



# Planning and Inspections Department

## Sale of Alcoholic Beverages Zoning Approval Application

Zoning Stamp

**INSTRUCTIONS: Applicant is required to complete the application in its entirety & submit pertinent documents.**

**Please attach: 1. T.A.B.C application forms. 2. Assumed Name Certificate and/or Corporate Documents**

(Please print)

Name of Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Name of Owner: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite / Space \_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Mailing Address \_\_\_\_\_

Previous Occupancy /Use? \_\_\_\_\_ If currently vacant, how long? \_\_\_\_\_

### NOTICE TO APPLICANTS

The City Council may grant an exception from prohibition of the sale of alcoholic beverages within three hundred feet of a church, school, commercial day care or public hospital after notice and public hearing if the Council determines that the enforcement of the prohibition in a particular instance:

- A. Is not in the best interest of the public;
- B. Constitutes waste of the inefficient use of land or other resources;
- C. Creates an undue hardship on an applicant;
- D. Does not serve its intended purpose;
- E. Is not effective or necessary; or
- F. For any other reason the city council, after consideration of the health, safety, and welfare of the public and the equities of the situation, determines is in the best interest of the community

I understand that I have the option to appeal should my application be DENIED. Per Chapter 5.02.070 L. The applicant may appeal the permit official's denial of the certification of the application to the city council by written notice filed with the city clerk within ten days of the applicant's receipt of the notice of denial of the certification from the permit official.

The process to obtain a City license involves more than one trip to the One Stop Shop. Please be sure to complete the entire process, as all visits are required in order to be in compliance with the City and State laws. If any of this process is not completed, **it will not be legal to sell alcohol within the City limits.**

**Required 3 step process:**

**Step 1.** City application, T.A.B.C application, & Assumed Name Certificate and/or Corporate Documents are uploaded and processed to create new License. Zoning review, and Inspection are scheduled. (Zoning and Inspection determine if the distance requirements are met and if there is any permits needed for occupancy changes or for construction being done.)

**Step 2.** A passed inspection is required for this visit, in order to obtain the City seal and signature of approval for the T.A.B.C application. (The inspection can take up to a week to pass.)

**Step 3.** Bring in State License (T.A.B.C license) in order to obtain the City license. Even if no City fees are due at the time, we still require the State license in order to issue the City license.

**After these steps have been completed you are able to sell alcohol within the City limits.**

I, \_\_\_\_\_ acknowledge:

**That, all correspondents will be responsible for the enforcement of the City Alcohol License. Per Chapter 5.02.170: Any person, firm, corporation or agent who shall violate a provision of this chapter, or fail to comply therewith, or with any of the requirements thereof, shall be deemed guilty of a misdemeanor and punished by a fine not to exceed two thousand dollars.**

**That, this license requires to be renewed every 2 years.**

**That, upon renewal any changes to the business need to be submitted to the City of El Paso, to include but not limited to; contact information, address, and ownership.**

Business owner (Print) name: \_\_\_\_\_

Business Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Print name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information please contact the One Stop Shop 915-212-0104. You may also contact us via email [oss-help@elpasotexas.gov](mailto:oss-help@elpasotexas.gov)