



## CITY ALCOHOL PERMIT APPLICATION PROCEDURES/INFORMATION

In order to have the City issue a permit and sign off on the TABC application, the applicant must complete a City of Manor Alcoholic Beverage Permit Application and submit an application from the TABC. Establishments shall be located in the correct zoning district for alcohol sales. The City permit is required to be renewed every year or every two years based on the type of permit with TABC.

Once the application has been submitted, it may take up to 1-2 business days for approval, as the Development Services Department and the City Secretary's Department must sign off on the application and process the permit. The City Secretary will contact the applicant when the permit and TABC application forms are ready.

When the state license is received, the applicant must bring the license or temporary receipt to the City Secretary's and pay the City Fee which is one-half of the State Fee.

For additional information or questions, please contact the City Secretary's Office at 512.272.5555.

### Applicant Checklist:

- \_\_\_\_\_ TABC Application Form(s)
- \_\_\_\_\_ City of Manor Alcoholic Beverage Permit Application
- \_\_\_\_\_ City Fees



## Alcoholic Beverage Permit Application

*The completed Texas Alcoholic Beverage Commission (TABC) Application for Retailer Permit or License must be attached to this application.*

Applicant's Name: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Location of Establishment: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

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### FOR CITY USE ONLY

#### Development Services Department Certification Review

- This property is **NOT** located within the city limits of the City of Manor.
- This property is located within the city limits of the City of Manor and the zoning of this property (zoning district: \_\_\_\_\_) allows for the sale of alcoholic beverages and the permits/licenses applied for in the attached application.
- This property is located within the city limits of the City of Manor and the zoning of this property (zoning district: \_\_\_\_\_) does **NOT** allow for the sale of alcoholic beverages and the permit/licenses applied for in the attached application.

\_\_\_\_\_  
Signature of Development Services Coordinator

\_\_\_\_\_  
Date

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#### City Secretary's Office

Application Approved:       Yes       No

\_\_\_\_\_  
Signature of City Secretary

\_\_\_\_\_  
Date

PERMIT FEE PAID \_\_\_\_\_  
 RECEIPT NO. \_\_\_\_\_  
 TIME & DATE \_\_\_\_\_  
 BY \_\_\_\_\_  
 IN PERSON \_\_\_\_\_ MAIL \_\_\_\_\_