Food and Lodging License Renewals on GovConnectIowa

PRESTON MOBERLY

January 24, 2023
Overview
THE IOWA DEPARTMENT OF INSPECTIONS AND APPEALS ENCOURAGES BUSINESSES TO RENEW THEIR FOOD AND LODGING LICENSE ONLINE USING GovConnectIowa

- Which DIA licenses are eligible for renewal
- How to use the DIA renewal form during the renewal process on GovConnectIowa
- Quick tutorial on how-to navigate GovConnectIowa
- Renewing on GovConnectIowa
All Renewable License Types – Except Hemp

**Post in Conspicuous Place**

**State of Iowa**

**Department of Inspections and Appeals**

**Food and Consumer Safety Bureau**

**Farmer’s Market License**

**No. 224657**

**Preston’s Farmer’s Market - Test Farmer’s Market**

321 E 12TH

Des Moines, IA 50319

The foregoing, having deposited the required fee, is hereby granted the above license pursuant to Chapter 137, Code of Iowa. This license shall remain in full force from the date of issue until its expiration date, unless revoked or suspended for cause by the Director of Inspections and Appeals for noncompliance with Chapter 137, Code of Iowa or rules promulgated pursuant thereto.

**License for Following Location**

**Farmer’s Market**

**Date of Issue** Jan 18, 2023

**Expiration Date** Jan 24, 2023

**Director**

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**Mobile Food Unit License**

**No. 224656**

**Preston’s Mobile Food - Preston’s Mobile Food Unit**

321 E 12TH

Des Moines, IA 50319

The foregoing, having deposited the required fee, is hereby granted the above license pursuant to Chapter 137, Code of Iowa. This license shall remain in full force from the date of issue until its expiration date, unless revoked or suspended for cause by the Director of Inspections and Appeals for noncompliance with Chapter 137, Code of Iowa or rules promulgated pursuant thereto.

**License for Following Location**

321 E 12TH

Des Moines, IA 50319

**Date of Issue** Jan 18, 2023

**Expiration Date** Jan 24, 2023

**Director**

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**Hotel License**

**No. 224658**

**Preston’s Hotel**

**Preston Test Facility**

321 E 12TH

Des Moines, IA 50319

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**License for Following Location**

321 E 12TH

Des Moines, IA 50319

**Date of Issue** Jan 18, 2023

**Expiration Date** Jan 24, 2023

**Director**
How We Communicate

**Using your Food License Renewal form, enter license number and business code into GovConnectIowa to access your licenses.**

- Email containing this information sent 90 days prior to expiration.
- Hard copy letter sent 45 days prior to expiration.
  - Annual Temporary and Home Food Processing Establishments only receive email notices.
Creating A GovConnectIowa Login

GOVCONNECT.IOWA.GOV
Creating Your GovConnectIowa Account

Are You a Bulk Filer?
Do you file returns for multiple clients by uploading a bulk file?
Yes  No

Request Access to an Account
Would you like to request an access code letter?
Yes  No
Navigating GovConnectIowa After Login

**Available Options**

**Registration**
- I’ve never filed with the Iowa Department of Revenue before and need to register my new business.
  - Register a New Business

**Access**
- I’ve filed or have existing tax accounts with the Iowa Department of Revenue and need access to all available GovConnectIowa features.
  - Request Access to an Account
  - Enter Access Code to Connect to an Account

**Returns & Payments**
- Make a payment or request a copy of a tax return.
  - Make a Payment
  - Request Copy of Tax Return

**Tax Credits**
- Apply, transfer, or view tax credits.
  - Apply for a Tax Credit
  - Apply for a Tax Credit Transfer
  - Certify Fund or Business
  - Notice of Intent to Claim Sales and Use Tax Refund

**Manage State of Iowa Licenses**
- Apply or renew licenses with various State of Iowa agencies.
  - Iowa Alcoholic Beverages Division Licenses
  - Iowa Department of Inspections and Appeals Licenses (food and lodging)
  - Iowa Lottery Authority Licenses

**Drafts & Submissions**
- Search for drafts and previous submissions.
  - Search Drafts & Submissions
Navigating GovConnectIowa

Manage State of Iowa Licenses
Apply or renew licenses with various State of Iowa agencies.

- Iowa Alcoholic Beverages Division Licenses
- Iowa Department of Inspections and Appeals Licenses (food and lodging)
- Iowa Lottery Authority Licenses

Food and Lodging Licenses
Renew your food and lodging license with the Iowa Department of Inspections and Appeals.

- Renew Food or Lodging Licenses
Two Options to Renew

- I have my DIA username and a License number and want access to all available licenses
- I have a Business Code and License number and want to renew licenses I hold at this location
  
  **Business Code**
  
  Required

  **License Number**
  
  Required

- I have my DIA username and a License number and want access to all available licenses
- I have a Business Code and License number and want to renew licenses I hold at this location
  
  **DIA Username**
  
  Required

  **License Number**
  
  Required
Renewal for One Business Location

Select Location to Renew

Select a location to renew licenses using the information you have provided.

Show All

Show Available for Renewal

Locations Eligible for Renewal

<table>
<thead>
<tr>
<th>Select</th>
<th>Business Name</th>
<th>Business Code</th>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PRESTON MOBILE FOOD</td>
<td>44N2-P9SL</td>
<td>321 E 12TH DES MOINES, IA 50319</td>
</tr>
</tbody>
</table>
Renewing Multiple Locations

To create a DIA username please visit:
iowasafefoodinspection.com
Accessing Multiple Food Businesses
Accessing All Food and Lodging Businesses

Select Location to Renew

Select a location to renew licenses using the information you have provided.

Locations Eligible for Renewal

<table>
<thead>
<tr>
<th>Select</th>
<th>Business Name</th>
<th>Business Code</th>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOTEL TEST FACILITY</td>
<td>4BS8-YWIZ</td>
<td>555 TEST DES MOINES, IA 50319</td>
</tr>
<tr>
<td></td>
<td>PRESTON MOBILE FOOD</td>
<td>44N2-P9SL</td>
<td>321 E 12TH DES MOINES, IA 50319</td>
</tr>
</tbody>
</table>
Renew Licenses for each Location
Mobile Food License Renewal
Review and Submit

License Renewal

This application will be sent to the Iowa Department of Inspections and Appeals when you submit and pay.

Grand Total
250.00

Licenses That Will Be Renewed

<table>
<thead>
<tr>
<th>License Number</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Fee Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Food Unit</td>
<td>1/24/2023 (6 days)</td>
<td>Active</td>
<td>M - $250.00 Mobile Food Unit License</td>
<td>250.00</td>
</tr>
</tbody>
</table>

Cancel  Save Draft  Previous  Submit
Checkout... Or Do More

Your cart will expire at 11:59 PM. Applications and licenses that have not been paid before 11:59 PM will be saved as a draft and will not be processed. All application and license fees will be removed from the cart. You can access draft applications under Search Drafts & Submissions.

Items

- Food Safety License Renewal - PRESTON MOBILE FOOD: Mobile Food Unit - 2233139
  - $250.00
  - Delete

Payment

- Amount Due: $250.00
- Checkout
- Add Another License To My Cart
  - Alcoholic Beverages Division
  - Department of Inspections and Appeals
- Lottery
Hotel License Renewal

Select Location to Renew

Select a location to renew licenses using the information you have provided.

Locations Eligible for Renewal

<table>
<thead>
<tr>
<th>Select</th>
<th>Business Name</th>
<th>Business Code</th>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>HOTEL TEST FACILITY</td>
<td>4858-WW1Z</td>
<td>555 TEST DES MOINES, IA 50319</td>
</tr>
<tr>
<td>☐</td>
<td>PRESTON MOBILE FOOD</td>
<td>44N2-PP9SL</td>
<td>321 E 12TH DES MOINES, IA 50319</td>
</tr>
</tbody>
</table>

Store Name: HOTEL TEST FACILITY
Store Address: 555 TEST DES MOINES, IA 50319

License Number: 223140
Expiration Date: 1/24/2023 (6 days)
Would you like to renew this license? Yes
Number of Hotel Rooms: 100
Hotel License Renewal

License Number: 223140

File Upload
Do you wish to upload a spreadsheet to provide information on Hotel Room Types? *
- Upload
- Manual
Your cart will expire at 11:59 PM. Applications and licenses that have not been paid before 11:59 PM will be saved as a draft and will not be processed. All application and license fees will be removed from the cart. You can access draft applications under Search Drafts & Submissions.

<table>
<thead>
<tr>
<th>Items</th>
<th>Amount</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Safety License Renewal - PRESTON MOBILE FOOD: Mobile Food Unit - 223139</td>
<td>$250.00</td>
<td>Delete</td>
</tr>
<tr>
<td>Food Safety License Renewal - HOTEL TEST FACILITY: Hotel - 223140</td>
<td>$100.00</td>
<td>Delete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Due: $350.00</td>
</tr>
</tbody>
</table>

[Checkout]
[Alcoholic Beverages Division]
[Department of Inspections and Appeals]
[Lottery]
Farmer’s Market Renewal

I have a Business Code and License number and want to renew licenses I hold at this location.

Business Code
4B8L-YFNF

License Number
223141

Select Location to Renew
Select a location to renew licenses using the information you have provided.

Locations Eligible for Renewal

<table>
<thead>
<tr>
<th>Select</th>
<th>Business Name</th>
<th>Business Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PRESTON’S MARKET STAND</td>
<td>4B8L-YFNF</td>
</tr>
</tbody>
</table>
**Vendor Primary Contact**

- **First Name** *
  - Required
- **Last Name** *
  - Required
- **Phone (mobile preferred)** *
  - Required
- **Email Address** *
  - Required

**Vendor Secondary Contact**

- **First Name** *
  - Required
- **Last Name** *
  - Required
- **Phone (mobile preferred)** *
  - Required
- **Email Address** *
  - Required
## Farmers Market Locations

List the farmers market locations you are planning to attend in the next 12 months in this county:

<table>
<thead>
<tr>
<th>Market Name</th>
<th>Market Location (City)</th>
<th>Day of the Week (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOWNTOWN DES MOINES</td>
<td>COURT AVE</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>VALLEY JUNCTION</td>
<td>VALLEY JUNCTION</td>
<td>THURSDAY</td>
</tr>
</tbody>
</table>
Farmer’s Market Renewal

**Food Items**

List all food items that you intend to offer at the farmers market food stand in the next 12 months, from the regulatory authority.

<table>
<thead>
<tr>
<th>Name of food item</th>
<th>Source of food including all ingredients</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Smoked Brisket Sandwich</td>
<td>Costco</td>
</tr>
<tr>
<td>✓ Potato Salad</td>
<td>Costco</td>
</tr>
<tr>
<td>+ Add a Food Item</td>
<td></td>
</tr>
</tbody>
</table>

**Food Item**

Name of food item (i.e., chicken quesadillas, pulled pork sandwich, etc.)

Smoked Brisket Sandwich

Source of food including all ingredients (must provide invoice or receipt at the event)

Costco

Is this a commercially pre-packaged food item that you sell in the original package?

| Yes | No |

Is all preparation done on site? (includes: portioning, cutting, seasoning, marinating, cooking, baking, etc.)

| Yes | No |
Farmer’s Market Renewal

Food Stand Construction, Utensils, and Equipment

Is the Food Stand constructed to protect the food from contamination (dust, dirt, pests, etc.) by having overhead protection, floor coverings if set up on grass or dirt, and walls or screens?

Required

Will an approved hand washing station be set up in the permit holder’s designated space at the event prior to any food preparation? (Information on hand washing stations may be found on DIA’s Temporary Food Establishments and Events page)

Required

Will a 3-bin ware washing set up be available in the food stand? (This is required if utensil washing is performed at the food stand)

Note: If ware washing is not provided in the food stand, there must be adequate supply of clean utensils to change utensils every 4 hours or when they become soiled

Required

Will the food stand have a sanitizer for food contact surfaces?

Required

Will you have test strips to check sanitizer levels?

Required
# Farmer’s Market Renewal

## License Renewal

This application will be sent to the Iowa Department of Inspections and Appeals when you submit and pay.

### Licenses Being Renewed

<table>
<thead>
<tr>
<th>License Number</th>
<th>County/County</th>
</tr>
</thead>
<tbody>
<tr>
<td>J22141</td>
<td></td>
</tr>
</tbody>
</table>

### Farmers Market

#### Vendor Primary Point of Contact
- **First Name**: PRESTON
- **Last Name**: MOBARY
- **Phone (mobile preferred)**: 555-555-5555
- **Email Address**: email@email.com

#### Vendor Secondary Point of Contact
- **First Name**: MAIN
- **Last Name**: MOBARY
- **Phone (mobile preferred)**: 555-555-5555
- **Email Address**: email@email.com

### Edit Food Items

<table>
<thead>
<tr>
<th>Name of food item</th>
<th>Source of food including all ingredients</th>
<th>Is this food item pre-cooked?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoked Brisket Sandwich</td>
<td>Costco</td>
<td>No</td>
</tr>
<tr>
<td>Potato Salad</td>
<td>Costco</td>
<td>No</td>
</tr>
</tbody>
</table>

### Food Stand Construction, Utensils, and Equipment

- Is the Food Stand constructed to protect the food from contamination? : Yes
- Will an approved hand washing station be set up in the food stand? : Yes
- Will a 3-bin ware washing set up be available in the food stand? : Yes
Thank You

- Please visit us at dia.iowa.gov
- Create a USAFS username at iowa.safefoodinspection.com
- Contact us at FCS-Licensing@dia.iowa.gov