

*Dedicated to Outstanding Customer Service for a Better Community*

**S E R V I C E   S O L U T I O N S   S U C C E S S**

## **Texas Alcoholic Beverage Commission Application Process**



### **NEW**

Applicant will file for their Application at the Texas Alcoholic Beverage Commission (TABC) offices located at 401 E. Franklin Ste. 120, El Paso, Texas 79901 (915) 834-5860. <http://www.tabc.state.tx.us/index.asp>

Applicant must register their business name with the County Clerk at the County Courthouse located at 500 E. San Antonio, El Paso, Texas 79901 (915) 546-2071. <http://www.epcounty.com/records.htm>

Applicant is informed that he/she will also need to visit with a Health Department Representative to start the process for the food service license. <http://www.elpasotexas.gov/health/food.asp>

Applicant will bring the Texas Alcoholic Beverage (TABC) application to the Development Services Department, located at City Hall 2 Civic Center Plaza, El Paso, Texas 79901, for processing and inspection scheduling.

The Development Services Department will inspect the location of the premises where the applicant intends to sell or serve alcoholic beverages for compliance with City Zoning Ordinance.

Once the premises inspection is performed, the applicant will be notified by the Inspector of the status of their application and when to return to the Development Services Department office for completion of the application process.

Upon their return to the Development Services Department offices, the Applicant's TABC application documentation will be completed and returned to the Applicant.

After all signatures and seals are obtained, the Applicant will return to the Development Services Department offices to apply and pay for a City of El Paso Business License.

Applicant is informed that he/she will also need to visit with a Health Department Representative, to start the process for the food service license.

### **RENEWAL**

Business Center mail out renewal notices one month before license expires.

Late renewals will incur a penalty fee.

Applicant submits required payment in person or via mail.

Business Center clerk issues license and customer is issued and/or mailed license and receipt.

**Expiration date on alcohol licenses is one year from the original date of issuance from the Texas Alcoholic Beverage Commission.**

Mayor  
John F. Cook

City Council

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Ann Morgan Lilly

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*District 7*  
Steve Ortega

*District 8*  
Beto O'Rourke

City Manager  
Joyce A. Wilson

**Development Services Department**

Victor Q. Torres - Director

2 Civic Center Plaza – 5<sup>th</sup> Floor · El Paso, Texas 79901 · (915) 541-4622 · Fax (915) 541-4799