

To: CITY SECRETARY'S OFFICE

From: _____

Department: CITY OF WACO WATER OFFICE

Date: _____

Business Name: _____

Business Address: _____

Notes: _____

TO BE COMPLETED BY THE CITY SECRETARY'S OFFICE

Beer: On
 Off
 Wholesale Distributor

Wine and Beer Retailer's:

On
 Off

 Wine and Beer Late Hour Permit

 Package Store Permit

 Package Store Tasting Permit

 Wine Only Package Store Permit

 Brewer's Permit

 Mixed Beverage Permit

 Beverage Cartage Permit

Applicant
Signature: _____ Date: _____



Application Instructions Alcoholic Beverage & Dance Hall Licenses

To obtain a new license or to renew an existing license (1) to operate a **dance hall** and/or (2) to **sell alcoholic beverages** within the City of Waco, a person must obtain a permit or license from the City. To obtain this permit or license, the person must file a completed application form together with the other information specified in these instructions and pay any application fees with the Licensing Officer for the City. The **Licensing Officer** may be reached at the **Water Collections Office** at **425 Franklin Avenue**, or **P.O. Box 2649, Waco, Texas 76702-2570**, or **299-2489**. Upon receipt of an application for a dance hall, the City has 30 days to complete its review and determine whether to issue the permit.

Please follow these instructions in completing the application forms:

1. An applicant for alcoholic beverage and/or dance hall license or permit must file a completed **Application Form** with the Water Collections Office (address shown above). The application fee must be paid before the application submission will be considered complete.
 - a. The applicant must attach to the Application Form a **sketch or diagram** showing the configuration of the premises, or the application will not be considered complete. The sketch need not be professionally prepared, but it must show the interior dimensions of the business to an accuracy of plus or minus six (6) inches. The diagram must show the **floor plan for the establishment**. Specific items that must be **included on the diagram** are: exit locations and exit sizes; layout of bar and seating around bar, including number to be seated at bar; layout of tables and seating around tables, including number to be seated at tables; layout of all rooms, including storage rooms, kitchen, and restroom facilities, and showing dimensions of these areas; and location and dimensions of dance floor. All of this information is necessary in order to determine the occupancy load of the establishment and off-street parking requirements.
 - b. If the building **does not currently have water, gas, or electrical** service, the applicant must go to the Inspection Services Department in the basement of Waco City Hall to apply for a **Commercial Building Check**. The Applicant should show to the person in the Inspection Services Department the Notice of Inspection form that the Applicant is given upon filing the License Application Form. The inspection for the Commercial Building Check can be made at the same time as the inspection for the dance hall license and/or alcoholic beverage permit inspection.
 - c. If there are **coin operated machines** in the establishment, the Applicant should make sure that such machines have the necessary tax stamps affixed to them. Both the State of Texas and the City of Waco require that their respective tax stamp be affixed to certain types of coin operated machines.

2. The Applicant will be given a specific **time** period on a specified **day** during which the applicant or someone representing the applicant **must be present** on the premises for which a license is sought so that inspections may be made. [Notice of Inspection form.]
3. The Licensing Officer sends a copy of License Application along with License Review Form to all reviewing departments. The Review Forms will inform the inspectors of when the applicant has been told to be available on the premises for any necessary inspections.
 - a. The Planning Services Department and Inspection Services Department will determine if the property is properly zoned and if the property is located too close to a public or private school, daycare center, church, public hospital, or property zoned R-1 or R-2. If property cannot be used for the purpose for which the Application has been submitted, the applicant will be contacted prior to the inspection of the premises, if possible.
4. Any inspector making an **inspection of the premises** should go during the time stated on the Notice of Inspection form given to the Applicant. Upon arrival on the premises, the inspector should identify himself/herself to the Applicant or his representative and then do whatever inspection is needed. Failure by the Applicant to be present, or have some representative present, will delay the review of the application. If inspectors are unable to make the needed inspections, the application may be denied.
5. Upon completing all necessary review, each reviewing department must return its Review Form to Licensing Officer indicating whether Permit is approved or disapproved. If permit is disapproved, the reviewer should state reason for disapproval.
6. If all departments approve, permits will be issued. For an alcoholic beverage permit application, the T.A.B.C. application form must be forwarded to the City Secretary for signature, as required by the Texas Alcoholic Beverage Code.
7. If approved, the Licensing Officer contacts the Applicant to pick up permit. [Payment of any remaining fees should be made prior to issuance of any permits issued by the Licensing Officer.] If the permit application is denied, the applicant will be informed of that fact and the reasons for the denial.

If a dance hall permit is denied, applicant can appeal that denial to the Waco City Council by filing a written appeal with the City Secretary's Office (on 1st floor in Waco City Hall or P.O. Box 2570, Waco, Texas 76702-2570) within ten (10) days of receiving notice of the denial. In that appeal, the applicant must clearly set out his reasons for believing that the denial was in error.



AS EACH CITY DEPARTMENT REVIEWS THE APPLICATION, THESE
ARE SOME OF THE MATTERS THAT WILL BE CONSIDERED:

INSPECTION DEPT.

Determines whether location of operation is (1) properly zoned, (2) within 100 feet of property zoned R-1 or R-2 , (3) within 300 feet of church, or (4) within 300 feet of public or private school or daycare center. Also determines if the proper number of parking spaces are available and that the following codes are being complied with: building, plumbing, electrical, mechanical, gas, and zoning codes. Inspection should determine the occupancy load of the establishment and gives to the Applicant a notice of the limit, which must be posted on the premises. The inspector will check coin operated machines for current tax stamps.

Department contact: Randy Childers (254-750-5671)

TRAFFIC DEPT.

Checks site for parking, ingress and egress problems. In particular, checks to see if traffic to and from bar will create problems in area, if any regulatory parking signs are needed, and if any sight obstructions exist or may be created. Also checks the number of parking spaces available both off the street on the property and on the street.

Department contact: Rick Charlton (254-750-6634)

POLICE DEPT.

A criminal history check will be made on the Applicant and anyone else with an ownership interest in the establishment. A record check will also made to determine if the area around the location of operation currently generates many calls for police assistance. If any type of TABC permit/license or a dance hall permit has been issued for the specific location or for the specific applicant in the past, a check will be made for any problems, assistance calls, etc., generated. In some cases, the Police Department may not objected to the issuance of the City alcoholic beverage permit or license, but will fill a protest against the granting of that permit or license as provided for in the Texas Alcoholic Beverage Code.

Department contact: Sgt. Jared Wallace, SAFE Unit (254-750-3605)

FIRE DEPT.

Check for any violation of fire codes and fire hazards.

Department contact: Fire Marshal's Office (254-750-1740).

WATER & TAX OFFICE

Collects applicable application fees, license and permit fees, and occupation taxes. Will check to see if there are any delinquent city taxes or water accounts in the applicant's name or at the location of the proposed operation.

Department contact: Dolores Michalewicz or Sabrina Beck (254-299-2489)

HEALTH DEPT.

Checks for any violations of health codes, particularly the Food Handler's Manual. If food is to be served on the premises, a Food Establishment Permit must be obtained. That permit can be applied for on the same application as the dance hall and/or alcoholic beverage permit.

Persons who will be involved in handling food or beverages in any way must obtain a Food Handler's permit. Obtaining that permit requires completing a course offered through the Public Health District. To sign up for the course, the Environmental Health Unit at the Public Health District should be contacted.

Department contact: Environmental Health Division (254-750-5464)
Waco-McLennan County Public Health District

PLANNING DEPT.

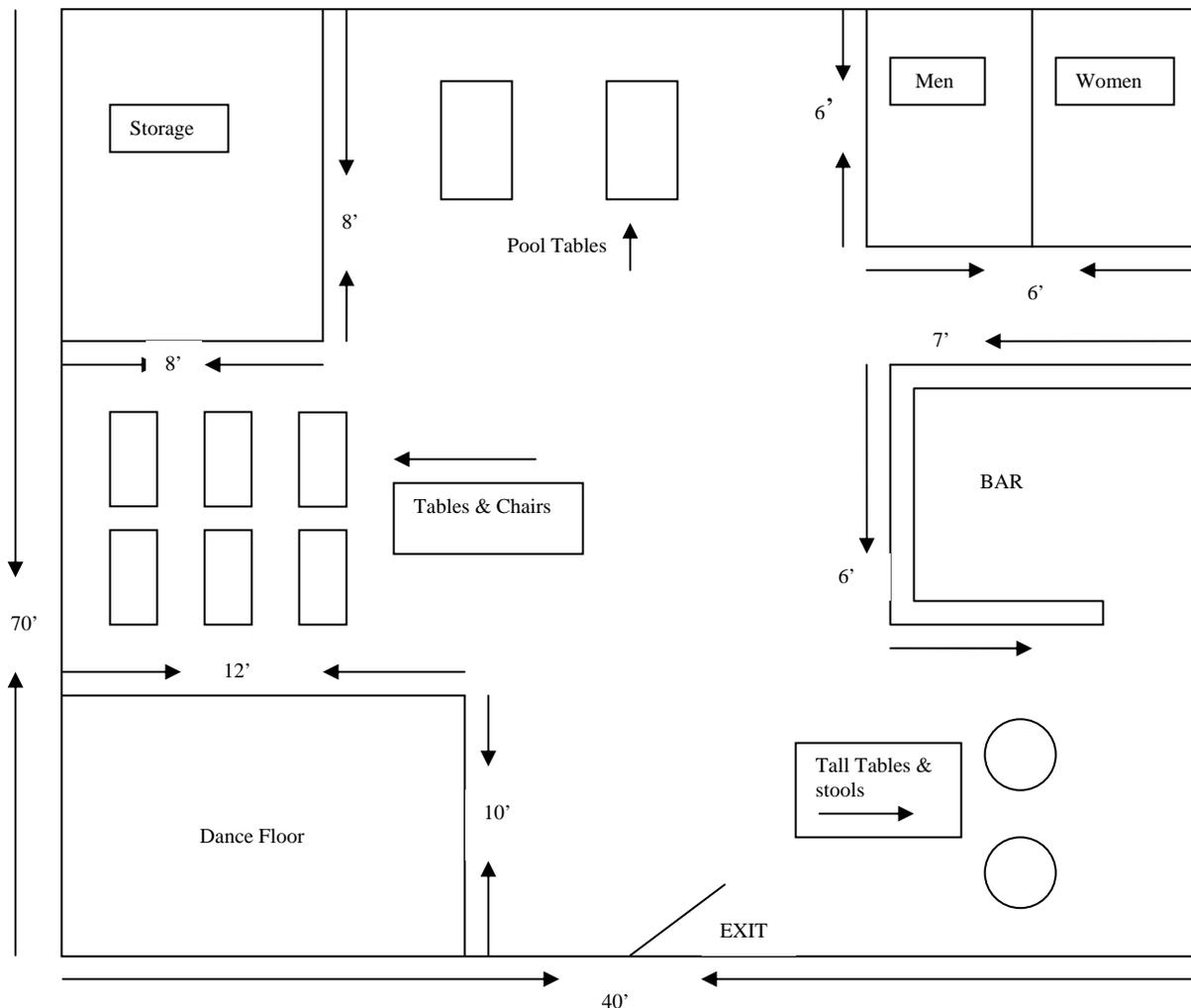
Checks area to assess impact of proposed operation. The land use plan as well as zoning classification, nearest TABC permits/licenses, and street classification will be reviewed.

Department contact: Clint Peters (254-750-5654)

Before a Certificate of Occupancy or load can be issued, a seating arrangement must be submitted to the City of Waco Inspection Department for review and approval. The following is a list of items that are necessary before an occupancy load sign is issued:

1. Complete floor plan drawn to scale
2. Floor plan must show the following:
 - a. building size and dimensions
 - b. exits and exit size
 - c. layout of bar and seating around bar, including number to be seated around bar.
 - d. layout of tables and seating around table, including number to be seated at table.
 - e. layout of all rooms, including storage, kitchen and toilet facilities, and dimensions.
 - f. layout of dance floor and dimensions.

“EXAMPLE ONLY”





CITY OF WACO

CITY OF WACO, TEXAS LICENSE APPLICATION FORM

LICENSE(S) APPLYING FOR:

Alcoholic Beverage (type: _____) New Renewal
Examples: retail dealer's permit, mixed beverage permit, etc.

Sexually Oriented Business (type: _____) New Renewal
Examples: adult bookstore, adult cabaret

Dance Hall New Renewal

Food Service Establishment -- (type of establishment: _____) New Renewal

LAST NAME	FIRST NAME	MIDDLE INITIAL	DATE OF BIRTH:
RESIDENCE ADDRESS (including zip):			TELEPHONE NUMBERS
			HOME:
WORK ADDRESS (including zip):			WORK: _____
			CELL:
DRIVER'S LICENSE NO.:	STATE:	EXPIRES:	OCCUPATION:

LOCATION OF OPERATION FOR WHICH LICENSE SOUGHT: Lot: _____ Block: _____ Part: _____

Street Address: _____ **Addition:** _____

NAME OF PROPERTY OWNER: _____ **NAME OF PROPERTY LEASOR:** _____

NAME OF OPERATION:	IS OPERATION A: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
OWNER OF OPERATION:	
PROPOSED DAYS & HOURS OF OPERATION:	

WILL COIN OPERATED MACHINES BE ON THE PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	WILL FOOD BE PREPARED ON THE PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	WILL FOOD OR BEVERAGES BE SOLD ON THE PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
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HAVE YOU/WILL YOU MAKE ALTERATIONS TO THE BUILDING? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know IF YES, WHAT TYPE OF WORK DID/WILL BE MADE? (check all that apply) <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Building	IF ALCOHOLIC BEVERAGES ARE NOT SOLD ON THE PREMISES, WILL PEOPLE BE ALLOWED TO BRING ALCOHOLIC BEVERAGES ON THE PREMISES TO BE CONSUMED? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
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IF A DANCE HALL LICENSE IS BEING SOUGHT, NAME & DATE OF BIRTH OF DANCE HALL SUPERVISOR(S)?
 [use an additional sheet of paper if more space is needed]

CURRENT UTILITY SERVICES:	NAME ON ACCOUNT & ACCOUNT NUMBER
Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gas: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water: <input type="checkbox"/> Yes <input type="checkbox"/> No	

In signing this application, I hereby swear that the information stated above is true and correct to the best of my knowledge and belief.

I further swear that I will abide by all laws, ordinances, and regulations governing the establishment for which license(s) has been sought and that the premises of the establishment shall be open to inspection by the City of Waco and/or the McLennan County Public Health District.

Signature of Applicant:	Date:
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SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20_____.

NOTARY IN/FOR STATE OF TEXAS

FEES REMITTED WITH APPLICATION:	Alcoholic Beverage Sexually Oriented Business Dance Hall Food Establishment TOTAL	_____ _____ _____ _____
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OWNER/PARTNER INFORMATION SHEET FOR DANCE HALL or SEXUALLY ORIENTED BUSINESS

Each individual who owns a 20% or greater interest in the business for which an application for a Dance Hall or Sexually Oriented Business license application is filed must complete the following information. If the business is owned by a partnership or corporation, each partner or person who owns a 20% or greater interest in the partnership or corporation must complete the following information.

LAST NAME	FIRST NAME	MIDDLE INITIAL	DATE OF BIRTH	SEX
HOME ADDRESS			DRIVER LICENSE #	STATE
CITY		STATE	ZIP	RACE
TELEPHONE:: HOME _____ CELL _____		RELATIONSHIP TO BUSINESS		
WORK _____ OTHER _____				
SPOUSE'S NAME			DATE OF BIRTH	RACE

Have either you or your spouse ever been convicted of an offense other than a minor traffic violation? Yes No

If yes, list each such conviction below (use additional sheet if necessary) stating the nature of the charge, the year the conviction occurred, and the location where the charge was filed:

OWNER/PARTNER

Charge: _____ Year: _____ Location: _____
 Charge: _____ Year: _____ Location: _____
 Charge: _____ Year: _____ Location: _____

SPOUSE

Charge: _____ Year: _____ Location: _____
 Charge: _____ Year: _____ Location: _____
 Charge: _____ Year: _____ Location: _____

In signing this form, I hereby swear that the information set out above is true and correct to the best of my knowledge and belief.

SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20_____.

Notary In/For State of Texas



Acknowledgement of Application Receipt & Notice of Inspection

An application for the following permits has been filed with the Licensing Officer:

Alcoholic Beverage (type: _____) **New** **Renewal**
Examples: retail dealer's permit, mixed beverage permit, etc.

Sexually Oriented Business (type: _____) **New** **Renewal**
Examples: adult bookstore, adult cabaret

Dance Hall **New** **Renewal**

Food Service Establishment -- (type of establishment: _____) **New** **Renewal**

Applicant Name: _____

Premises Location: _____

Fees remitted with application:	Alcoholic Beverage	_____
	Sexually Oriented Bus.	_____
	Dance Hall	_____
	Food Establishment	_____
	TOTAL	_____

Notice to Applicant: In order to complete the review process, an inspection must be made of the premises listed above. You, or someone you pick to represent you, **MUST be present** on the premises at the time set out below. **If you are not present, it will be YOUR RESPONSIBILITY to reschedule the inspection.**

Date: _____, 20_____ Tuesday Wednesday Thursday

Between the hours of: _____ 9:00 am and 12:00 noon OR 1:30 pm and 4:30 pm

City inspectors will come to the property at that time to make necessary inspections. Your failure to be present, or to have a representative present, will delay the Permit/License review process and could result in the Permit/License being denied. You will be responsible for rescheduling all inspections before the end of the 30 day review period. **If an inspector has recently inspected the premises, the inspector may rely on that inspection and not make another inspection.** Traffic Services will only be checking the exterior of the premises.

Once the inspections are completed, it will take several days to finish processing the application and determine whether the application will be granted or denied.



Acknowledgement of RENEWAL Request & Notice of Inspection (7 day review)

An application for the following permits has been filed with the Licensing Officer:

Alcoholic Beverage (type: _____) New Renewal
Examples: retail dealer's permit, mixed beverage permit, etc.

Sexually Oriented Business (type: _____) New Renewal
Examples: adult bookstore, adult cabaret

Dance Hall New Renewal

Food Service Establishment -- (type of establishment: _____) New Renewal

Applicant Name: _____

Premises Location: _____

Renewal Requested Received: _____, 20_____

Fees remitted with application:	Alcoholic Beverage	_____
	Sexually Oriented Bus.	_____
	Dance Hall	_____
	Food Establishment	_____
	TOTAL	_____

Notice to Applicant: In order to complete the review process, an inspection must be made of the premises listed above. You, or someone you pick to represent you, **MUST be present** on the premises at the time set out below. **If you are not present, it will be YOUR RESPONSIBILITY to reschedule the inspection.**

Date: _____, 20_____ Tuesday Wednesday Thursday

Between the hours of: 9:00 am and 12:00 noon **OR** 1:30 pm and 4:30 pm

City inspectors will come to the property at that time to make necessary inspections. Your failure to be present, or to have a representative present, will delay the Permit/License review process and could result in the Permit/License being denied. You will be responsible for rescheduling all inspections before the end of the 7 day review period. **If an inspector has recently inspected the premises, the inspector may rely on that inspection and not make another inspection.** Traffic Services will only be checking the exterior of the premises.

Once the inspections are completed, it will take several days to finish processing the application. The Licensing Officer will be determining whether to renew the license or require that the request be processed as if it were a new application.



APPLICATION FOR COMMERCIAL CHECK

COMMERCIAL CHECK LIST

PLEASE PRINT

DATE _____ ZONE _____

NAME OF PERSON APPLYING _____

PHONE OF PERSON APPLYING _____

NAME OF TENANT _____

NAME OF PROPOSED BUSINESS _____

ADDRESS OF BUSINESS _____

TYPE OF BUSINESS _____

PREVIOUS TYPE OF BUSINESS _____

SIGNATURE OF APPLICANT _____

OFFICE USE ONLY

BUILDING INSPECTORS

- { } 1. Off-Street Parking
- { } 2. Required Number of Exits
- { } 3. Legal Conforming Use
- { } 4. Non-Conforming Use

ELECTRICAL INSPECTORS

- { } 1. Check Service
- { } 2. Open Wiring
- { } 3. Unsafe Wiring

PLUMBING INSPECTORS

- { } 1. Open Sewer Pipes
- { } 2. Cross Connections
- { } 3. Check Venting on Water Heater
- { } 4. Check Gas Connections (cut off valve in proper place)



FEE SCHEDULE FOR DANCE HALL LICENSES

Nonrefundable Original Application & Renewal Fee \$25.00

[If the permit is approved for issuance or renewal, this fee amount shall be deducted from the License Fee as shown below to determine actual fee due and payable before the permit shall be issued.]

Annual Permit Fees

Occupancy Load Range	Fee
0 – 99	\$100.00
100 – 199	\$125.00
200 – 299	\$150.00
300 – 499	\$175.00
500 +	\$200.00

Transfer Fee \$25.00