



## STEPS TO APPLY FOR A PERMIT TO SELL ALCOHOL FOR OFF- PREMISES CONSUMPTION

1. Obtain and fill out an application for a license from the Texas Alcoholic Beverage Commission (TABC), available at [www.tabc.state.tx.us](http://www.tabc.state.tx.us).
2. Obtain an Application from the City of Irving Planning Department for Zoning Verification Distance. Either from the Planning Department's Website at <https://www.cityofirving.org/DocumentCenter/View/1295/Alcohol-Distance-and-Zoning-Verification-Form-PDF> or pick one up at City of Irving Planning Department on the second floor of Irving City Hall, 825 W. Irving Blvd. between 8:00 a.m. and 5:00 p.m. Monday-Friday.
3. Complete the form with all required information, and submit it to the staff assistant along with your **TABC packet** and your application fee. The City of Irving is required to charge ½ of the State Fees. **TABC packet has to have the Comptroller's signature prior of submission.**
4. The assistant will log in the application, and forward it to the appropriate staff to verify zoning and to conduct a field inspection of the property to ensure compliance with the separation requirements from public and private schools (property line to property line measurement), churches and public hospitals (front door to front door).
5. If the location does not comply with proper zoning or with the separation requirements, the application will be denied, and the applicant will be notified accordingly.
6. If the location complies with proper zoning and the separation requirements, the applicant will be notified accordingly and the applicant will then take the completed and original TABC paperwork to the City Secretary's Office on the fourth floor of the Irving City Hall. The City Secretary will certify the TABC permit application, make appropriate copies for City records, and return the original to the applicant.
7. Submit the TABC permit application to the TABC for further processing.

*If you have any questions about this process, please contact the City of Irving Planning & Community Development Department at (972) 721-2424 or [planning@cityofirving.org](mailto:planning@cityofirving.org)*