



TABC Permit Requirements (On and Off-Premises)		✓
Applicant		
1.	<p><u>Complete the application</u> for a license from the Texas Alcoholic Beverage Commission (TABC)</p> <p>www.tabc.state.tx.us</p>	
2.	<p><u>Complete the Zoning Verification Distance Application</u> from the Planning and Zoning Department</p> <p>https://www.cityofirving.org/DocumentCenter/View/1295/Alcohol-Distance-and-Zoning-Verification-Form-PDF</p>	
Planning and Zoning		
3.	<p><u>Submit</u> the completed Zoning Verification Distance Application along with a copy of the TABC packet</p>	
4.	<p>Receive email with a link to <u>make payment</u> of the permit fee</p> <p>City of Irving charges half of the State Fees or otherwise as permitted by state law.</p> <p>https://www.cityofirving.org/DocumentCenter/View/48567/Steps-to-apply-for-off-premise-alcohol-verification--2021</p>	
5.	<p>Staff visits the site and completes the verification process. May take up to two weeks</p> <p><i>Planning and Zoning and Inspections staff will verify zoning and the distance requirements from public and private schools (property line to property line measurement), churches and public hospitals (front door to front door).</i></p>	
6.	<p>If the location <u>complies</u>, the Assistant Director will sign off on the Zoning Verification Distance Application and the signed document will be returned to the applicant.</p> <p>If the location <u>does not comply</u>, the application will be denied, and the applicant will be notified. The fee will not be refunded if denied.</p>	
City Secretary's Office		
7.	<p><u>Submit</u> the signed Zoning Verification Distance Application along with the Original TABC Documents which includes the <u>Comptroller's Signature</u>. City Secretary will not sign unless the Comptroller has signed.</p>	
8.	<p>Once documents are signed by the City Secretary's Office, applicant will be notified for pick up.</p>	