

## Process to Obtain Your TABC License and City-issued Alcohol License

- Contact the local office for the Texas Alcoholic Beverage Commission for information on beginning the licensing process. TABC will provide you with the correct license application, checklist and any other required documents. TABC is available Monday-Friday, 8:00 a.m. – 5:00 p.m. at 401 E. Franklin Ste. 20 or by phone at (915) 351-2458.
- Apply for your City-issued Alcohol license at the One Stop Shop. To apply, we require you bring the first page of your TABC application and complete the Zoning Approval Application. A Planning Specialist will submit your application, provide you with a license number, and initiate a zoning review and site inspection.
- A zoning review and site inspection will be conducted on your place of business. If approved, you will be notified that your TABC application is ready to be certified. If denied, the reason for denial will be provided.
- Bring your TABC application back to the One Stop Shop so it can be certified by a Planning Specialist. This certification is a requirement for your TABC license.
- Refer to your TABC Checklist for other requirements. Other approvals from other organizations may be required for you to obtain your TABC license. This information can be found on your TABC checklist. If you have questions, contact TABC.
- Contact TABC to schedule an approval meeting. Once you have gotten all the appropriate certifications and signatures, make an appointment with TABC for an approval meeting. If approved, you will receive a letter of approval.
- Visit the One Stop Shop for license issuance and payment. This license officially authorizes the conduct of the described business at the provided location. Prior to issuance, we require you provide the TABC letter of approval and pay the license fee.