

# 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**

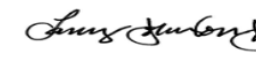
- ▶ Which DIA licenses are eligible for renewal
- ▶ How to use the DIA renewal form during the renewal process on GovConnectIowa
- ▶ Quick tutorial on how-to navigate GovConnectIowa
- ▶ Renewing on GovConnectIowa



# All Renewable License Types – Except Hemp

POST IN CONSPICUOUS PLACE	NONTRANSFERABLE
STATE OF IOWA	
DEPARTMENT OF INSPECTIONS AND APPEALS	
FOOD AND CONSUMER SAFETY BUREAU	
FEE \$	NO.224657
FARMER'S MARKET LICENSE	
PRESTON'S FARMER'S MARKET - TEST FARMER'S MARKET PRESTON TEST FACILITY 321 E 12TH DES MOINES, IA 50319	
THE AFORESAID, HAVING DEPOSITED THE REQUIRED FEE, IS HEREBY GRANTED THE ABOVE LICENSE PURSUANT TO CHAPTER 137F, 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 137F, CODE OF IOWA OR RULES PROMULGATED PURSUANT THERETO.	
- LICENSE FOR FOLLOWING LOCATION -	
TEST FARMER'S MARKET	
DATE OF ISSUE	Jan 18, 2023
EXPIRATION DATE	Jan 24, 2023
	
DIRECTOR	

POST IN CONSPICUOUS PLACE	NONTRANSFERABLE
STATE OF IOWA	
DEPARTMENT OF INSPECTIONS AND APPEALS	
FOOD AND CONSUMER SAFETY BUREAU	
FEE \$	NO.224656
MOBILE FOOD UNIT LICENSE	
PRESTON'S MOBILE FOOD - PRESTON'S MOBILE FOOD UNIT PRESTON TEST FACILITY 321 E 12TH DES MOINES, IA 50319	
THE AFORESAID, HAVING DEPOSITED THE REQUIRED FEE, IS HEREBY GRANTED THE ABOVE LICENSE PURSUANT TO CHAPTER 137F, 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 137F, 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
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DIRECTOR	

POST IN CONSPICUOUS PLACE	NONTRANSFERABLE
STATE OF IOWA	
DEPARTMENT OF INSPECTIONS AND APPEALS	
FOOD AND CONSUMER SAFETY BUREAU	
FEE \$	NO.224658
HOTEL LICENSE	
PRESTON'S HOTEL PRESTON TEST FACILITY 321 E 12TH DES MOINES, IA 50319	
THE AFORESAID, HAVING DEPOSITED THE REQUIRED FEE, IS HEREBY GRANTED THE ABOVE LICENSE PURSUANT TO CHAPTER 137C, 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 137C, 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
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DIRECTOR	

# How We Communicate

USING YOUR FOOD LICENSE RENEWAL FORM, ENTER LICENSE NUMBER AND BUSINESS CODE INTO GOVCONNECTIOWA TO ACCESS YOUR LICENSES.



Mail completed application and make check payable to:  
Iowa Department of Inspections and Appeals  
Food and Consumer Safety Bureau  
321 E 12th ST FL 3  
Des Moines, IA 50319-0083  
Telephone: (515) 281-6538

## RENEWAL APPLICATION FOR MOBILE FOOD UNIT LICENSE

Date of Renewal: \_\_\_\_\_

If ownership has changed, give previous owner \_\_\_\_\_

Has ownership changed since last license issued? ☐ Yes ☐ No

business name \_\_\_\_\_, and

PRESTON'S MOBILE FOOD- PRESTON'S MOBILE FOOD  
UNIT  
321 E 12th  
Des Moines, IA 50319

license number: \_\_\_\_\_ (if known)  
**LATE PENALTIES APPLY IF LICENSE HAS EXPIRED**

RENEW ONLINE at [govconnect.iowa.gov](http://govconnect.iowa.gov)

License: 224656

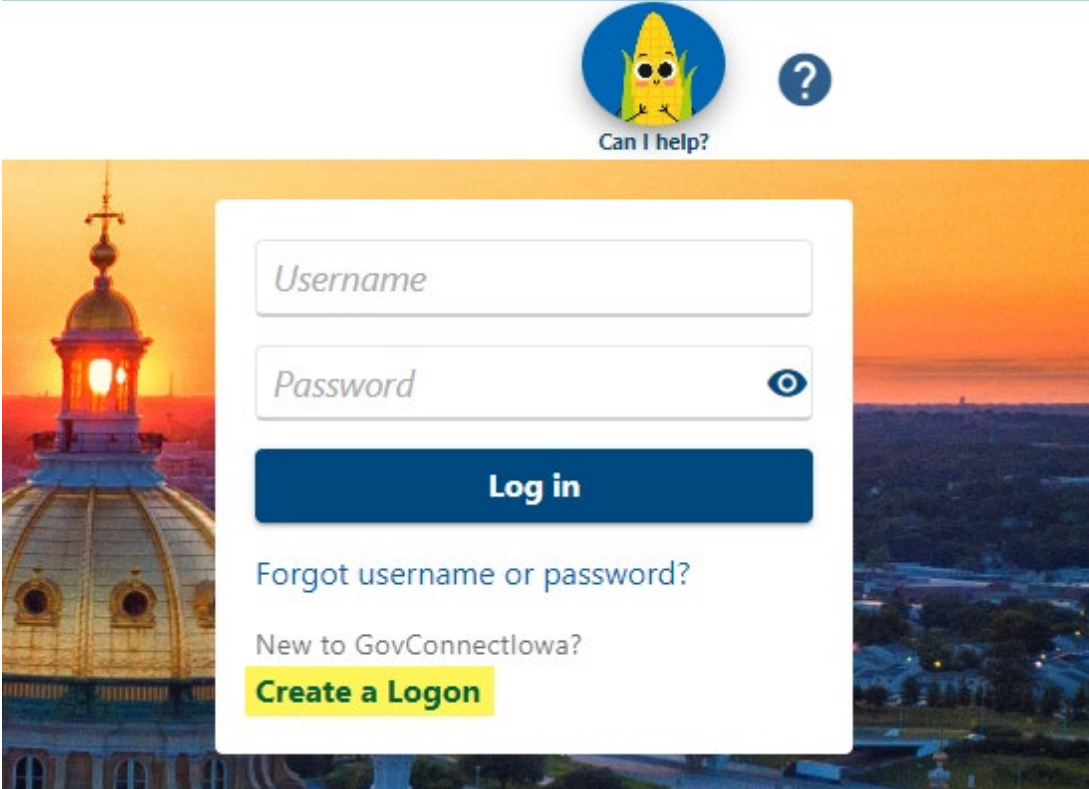
Expires: 01/24/2023

Business Code: 44N2-P9SL

- ▶ 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



The screenshot shows the GovConnectIowa login interface. At the top right, there is a circular icon of a smiling corn character with the text "Can I help?" below it, and a question mark icon. The main login area is a white box centered on a background image of the Iowa State Capitol dome at sunset. It contains two input fields: "Username" and "Password" (with an eye icon for toggling visibility). Below these is a blue "Log in" button. Under the button are two links: "Forgot username or password?" and "New to GovConnectIowa?". The "New to GovConnectIowa?" link is highlighted with a yellow background and contains the text "Create a Logon".



# 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

Filter

Select	Business Name	Business Code	Physical Address
<input type="radio"/>	PRESTON MOBILE FOOD	44N2-P9SL	321 E 12TH DES MOINES, IA 50319

# Renewing Multiple Locations

TO CREATE A DIA USERNAME PLEASE  
VISIT:  
[IOWA.SAFEFOODINSPECTION.COM](http://IOWA.SAFEFOODINSPECTION.COM)



# Accessing Multiple Food Businesses



Iowa Department of  
**INSPECTIONS & APPEALS**

IOWA STATE AGENCIES   ONLINE SERVICES  
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name \*:

Password \*:

Log In

New Account

Other Options:

Forgot Password

Forgot your Password?  
Retrieve it Here!

WiFi Hotspot(s)

Find a WiFi Hotspot

Food Safety 4.6.0.1025

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# Businesses Associated with User Account

Home Tools Logout

## Facility Portal

Add existing business:

MARK'S FOOD PROCESSING PLANT - 123098 - (1) -	>
MARK'S PLACE - 123094 - (2) -	>
Mark's Store - 144688 - (0) -	>
MARK'S SUPERMARKET - 123095 - (2) -	>

# Accessing All Food and Lodging Businesses

## 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

Filter

Select	Business Name	Business Code	Physical Address
<input type="radio"/>	HOTEL TEST FACILITY	4BS8-YWJZ	555 TEST DES MOINES, IA 50319
<input type="radio"/>	PRESTON MOBILE FOOD	44N2-P9SL	321 E 12TH DES MOINES, IA 50319



# Renew Licenses for each Location

## License Information

Store Name  
PRESTON MOBILE FOOD

Store Address  
321 E 12TH DES MOINES, IA 50319

### Food Service Establishment

License Number  
206736

Expiration Date  
2/1/2023 (14 days)

Would you like to renew this license?

Yes

No

### Mobile Food Unit

License Number  
223139

Expiration Date  
1/24/2023 (6 days)

Unit ID  
Preston's Mobile Food Unit

Would you like to renew this license?

Yes

No

# Mobile Food License Renewal

### Home Base of Operation

(Where the licensed mobile unit will be stored and serviced when not in operation)

Country

\* Street *Required*

Street2

Unit Type  Unit  \* City *Required*

State  \* Zip *Required*  \* County *Required*

? Address must be verified

Is the Home Base a licensed food facility? \*

<input type="text" value="Yes"/>	<input type="text" value="No"/>
----------------------------------	---------------------------------

### Unit Identification Information

Unique Identifier Type \* *Required*

Make <input type="text"/>	Model <input type="text"/>	License Plate Number <input type="text"/>
State <input type="text"/>	Year <input type="text"/>	Size (L x W) <input type="text"/>
Color <input type="text"/>	Unit/Truck Number <input type="text"/>	

# Review and Submit

### License Renewal

✓

✓

✓

✓

✓

➤

es to Renew

Select Location to Renew

Licenses

Mobile Food Home Base and  
Unit Identification

Review

Submit

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


License Number	Expiration Date	Status	Fee Description	Total
Mobile Food Unit				
223139	1/24/2023 (6 days)	Active	M - \$250.00 Mobile Food Unit License	250.00


CancelSave Draft

< PreviousSubmit



# Checkout... Or Do More



Items: 1 ? 

< Iowa Department of Inspections and Appeals Licenses

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 - 223139	\$250.00	<a href="#">Delete</a>
---	----------	------------------------

Payment

Amount Due: \$250.00

Checkout

Add Another License To My Cart

Alcoholic Beverages Division

Department of Inspections and Appeals

Lottery

# Hotel License Renewal

Find Licenses to Renew

Select Location to Renew

Select Location to Renew

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

Show AllShow Available for Renewal


Locations Eligible for Renewal

Filter

Select	Business Name	Business Code	Physical Address
<input checked="" type="radio"/>	HOTEL TEST FACILITY	4BS8-YWJZ	555 TEST DES MOINES, IA 50319
<input type="radio"/>	PRESTON MOBILE FOOD	44N2-P9SL	321 E 12TH DES MOINES, IA 50319

Store Name : HOTEL TEST FACILITY

Store Address : 555 TEST DES MOINES, IA 50319

 **Hotel**

License Number

223140

Expiration Date

1/24/2023 (6 days)


Would you like to renew this license?

Yes

No

Number of Hotel Rooms

100

 Iowa Department of  
**INSPECTIONS & APPEALS**

# Hotel License Renewal

## Hotel Renewal

License Number : 223140

## File Upload

Do you wish to upload a spreadsheet to provide information on Hotel Room Types? \*

Upload

Manual



# Hotel License Renewal

## File Upload

Do you wish to upload a spreadsheet to provide information on Hotel Room Types?

Upload

Manual

You will need to attach a list containing the room information per room type in the hotel. The following information is required:

- Room Type
- List All Room Numbers in Room Type
- Posted Daily Room Rate - 1 Guest
- Posted Daily Room Rate - 2 Guests
- Posted Daily Room Rate - 3 Guests





Download Template

Upload Template

⊖ No File Loaded

## Hotel Room Listing

List all hotel rooms and the rate posted for each room. No amount greater than the one posted may be charged.

	Room Type	All Room Numbers Associated with Room Type	Posted Daily Room Rate - 1 Guest	Posted Daily Room Rate - 2 Guests	Posted Daily Room Rate - 3 Guests
  X	JUNIOR SUITE	100-150	\$200.00	\$205.00	\$215.00
  X	KING SUITE	51-200	\$225.00	\$235.00	\$245.00

+ Add a Record

+ Add a Record

# Checkout

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 - 223139	\$250.00	<a href="#">Delete</a>
---	----------	------------------------

Food Safety License Renewal - HOTEL TEST FACILITY: Hotel - 223140	\$100.00	<a href="#">Delete</a>
--	----------	------------------------

## Payment

**Amount Due:** **\$350.00**

[Checkout](#)

## Add Another License To My Cart

[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

4BSL-YFNF

License Number

223141

## Select Location to Renew

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

### Locations Eligible for Renewal

Select	Business Name	Business Code
<input checked="" type="radio"/>	PRESTON'S MARKET STAND	4BSL-YFNF





# Farmer's Market Renewal

## 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*

# Farmer's Market Renewal

## Farmers Market Locations

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






X	Market Name DOWNTOWN DES MOINES	Market Location (City) COURT AVE	Day of the Week (if known) SATURDAY
X	Market Name VALLEY JUNCTION	Market Location (City) VALLEY JUNCTION	Day of the Week (if known) THURSDAY

+ Add a Location

# 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).

	Name of food item	Source of food including all ingredients
 	Smoked Brisket Sandwich	Costco
 	Potato Salad	Costco
 Add a Food Item		

## 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**

✓

✓

✓

✓

✓

➤

Market Locations

Farmer's Market Food Items

Farmer's Market Food Stand Construction, Utensils, and Equipment

Farmer's Market Water and Power

Farmer's Market Employees/Volunteers

Review

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

### Licenses Being Renewed

Farmer's Market

License Number : 223141

County/Event : Downtown Des Moines Farmer's Market

### Farmers Market

**Vendor Primary Point of Contact**

First Name : PRESTON

Last Name : MOBERLY

Phone (mobile preferred) : 555-555-5555

Email Address : email@email.com

[Edit Vendor Primary and Secondary Points of Contact](#)

**Vendor Secondary Point of Contact**

First Name : MARK

Last Name : SPELTZ

Phone (mobile preferred) : 555-555-5555

Email Address : email@email.com

### Review Market Locations

Market Name	Market Location (City)	Day of the Week (if known)

Name of food item	Source of food including all ingredients	Is this food item pre-p
Smoked Brisket Sandwich	Costco	No
Potato Salad	Costco	No

[Edit Food Items](#)

### Food Stand Construction, Utensils, and Equipment

Is the Food Stand constructed to protect : Yes  
the food from contamination?

Will an approved hand washing station : Yes  
be set up in the food stand?

Will a 3-bin ware washing set up be : Yes  
available in the food stand?

# Farmer's Market Renewal

## Payment of \$150.00 Will Be Applied To

Food Safety License Renewal - PRESTON'S MARKET STAND: Farmer's Market - 223141

\$150.00

## Payment Amount

Amount

\$150.00

### Bank Account Payment

A bank payment has no fees. Contact your bank to authorize payments originating from the Iowa Department of Revenue Bank Filter (Company-ID) 9426004574.

☒ Pay with a Bank Account

### Credit Card Payment

A fee of 2.5% is assessed by the credit card vendor.

☐ Pay with a Credit Card

# Thank You

- ▶ Please visit us at [dia.iowa.gov](http://dia.iowa.gov)
- ▶ Create a USAFS username at [iowa.safefoodinspection.com](http://iowa.safefoodinspection.com)
- ▶ Contact us at [FCS-Licensing@dia.iowa.gov](mailto:FCS-Licensing@dia.iowa.gov)