(App-170677) Exit Save and Exit Print Application

**Criminal History** NEED HELP?

Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

No

Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?

No

Previous **Next**

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations**
- Document Upload
- Automatic Renewal
- Local Authority
- Review
- Attestation / Endorsement

## Instructions

After reviewing the **Criminal History** section, click **Next** to continue.

## Key Points

No key points



# Step 6: Document Upload

ALCOHOLIC BEVERAGES DIVISION State of Iowa | LAPS Licensing and Permitting System | Home | Public Database | City Of Des Moines

(App-170677) Exit Save and Exit Print Application

Document Upload NEED HELP?

Uploading the documents is optional

DOCUMENT NAME	UPLOAD ACTION	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
Proof of Control of Property ( Deed / Final Sales Contract / Lease / Written Agreement ) **Purchase agreements not accepted ?	Upload Files		
Sketch ?	Upload Files		
TTB Basic Permit	Upload Files		

Previous Next

## Instructions

Check to see if any relevant documents have been uploaded, then click **Next** to move on to the next section.

## Key Points

If you have the relevant documents from the applicant, you are able to upload them on this screen.



# Step 7: Automatic Renewal

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

(App-170677) Exit Save and Exit Print Application

**Automatic Renewal**

Do you wish to enroll in the Automatic Renewal Program at this time?  
Yes

Automatic Renewal of Class "E" Retail Alcohol Licenses, Distiller's/Brewer's/Vintner's Certificates of Compliance, and Wine Direct Shipper's Permits

Pursuant to Iowa Code sections 123.35(2), 123.35(3), and 123.35(4), the Iowa Alcoholic Beverages Division (ABD) offers an automatic renewal program (Program) where a class "E" retail alcohol license, distiller's/brewer's/vintner's certificate of compliance, or wine direct shipper's permit can be automatically renewed on an annual basis without the endorsement of a local authority or approval by the ABD Administrator upon collection of the annual renewal fee. The holder of a class "E" retail alcohol license, distiller's/brewer's/vintner's certificate of compliance, or wine direct shipper's permit (Applicant) choosing to participate in the Program shall abide by the following terms and conditions.

1. The Applicant will only be enrolled in the Program after giving consent to ABD, in writing via ABD's eLAPS system, to participate in the Program.
  - If the Applicant does not give consent to be enrolled in the Program, the Applicant will be responsible for manually renewing their license, certificate, or permit annually by submitting a renewal application electronically or in a manner prescribed by the ABD Administrator.
  - The Applicant may withdraw consent and unenroll from the Program up to 51 days prior to the expiration date of the Applicant's license, certificate, or permit. The Applicant must submit to ABD, in writing via the eLAPS system, their withdrawal of consent in order to be unenrolled from the Program.
2. By consenting to participate in the Program, the Applicant also gives consent to ABD to store the Applicant's designated payment method (bank account or credit card) and corresponding information, and to use the stored information to collect the applicable annual renewal fee amount due at the time of automatic renewal.
  - ABD will attempt to automatically collect payment of the applicable annual fee amount due via the Applicant's designated payment method (bank account or creditcard) 50 calendar days prior to the expiration date of the Applicant's current license, certificate, or permit.
  - If ABD's attempt to automatically collect payment fails, the Applicant will be unenrolled from the Program and will be

## Instructions

At this step, licensees will indicate whether they wish to be enrolled in the Automatic Renewal Program.

## Key Points

By agreeing to these terms and conditions, the applicant is acknowledging that they understand that you as a local authority can un-enroll them from the program at any time in the future.



# Step 7: Automatic Renewal (Contd...)

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Document Upload
- Automatic Renewal**
- Local Authority
- Review
- Attestation / Endorsement

- The Applicant has withdrawn consent to have the license, certificate, or permit automatically renewed.
- The Applicant's license, certificate, or permit has been suspended or revoked.
- A civil penalty has been imposed against the Applicant.
- An administrative proceeding is pending against the Applicant to suspend or revoke the license, certificate, or permit or to impose a civil penalty.
- The Applicant has submitted a payment to ABD for alcoholic liquor purchases that was subsequently dishonored (class "E" retail alcohol licensees only).
- The Applicant has not filed all required reports and/or remitted all wine gallonage tax owed pursuant to Iowa Code section 123.183 (wine direct shipper permittees only).
- The Applicant or any persons associated with the Applicant pursuant to Iowa Code section 123.3(4)(e) have been convicted of a violation of Iowa Code chapter 123.
- The Applicant's licensed premises no longer constitutes a safe and proper place or building, or does not conform with all applicable federal, state, and local laws, orders, ordinances, rules, resolutions, and health and fire regulations (class "E" retail alcohol licensees only).
- The local authority having jurisdiction over the Applicant has notified ABD that automatic renewal should not occur and that further review of the Applicant by ABD and the local authority is warranted (class "E" retail alcohol licensees only).

6. If automatic renewal will not occur due to one of the conditions outlined in section 5, ABD will notify the Applicant in writing.

7. If automatic renewal does occur, the Applicant will receive a copy of their renewed license, certificate, or permit electronically via email.

Please indicate whether you wish to enroll in the Automatic Renewal Program at this time by answering the question below.

By choosing "Yes" you are indicating that you have read, understand, and agree to the terms and conditions of the automatic renewal program and give ABD consent to enroll your license, certificate, or permit in the program.

By choosing "No" you are indicating that you understand you will be responsible for renewing your license, certificate, or permit next year by manually submitting a renewal application and payment for the annual renewal fee.

Previous **Next**

## Instructions

Scroll all the way to the bottom of the page and then click **Next**.

## Key Points

No key points



# Step 8: Local Authority

## Instructions

- On the local authority step, along with the usual responses required, you will also be asked to indicate whether this license is eligible for enrollment in the Automatic Renewal Program.
- Based on your determination you will select **Eligible**, if you wish to consent to their enrollment.
- Click **Next**.

## Key Points

ABD will still review and make the final determination regarding whether the license is eligible to be enrolled in the Automatic Renewal Program. If you determine that the license is **"ineligible"** for enrollment in the Automatic Renewal Program, ABD will not be provided with the option to enroll this license for this licensing period.





# Step 9: Review

(App-170677)

Exit Save and Exit Print Long Form Application

**Review**

NEED HELP?

License or Permit Type

License or Permit Type	Length of License Requested
Class E Retail Alcohol License	12 Month
Tentative Effective Date	Tentative Expiration Date
2022-12-01	2023-11-30

Privileges / Sub-Permits Information

Privileges

Sub-Permits

Premises Information

Business Information

## Instructions

On the **Review** step, ensure the provided information in all the sections is accurate.

## Key Points

Navigate to the respective step to make changes in any of the sections.





# Step 9: Review (Contd...)

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Document Upload
- Automatic Renewal
- Local Authority
- Review**
- Attestation / Endorsement

Yes Yes

Was a DCI background check run? Yes

Previous License Number for this Location

\* Local Authority Email Address test@email.com

Comments

Amount Owed to Local Authority 0.00

Document Upload Information

DOCUMENT NAME	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
Proof of Control of Property ( Deed / Final Sales Contract / Lease / Written Agreement ) **Purchase agreements not accepted		
Sketch		
TTB Basic Permit		

Previous Next

## Instructions

Scroll all the way to the bottom of the page and then click **Next**.

## Key Points

No key points



# Step 10: Attestation / Endorsement

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

(App-170677) Exit Save and Exit Print Application

Attestation / Endorsement NEED HELP ?

I endorse this application. The local authority has reviewed the accuracy of the application contents, the attached documents, and any other applicable information needed to approve or deny the issuance of the license/permit.

\* Name

\* Final Action

Attestation Date

Select

✓ Approved

Denied

Timely Filed by Local Authority

Previous Submit

## Instructions

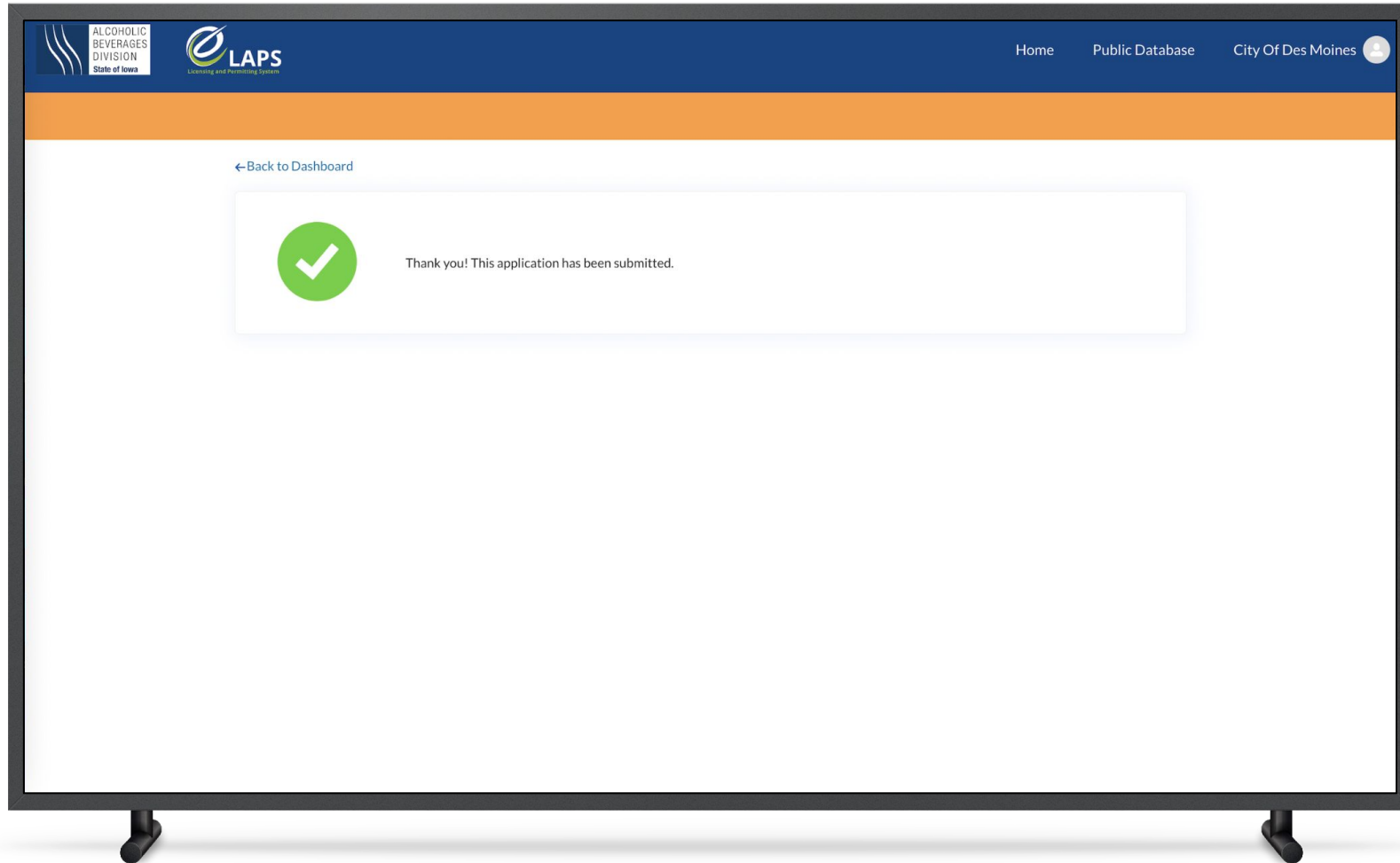
- Read the Attestation/Endorsement section carefully, select the check box to provide your consent.
- Enter the full **Name** and to approve, select the **Approved** from the **Final Action** drop-down field.
- Click **Submit**.

## Key Points

No key points



# Application Submission Message



## Instructions

After successful submission, a thank you message will be displayed.

## Key Points

Click **Back to Dashboard** to navigate to the Home page.



# Local Authority Approved Application Status

The screenshot displays the LAPS interface for the Alcoholic Beverages Division of the State of Iowa. The header includes the division logo and navigation links for Home, Public Database, and City Of Des Moines. A sidebar on the left lists various menu items under 'Permits', 'My Company's', and 'Other'. The main content area shows a welcome message and a search bar with fields for Application Number (170677), License Number, and Application Status (Select). Below the search bar, a card displays application details for 'Test Business- LE0003981' at 'Premise Street : 922 8th Street Downtown Des Moines', with an application number of 'App-170677'. The application is for a 'Class E Retail Alcohol License'. A table below shows the application type as 'New', with a tentative effective date of '2022-12-01' and a tentative expiration date of '2023-11-30'. The 'Application Status' is 'Submitted to ABD', which is highlighted with a red box. A blue box with the number '1' is located at the bottom center of the screen.

## Instructions

No Instructions

## Key Points

- Once the Local Authority submits the application the status changes to **Submitted to ABD**.
- ABD will review and make the final determination regarding whether the license is eligible to be enrolled in the Automatic Renewal Program.



# **Un-enroll License(s) from Automatic Renewal Program**



# Un-enroll License from Automatic Renewal Program

## Instructions

Navigate to the **Licenses** tab.

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

Permits

- Dashboard
- View/Print All Licenses
- Revision Requests
- View all Applications

My Company's

- Users

Other

- Generate Report
- Public Database
- My Profile
- Logout

Hello, Welcome to the Alcoholic Beverages Division State of Iowa

Applications **Licenses** Tickets

License/Permit # License/Permit Type

Select

License(s) Outdoor Service Letter(s) Temporary Transfer Letter(s)

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LC0032271	Class C Retail Alcohol License (LC)	Active	2022-11-06	2023-11-05		<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a>
LC0046006	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a>
LC0047743	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a>

## Key Points

No key points



# Un-enroll License from Automatic Renewal Program

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database City Of Des Moines

Permits

- Dashboard
- View/Print All Licenses
- Revision Requests
- View all Applications

My Company's

- Users

Other

- Generate Report
- Public Database
- My Profile
- Logout

Hello, Welcome to the Alcoholic Beverages Division State of Iowa

Applications License(s) Tickets

License/Permit # LE0003981 License/Permit Type Select Search

License(s) Outdoor Service Letter(s) Temporary Transfer Letter(s)

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LC0032271	Class C Retail Alcohol License (LC)	Active	2022-11-06	2023-11-05		<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a>
LC0046006	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a>
LC0047743	Class C Retail Alcohol License (LC)	Active	2022-11-04	2023-11-03		<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a>

## Instructions

- Search for the license to un-enroll from the Automatic Renewal Program.
- If you have a specific **License Number** to un-enroll, enter it and click the **Search** button.

## Key Points

No key points



# Un-enroll License from Automatic Renewal Program

The screenshot shows the LAPS interface for the Alcoholic Beverages Division of the State of Iowa. The user is logged in as 'City Of Des Moines'. The main content area displays a welcome message and a search bar. Below the search bar, there are tabs for 'License(s)', 'Outdoor Service Letter(s)', and 'Temporary Transfer Letter(s)'. A table lists the license details for LE0003981, which is a Class E Retail Alcohol License (LE) that is active and enrolled in the automatic renewal program. The 'Un-enroll from Automatic Renewal' button is highlighted with a red box and a red arrow.

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LE0003981	Class E Retail Alcohol License (LE)	Active	2022-12-31	2023-12-30	Enrolled	<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a> <a href="#">Un-enroll from Automatic Renewal</a>

## Instructions

To un-enroll, click the **Un-enroll from Automatic Renewal** Action button.

## Key Points

No key points





# Un-enroll License from Automatic Renewal Program

## Instructions

- Select **Yes** to confirm to un-enroll from the Automatic renewal.
- Click **Submit**.

The screenshot shows the LAPS interface for the Alcoholic Beverages Division of the State of Iowa. A confirmation dialog is displayed over a table of licenses. The dialog asks, "Do you want to Un-enroll from Automatic Renewal?" with radio buttons for "Yes" and "No". The "Yes" option is selected. A red arrow points to the "Yes" radio button, and a red box highlights the "Submit" button. The background table shows a license with ID LE0003981, type "Class E Retail Alcohol License (LE)", status "Active", and expiration date "2023-12-30".

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LE0003981	Class E Retail Alcohol License (LE)	Active	2022-12-31	2023-12-30	Enrolled	<a href="#">View/Print Application</a> <a href="#">Preview License</a> <a href="#">Download License</a> <a href="#">Un-enroll from Automatic Renewal</a>

## Key Points

- Un-enrollment from the program must occur no later than 51 days from the expiration date of the license. If un-enrollment is done after this, the license will automatically renew for this term and will not automatically renew during the next term.
- The applicant will be notified by email of the un-enrollment and will be required to manually submit a renewal application.





**This Concludes the Local Authority Approval QRG**

**THANK YOU**