



Planning and Inspections Department

<https://www.elpasotexas.gov/planning-and-inspections>

Sale of Alcoholic Beverages Zoning Approval Application

(Please print)

Applicant Name: _____ Email Address: _____
Business Name: _____
Business Phone: () _____ Alternate Phone: () _____
Business Address: _____ Suite / Space: _____
Property Identification Number (PID): _____
Mailing Address: _____
Previous Occupancy / Use? _____ If currently vacant, how long? _____

Applicant Signature

Date

***** A City License must be obtained after the Texas Alcoholic Beverage Commission (TABC) License is issued. *****

*You may drop off your completed application along with the **first page of the completed TABC application** for processing at:*

Planning and Inspections Department

One-Stop Shop

811 Texas Avenue
El Paso, Texas 79901
(915) 212-0104

Via email to:
OSSHelp@elpasotexas.gov

FOR DEPARTMENT USE ONLY

Zoning District _____ Liquor sales permitted? Yes ___ No ___ Representative District No. _____
Does Special Condition / Contract Prohibit the sale of Alcoholic Beverages? Yes ___ No ___

Field Investigation

Distance from School:	Distance from Church:
Distance from Hospital:	Distance from Commercial Day Care:
Other Alcoholic Beverage Sales in Area:	

Inspector: _____ Date completed _____ / ____ / ____
Comments: _____

APPROVED

DENIED

Reason(s) for denial (per the El Paso Municipal Code):

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.

(IF YOUR APPLICATION IS DENIED AND YOU BELIEVE YOU MEET AT LEAST ONE OF THE CRITERIA LISTED ABOVE, WOULD YOU LIKE TO REQUEST AN APPEAL FOR AN EXCEPTION OF YOUR DENIAL TO THE EL PASO CITY COUNCIL? IF SO, PLEASE CHECK THE BOX BELOW, ALONG WITH YOUR SIGNATURE AND DATE.)

Applicant Signature

Date



City Alcohol License Process

Dear Customer,

By coming to the city you have begun the process of obtaining an Alcohol License.

This process can take some time and involves more than one trip to the City Office. It is very important to make the third and final trip to the City as this is when you will present your State TABC license to the city to obtain the City Alcohol License. If you do not bring in your TABC license to the City, **it will not be legal to sell alcohol within the City limits.**

Here is a breakdown of why the three trip to the city are required:

- 1) This first trip is to begin the process including the zoning review and inspection.
(Determining if the distance requirements are met and if there is any permits needed for occupancy changes or for construction being done.)
- 2) Second trip is to obtain the City seals of approval on the TABC application. This is after the inspection has passed.
 - a. The City process takes a week, but the final step is the longest due to the State review time.
- 3) Third trip is to present the TABC license and obtain the City license. Even if no City fees are due at this time you must obtain a permit from the City. (Mixed beverage (MB) and Mixed beverage late hours (LB) are exempt from City fees for the first three (3) years.)

After these steps have been completed you are ready to sell alcohol.

Signature

Date

Print Name



Frequently Asked Questions

Here are some of the common questions you may have about the alcohol license process:

Q: How long does the alcohol license process take?

A: The City takes one day to review the zoning of the location, up to five (5) days for the site inspection, then the license can be issued after you receive the State letter of approval.

Q: What fees are owed for the City?

A: The TABC Certification Inspection fee is owed at the time of application submittal, and the licensing fees when the license is issued.

Q: Are there any exceptions?

A: Yes, the Mixed Beverage (MB) and Late Beverage (LB) license fees are not due until the 4th year of the license. These are the **only** two license types that have deferred fees.

Q: Who can I contact for more information about the inspection or City Process?

A: You can contact Sarah Mendoza at (915)212-1507

You may also contact her via email MendozaSA@elpasotexas.gov