

## On-Premises Licensed Inspection Checklist

### INSPECTION DETAILS

Investigator Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

### ESTABLISHMENT INFORMATION

Legal Business Entity: \_\_\_\_\_ D/B/A: \_\_\_\_\_

Premises Address: \_\_\_\_\_ City: \_\_\_\_\_

License/Permit #: \_\_\_\_\_

Made Contact With: \_\_\_\_\_ Title: \_\_\_\_\_

### INSPECTION CHECKLIST

Yes <sup>1</sup>	No <sup>2</sup>	N/A <sup>3</sup>	Applicable Law or Rule	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	185 IAC 4.12	Issued license/permit/sign is prominently displayed in full view on licensed premises
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.30(2)	Possess food permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.30(2)	Possess tobacco permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	185 IAC 4.2(2)	Provide separate men and women restroom facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(a)	Conduct gambling in compliance with 99B, 99D, 99F, or 99G
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.3(12)	Furnish table and seats to accommodate 25 persons
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(f)(1)	Employ persons over 18 years of age to sell and serve alcoholic beverages
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(f)(2)	Employ persons ages 16 or 17 years old to sell and serve alcoholic beverages
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(f)(2)	Maintain written permission from the 16 or 17-year old's parent, guardian, or legal custodian
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(f)(5)	Require training on prevention and response to sexual harassment for employees age 16 or 17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(f)(6)	Notified dramshop insurance carrier of employment of 16 or 17 year old serving alcohol
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.130(3)	Maintain accurate records of beer sold to a wholesaler for resale purposes with no prefilling of growlers (brewpub) <span style="float: right;"><i>Timeframe inspected:</i> _____</span>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.138	Maintain accurate records of beer purchases/keg registrations <span style="float: right;"><i>Timeframe inspected:</i> _____</span>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.185	Maintain accurate records of wine purchases <span style="float: right;"><i>Timeframe inspected:</i> _____</span>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.33	Maintain accurate records of liquor purchases <span style="float: right;"><i>Timeframe inspected:</i> _____</span>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.46A	Maintain accurate records of deliveries to consumers <span style="float: right;"><i>Timeframe inspected:</i> _____</span>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.46A	Maintains current valid agreement with third party delivery agent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.95	Maintain accurate catering records and conducts catering in accordance with law <span style="float: right;"><i>Timeframe inspected:</i> _____</span>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.142	Purchase beer for resale from licensed wholesaler
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.181	Purchase wine for resale from licensed wholesaler
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.30(3)	Purchase liquor for resale from licensed wholesaler
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.26	Possess liquor on licensed premises with identifying marker (Iowa 5¢ refund)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(c)	Sell on credit with a bona fide credit card
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(d)	Possess liquor in original container and/or maintain accurate infusion records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(e)	Possess liquor and wine in original containers that have not been reused or adulterated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.49(2)(g)	Possess liquor that has been duly purchased by the license/permit holder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	123.51	Advertise alcoholic beverages legally
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	142D	Prohibit smoking in public areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	142D.6	Post nonsmoking sign/symbol
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	185 IAC 4.4	Store, sell, and serve alcoholic beverages from licensed premises, as described by sketch

**Mixed drinks or cocktails to-go (Class "C" and Class "C" Native Distilled Spirits licensees only):**

"Are you serving mixed drinks or cocktails to-go?"

<sup>1</sup> Compliant   <sup>2</sup> Non-Compliant   <sup>3</sup> Not Applicable

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