



## City of Abilene Application for Alcoholic Beverage Checklist Instructions

### Public Health

Public Health, 850 6<sup>th</sup> Street, Abilene, TX 79601  
325-437-4670

Applicants applying for an alcoholic Beverage License/Permit in the City of Abilene are required to have the attached checklist completed prior to certification of the Texas Alcoholic Beverage Commission Pre- Qualification Application by the City Secretary.

***The Planning & Zoning Department requires a site plan confirming separation requirements pursuant to Sec. 2.4.3.3 Subsections 32, 33, & 34 of the Land Development Code and a notarized affidavit from the Planning Services Department within the City of Abilene.  
Contact (325) 676-6237 for all inquiries.***

### PROCEDURE:

Applicants are to complete all identifying information (i.e., Trade Name, Address, etc.) prior to obtaining the required City signatures. Your TABC packet must be included with your City Application in order to process.

### The following City offices must sign the Checklist:

- Planning & Zoning Department (555 Walnut, 1<sup>st</sup> Floor)
- City Secretary's Office (555 Walnut, 2<sup>nd</sup> Floor)
- Public Health (850 North 6th)

An appointment can be made with Public Health for certification of the application.

To receive information on City fees please contact Public Health. Fees must be paid before receiving your certified TABC paperwork.

**NOTE: SHOULD THE LIQUOR STORE BECOME AN ADULT ENTERTAINMENT ENTERPRISE FOLLOWING APPROVAL OF THIS APPLICATION, REAPPLICATION MUST BE MADE TO ENSURE COMPLIANCE.**



**CITY OF ABILENE  
APPLICATION FOR ALCOHOLIC BEVERAGE CHECKLIST**

Trade Name of Business: \_\_\_\_\_

Address or Location: \_\_\_\_\_  
City State Zip

Billing Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name Signature

Applicant's Mailing Address (if different from above): \_\_\_\_\_

**Application for:**

- |                                                                |                                        |
|----------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Original Application (New Permit)     | License/Permit Number: _____           |
| <input type="checkbox"/> Reinstatement                         | (required if not original application) |
| <input type="checkbox"/> Reinstatement of Change of Trade Name |                                        |
| <input type="checkbox"/> Change of Location                    |                                        |
| <input type="checkbox"/> Change of Location and Trade Name     |                                        |

**Application is Filed By:**

- ☐ Individual  
☐ Partnership  
☐ Corporation  
☐ Other \_\_\_\_\_

**Primary Business at this Location:**

- ☐ Restaurant  
☐ Bar  
☐ Grocery  
☐ Convenience Store  
☐ Liquor Store  
☐ Other: \_\_\_\_\_

## Type of Permit You Are Applying For:

- ☐ [ **AW** ] – Manufacturer’s Agent’s Warehouse Permit (\$375.00 fee)
- ☐ [ **BB** ] – General Distributor’s License (\$150.00 fee)
- ☐ [ **BC** ] – Branch Distributor’s License (\$37.50 fee)
- ☐ [ **BE** ] – Retail Dealer’s On-Premise License (\$75.00 fee)
- ☐ [ **BE/FB** ] Retail Dealer’s On-Premise License w/ REQUIRED Food & Beverage Cert (\$75.00 fee)
- ☐ [ **BF** ] – Retail Dealer’s Off Premise License (\$30.00 fee)
- ☐ [ **BG** ] – Wine & Malt Beverage Retailer’s Permit (\$87.50 fee)
- ☐ [ **BG/FB** ] – Wine & Malt Beverage Retail Dealer’s On Premise w/ REQUIRED Food & Beverage Cert (\$87.50 fee)
- ☐ [ **BP** ] – Brewpub License (\$250.00 fee)
- ☐ [ **BQ** ] – Wine & Malt Beverage Retailer’s Off-Premise Permit (30.00 fee)
- ☐ [ **BW** ] – Brewer’s License (\$750.00 fee)
- ☐ [ **D** ] – Distiller’s & Rectifier’s Permit (\$750.00 fee)
- ☐ [ **G** ] – Winery Permit (\$37.50 fee)
- ☐ [ **J/JD** ] – Bonded Warehouse Permit (\$75.00 fee)
- ☐ [ **LP** ] – Local Distributor’s Permit (\$50.00 fee)
- ☐ [ **MB** ] – Mixed Beverage Permit (no fee until 2<sup>nd</sup> renewal)
- ☐ [ **MB/FB** ] – Mixed Beverage Permit w/ REQUIRED Food & Beverage Cert (no fee until 2<sup>nd</sup> renewal)
- ☐ [ **LH** ] – Late Hours Certificate (no fee)
- ☐ [ **P** ] – Package Store Permit (\$250.00 fee)
- ☐ [ **PR** ] – Promotional Permit (\$150.00 fee)
- ☐ [ **Q** ] – Wine Only Package Store Permit (\$37.50 fee)
- ☐ [ **S** ] – Nonresident Seller’s Permit (\$75.00 fee)
- ☐ [ **SD** ] – Brewer’s Self-Distribution License (\$300.00 fee)
- ☐ [ **W** ] – Wholesaler’s Permit (\$937.50 fee)
- ☐ [ **X** ] – General Class B Wholesaler’s Permit (\$150.00 fee)



**THE FOLLOWING CITY SIGNATURES ARE REQUIRED IN THE FOLLOWING ORDER:**

**1. Public Health – 850 North 6<sup>th</sup> Street**

Submit Application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Health Official

**2. Planning and Zoning Office – 555 Walnut, 1<sup>st</sup> Floor**

**\*\*\* The Planning & Zoning Department requires a site plan confirming separation requirements pursuant to Sec. 2.4.3.3 Subsections 32, 33, & 34 of the Land Development Code and a notarized affidavit from the Planning Services Department within the City of Abilene. Contact (325) 676-6237 for all inquiries.\*\*\***

- Location:
- ☐ Complies with all zoning requirements relating to liquor stores.
  - ☐ Is not an adult entertainment enterprise.
  - ☐ Is an adult entertainment enterprise and complies with separation requirements as stipulated by the Zoning Ordinance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning & Zoning

**3. City Secretary's Office - 555 Walnut, 2<sup>nd</sup> Floor**

TABC Paperwork Signed & Sealed on \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary's Office

**4. Public Health – 850 North 6<sup>th</sup> Street**

Amount Paid \_\_\_\_\_

Transaction Number \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Health Official