



Application No. _____
Date Received: _____
Application Fee: _____
Receipt No. _____

Application for TABC Beer and Wine Retailer's Off-Premises Permit Application Certification

Business Address: _____

Business Name: _____

Business Owner Name: _____

Business Owner Address: _____
(Street Address) (City, State and Zip)

Business Owner Contact Phone: (____) _____ Email: _____

Registered Agent (if applicable): _____

Registered Agent Address: _____
(Street Address) (City, State and Zip)

Registered Agent Contact Phone: (____) _____ Email: _____

Property Owner Name: _____

Property Owner Address: _____
(Street Address) (City, State and Zip)

Property Owner Contact Phone: (____) _____ Email: _____

Print Applicant's Name: _____

Applicant's Signature: _____ Date: _____

For Office Use Only

Verification of Zoning:

Business Address: _____

Property is zoned _____ per Zoning Case _____

Does zoning permit retail sales? Yes _____ No _____

Zoning certified by: _____ Date: _____



Application No. _____

**Application for TABC Beer and Wine Retailer’s
Off-Premises Permit Application Certification, continued**

For Office Use Only

Verification of Separation Requirements:

- I. Is the requested location at least 300 feet from a church or a public hospital measured along the property lines of the street fronts and from front door to front door and in a direct line across intersections? Yes _____ No _____
- II. Is the requested location at least 300 feet from a public or private school measured from property line to property line and in a direct line across intersections? Yes _____ No _____

Sign only ONE of the following:

I have personally inspected the location referenced in this application, and determined that the location is within 300 feet of _____ (a church or public hospital), measured from front door to front door along the property lines of the street fronts, and/or within 300 feet of _____ (a public or private school), measured from property line to property line.

Name: _____ Date: _____

OR

I have personally inspected the location referenced in this application, and verify that the location is not within 300 feet of a church or public hospital, measured from front door to front door along the property lines of the street fronts, and is not within 300 feet of a public or private school, measured from property line to property line.

Name: _____ Date: _____

Research Complete – Applicant Notified: _____

Recipient’s Signature: _____ Date: _____

City Secretary’s Office:

Application Received By: _____ Date: _____

Recipient’s Signature: _____ Date: _____



STEPS TO APPLY FOR A PERMIT TO SELL BEER AND WINE FOR OFF-PREMISES CONSUMPTION

1. Obtain and fill out an application for a license from the Texas Alcoholic Beverage Commission (TABC), available at www.tabc.state.tx.us.
2. Obtain an Application for TABC Wine and Beer Retailer's Off-Premise Permit Application Certification either from the City of Irving Planning Department website at <http://cityofirving.org/815/Applications-and-Forms> or pick one up at the City of Irving Planning Department on the second floor of Irving City Hall, 825 W. Irving Blvd. between 8:00 a.m. and 5:00 p.m.
3. Complete the form with all required information, and submit it to the staff assistant along with an application fee of \$30.00.
4. The assistant will log in the application, and forward it to the appropriate staff to verify zoning and to conduct a field inspection of the property to ensure compliance with the separation requirements from public and private schools, churches and public hospitals.
5. If the location does not comply with proper zoning or with the separation requirements, the application will be denied, and the applicant will be notified accordingly.
6. If the location complies with proper zoning and the separation requirements, the applicant will be notified to return to the Planning Department and pick up the application.
7. The applicant will pick up the application from the Planning Department, and take it along with the completed TABC permit application to the City Secretary's Office on the fourth floor of Irving City Hall. The City Secretary will certify the TABC permit application, make appropriate copies for City records, and return the original to the applicant.
8. Submit the TABC permit application to the TABC for further processing.

If you have any questions about this process, please contact the City of Irving Planning & Community Development Department at (972) 721-2424.