



CITY OF HALTOM CITY, TEXAS

ALCOHOLIC BEVERAGE LICENSE/PERMIT APPLICATION

Pursuant to Haltom City Ordinance O-2004-006-01, no person shall sell alcoholic beverages in the City of Haltom City unless a permit/license is issued in conformance with all state and city regulations. To obtain a new license or to renew an existing license to sell alcoholic beverages within the city of Haltom City, a person **MUST submit the TABC permit/license packet and the city permit/license application to the City Secretary's office.** All forms must be completed and notarized as applicable. The business location will be verified for zoning through the Planning and Zoning Department and then Certified by the City Secretary. Upon receipt of an initial application, the City has 30 days to complete its review and determine whether to issue the permit.

Submittal Information and Requirements:

1. An applicant for alcoholic beverage permit must file a complete of Haltom City Alcoholic Beverage License/Permit Application with the City Secretary's Office.
2. A copy of the completed T.A.B.C. application form.
3. Copy of Applicant's Driver License.
4. Copy of Certificate of Occupancy.
5. Copy of an Alcohol Measurement Plat/ land survey map or a sketch or diagram showing the configuration of the premises. The survey map must determine if the place of business is located near any protected uses, or the application will not be considered.
6. **License/Permit Fees** – Make payable to the City of Haltom City. The Permit/License fees must be paid at the time of application and are non-refundable.
7. **State License/Permit** - Please contact the Texas Alcoholic Beverage Commission (T.A.B.C) at 817-652-5912 or 2225 East Randol Mill Road, Suite 200, Arlington, Texas 76011 to obtain forms and information to file for State License.

City Alcohol License/Permit Fees (Two-Year Fee)

The City is authorized by Ordinance No. O-2004-006-01 to collect a City fee for alcohol permits upon the establishment or renewal of the Texas Alcohol Beverage Commission (TABC) license. City Fee are one-half of the state fee and will be collected in accordance with the Texas Alcoholic Beverage Code, Section 11.38. Please see the attached fee schedule for appropriate fee due.

5024 Broadway Avenue, Haltom City, Texas 76117

P (817) 222-7700 – F (817) 834-7237

www.haltomcitytx.com



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ALCOHOLIC BEVERAGE LICENSE/PERMIT APPLICATION

PLEASE INDICATE:

☐ Original/ New License

☐ Add License Type

☐ Reinstatement

☐ Change in Ownership

☐ Change of Location

☐ Change of Trade Name

Applicant's Name: _____

Applicant's Home Address: _____

Applicant's Phone No.: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone's No.: _____

Sale Tax Number: _____

Certificate of Occupancy No.: _____

Name(s) of Business(es) located at said premises:

Proposed Business Name: _____

Current Business Name: _____

Previous Business Name: _____

Alcoholic Beverage License\ Permit Number (if any) _____

Minimum Distance & Zoning Requirements:

Is this location within 1,000 feet of a private school protected by resolution?

☐ Yes ☐ No

Is this location within 300 feet from religious institution?

☐ Yes ☐ No

Is this location within 300 feet from public hospital?

☐ Yes ☐ No

Is this location within 300 feet from a public or private school?

☐ Yes ☐ No

Is this location within 300 feet from day care or social service facility?

☐ Yes ☐ No

Is any property line of your premises within 300 feet of residential address or established neighborhood association?

☐ Yes ☐ No

1. If answer "YES" for any questions above, will 75% or more of the applicant's actual or anticipated gross revenue be from the sale of alcoholic beverages?

☐ Yes ☐ No

2. If answer "YES" for question # 1 above, you must notify all tenants or property owners of your intent to apply for an alcoholic beverage license/permit within five days of the filling of an original application. Has such notice been given as required by Section 11.52?

☐ Yes ☐ No

Measurement Information:

You can visit Texas Alcoholic Beverage Commission (TABC) website or click the link provided for measurement instructions, information, and requirements.

[Letterhead - Updated March 31, 2020 \(texas.gov\)](#)

Requirements for Food and Beverage Certificate Holder

- A menu or, if no menu is available, a listing of the food and beverages, including prices, offered for sale.
- Hours of operation for the sale and service of food are at least the same hours for the sale and service of alcoholic beverages. Food must be available at all times that alcohol is being served.
- Projected receipts from the sale of alcoholic beverages are 60% or less of the total gross receipts of the location.

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- There are multiple entrees are available to customers.
- Records for food service will be made available for inspection or audit, even if the food service facility at the location is maintained by a separate business entity than the permittee.

I _____ understand that the Food Beverage Certificate and Alcoholic Beverage License/Permit may be cancelled at any time if the City of Haltom City finds that the location does not meet the eligibility requirements. I further understand that if the License/Permit is cancelled for such reason, I will be ineligible to apply for a new certificate until one calendar year has passed from the initial cancellation.

I hereby swear, under penalty of law, that I have read all information provided in this document, along with any attachments, and the information is true and correct. I also understand any false statement or representation in this application can result in my application being denied and/or criminal charges being filed against me. I authorize the City of Haltom City to use all legal means to verify the information provided.

Applicant's Signature

Date

For Official Use Only

P&Z Approved: ☐ Yes ☐ No

Date: _____

If no, explain: _____

Approved By: _____

Title: _____

Total amount of Fee Paid \$_____

Receipt No. _____

Permit No.: _____

Application processed by: _____

Date: _____

City Secretary

Trade Name: _____

Location Address: _____

License /Permit Type	Description	Type of License /Permit	License/ Permit Fee
BW	Brewer's License		
MB/FB	Mixed Beverage Permit and Mixed Beverage w/Food & Beverage Certificate (FB) required (MB) Original 1 st Renewal 2 nd Renewal 3 rd & Subsequent		
BG	Wine and Malt Beverage retailer's Permit Original Renewal		
BQ	Wine and Malt Beverage Retailer's Off-Premises Permit		
BE	Malt Beverage Retail Dealer's On-Premises License Original Renewal		
BF	Malt Beverage Retail Dealer's Off-Premises License		
N	Private Club Registration Permit		
NB	Private Club Malt Beverage and Wine Permit		
NE	Private Club Malt Exemption Certificate		
P	Package Store Permit		
Q	Wine-Only Package Store Permit		
BC	Branch Distributor's License		
BP	Brewpub License		
FB	Food and Beverage Certificate		
LH	Late Hours Certificate		
TOTAL DUE:			

PLEASE REFER TO THE TEXAS ALCOHOLIC BEVERAGE COMMISSION WEBSITE FOR A COMPLETE LICENSE AND PERMIT FEES CHART – www.tabc.texas.gov/static/sites/default/files/2021-08/tabc-sept-2021-maximum-local-fees.pdf

**The license/permit fee must be paid before the license/permit will be issued.*

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