



Application Instructions Alcoholic Beverage License

To **sell alcoholic beverages** within the City of Waco, 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 in person at the Mae Jackson Development Center, Inspection Services Department located at 401 Franklin Avenue, by mail at PO Box 2570, Waco, Texas 76702, by phone at 254-750-5612 or by email at Licensing@wacotx.gov. Upon receipt of a new application, the City has 30 days to complete its initial inspection.

Please follow these instructions in completing the application forms:

1. An applicant for an alcoholic beverage license must file a completed **Application Form** with the Inspection Services Department (address shown above). A copy of the TABC Initial Application and Required Certifications form will also be needed to process the license. There will be a fee of \$75.00 for the inspection of the building that is due when the applications are submitted. License fees can be paid before or after inspections are completed. **If the location is new construction or you are remodeling, inspections of the building will not be needed and the \$75.00 inspection fee will be waived, but plans will need to be submitted to the city before the licensing process can continue.**
 - 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. This only applies to on premise licenses.** 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.
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. Inspections are done Monday - Friday between 8:30AM and 12:00 PM. Inspections are scheduled at least one week out from the time the application has been submitted to allow for timely scheduling between multiple departments.
3. The Licensing Officer will notify all necessary departments of the date and time for the scheduled inspection.
 - 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 the 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 scheduled. 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 and a fee of \$75 will be charged to the applicant. If inspectors are unable to make the needed inspections, the application may be denied.
5. Upon completing all necessary review, each reviewing department must contact the licensing officer indicating whether the license is approved or disapproved. If the license is disapproved, the reviewer should state the reason for disapproval.
6. If all departments approve, the licenses will be issued. For an alcoholic beverage license application, the T.A.B.C. application form must be signed by the the City Secretary as required by the Texas Alcoholic Beverage Code. Once all departments have approved of the location the licensing officer will give you approval paperwork to take with you to the City Secretary to receive the signature.
7. If approved, the Licensing Officer will mail the applicant their license. [Payment of any remaining fees should be made prior to issuance of any license issued by the Licensing Officer.] If the license application is denied, the applicant will be informed of that fact and the reasons for the denial.

If a license is denied, the 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.



CITY OF WACO

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. The inspector should determine the occupancy load of the establishment and give 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. A criminal history check will be made on the Applicant and anyone else with an ownership interest in the establishment.

Department contact: Judy Quaas (254-750-5647)
Kristan Whiting (254-750-5649)

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: Christine Miller (254-750-5969)

POLICE DEPT.

A record check will be made to determine if the area around the location of operation currently generates many calls for police assistance. If any type of TABC license 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 object to the issuance of the City alcoholic beverage license, but will file a protest against the granting of that license as provided for in the Texas Alcoholic Beverage Code.

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

FIRE DEPT.

Checks for any violation of fire codes and fire hazards.

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

WATER & TAX OFFICE

Will check to see if there are any delinquent city taxes, water accounts, or outstanding backflow device inspections in the applicant's name or at the location of the proposed operation. If outstanding fees are found, these will need to be paid in full before the license will be approved. If any backflow inspections are needed, the devices must be tested and paperwork sent to the Water Utilities Dept. before the application will be approved.

Department contact: Charlotte Doran (254-299-2456)

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.

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.

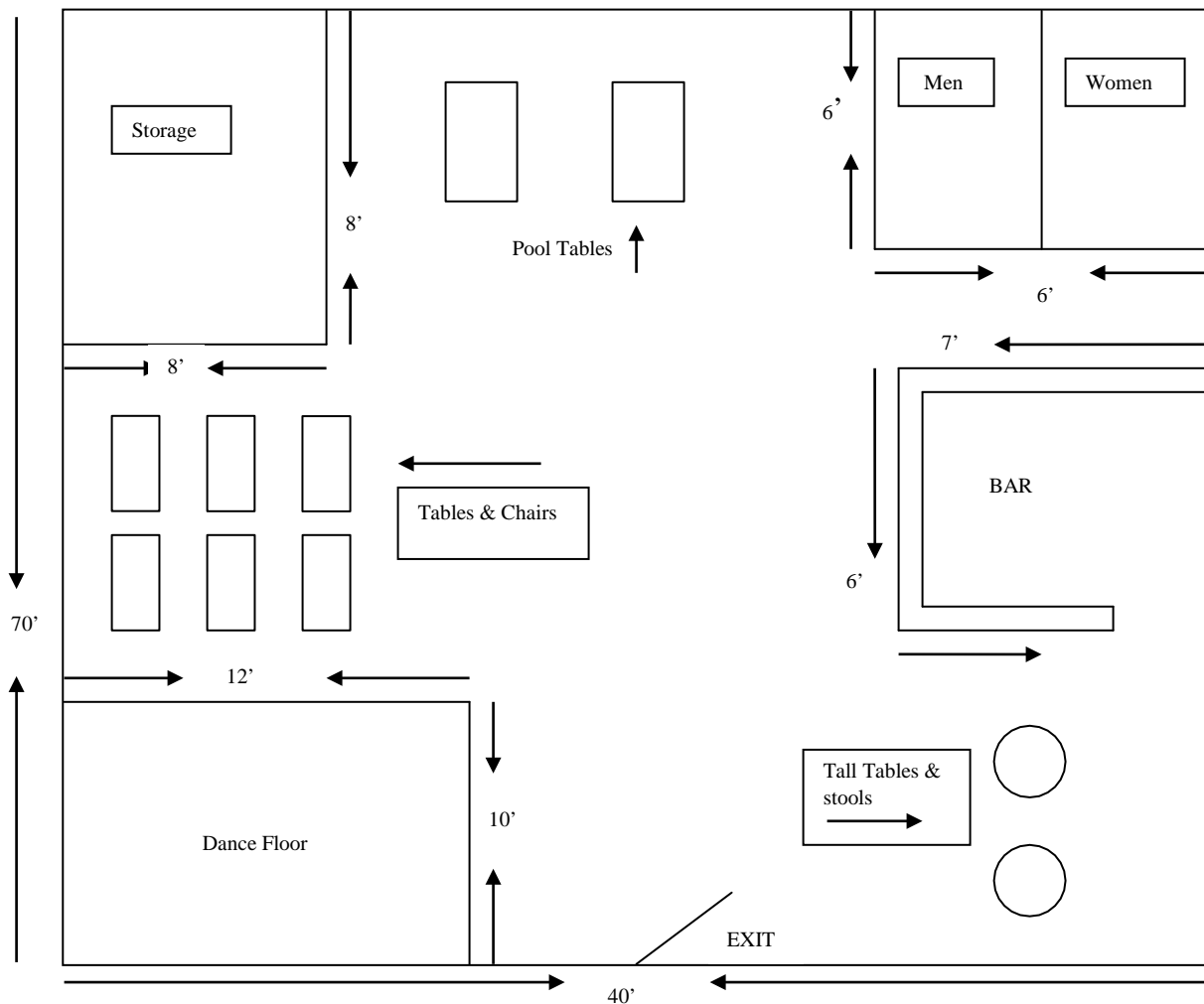
Checks area to assess impact of proposed operation. The land use plan as well as zoning classification, nearest TABC licenses, and street classification will be reviewed.

Department contact: Mark Boyd (254-750-5444)

Before an occupancy 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 existing floor plan drawn to scale
 - a. **If remodeling or planning to remodel, plans must be submitted and reviewed prior to obtaining an alcohol license.**
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”



LICENSE APPLICATION

LICENSE(S) APPLYING FOR:

Alcoholic Beverage type: _____

Examples: retail dealer's license, mixed beverage license, etc.

LAST NAME	FIRST NAME	MIDDLE INITIAL	DATE OF BIRTH:
RESIDENCE ADDRESS (including zip):			TELEPHONE NUMBERS
			HOME:
WORK ADDRESS (including zip):			WORK:
MAILING ADDRESS FOR RENEWALS (including zip):			CELL:
DRIVER'S LICENSE NO.:	STATE:	EXPIRES:	RELATIONSHIP TO BUSINESS:
ADDRESS OF BUSINESS YOU ARE APPLYING FOR:			
PREVIOUS TYPE OF BUSINESS AT LOCATION:			
NAME OF BUSINESS:			
OWNER OF BUSINESS:		IS OPERATION A:	
		<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> LP <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other	
EMAIL ADDRESS:			
PROPOSED DAYS & HOURS OF OPERATION:			
WILL COIN OPERATED MACHINES BE ON THE PREMISES?	WILL FOOD BE PREPARED ON THE PREMISES?	WILL FOOD OR BEVERAGES BE SOLD ON THE PREMISES?	
Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	

HAVE/WILL ALTERATIONS BE MADE TO THE BUILDING

Yes No Don't Know

IF YES, WHAT TYPE OF WORK DID/WILL BE MADE? (check all that apply)

Electrical Plumbing Mechanical Building

IF ALCOHOLIC BEVERAGES ARE NOT SOLD ON THE PREMISES, WILL PEOPLE BE ALLOWED TO BRING ALCOHOLIC BEVERAGES ON THE PREMISES TO BE CONSUMED? (BYOB)

Yes No Don't Know

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:

Notary will fill out this portion after witnessing your sign above.

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

Notary Seal

NOTARY IN/FOR STATE OF TEXAS