



**CITY OF RICHARDSON
ALCOHOLIC BEVERAGE PERMIT INFORMATION**

APPLICATION PROCESS

Alcoholic Beverage Permits are processed through the City Secretary's Office at Richardson City Hall/Civic Center, 411 W. Arapaho Road, Richardson, TX 75080.

Applicants should submit the TABC permit packet and the City permit application to the City Secretary's office. All forms must be complete and notarized as applicable. The business location will be verified for zoning through the Development Services Office and then certified by the City Secretary. City permit fees will be due when the certified TABC packet is picked up by the applicant. The application process takes approximately 3-5 days. No paper permit is issued by the City.

CONTACT:

Patti Tschirhart, Records Management Coordinator
patti.tschirhart@cor.gov 972-744-4294

Aimee Nemer, City Secretary
aimee.nemer@cor.gov 972-744-4290

TABC Arlington Regional Office
817-652-5912 tabc.texas.gov

LICENSE TYPES

The City of Richardson is authorized for the following applicable licenses per Local Option Elections held in 2004 and 2006:

Dallas County

Sale of beer and wine for off-premises consumption only
Sale of mixed beverages by food and beverage certificate holders only (RM with FB)
Sale of distilled spirits for off-premises consumption only –Only certain parts of jurisdiction

Collin County

Sale of beer and wine for off-premises consumption only
Sale of mixed beverages by food and beverage certificate holders only (RM with FB)

MINIMUM DISTANCE & ZONING REQUIREMENTS

1. 300 feet from a religious institution (measured front door to front door)
2. 300 feet from a public hospital (measured front door to front door)
3. 300 feet from a public or private school (measured property line to property line)
4. The sale of beer and wine is limited to specific non-residential zoning districts in Richardson. These zoning districts include the LR-M(1) and LR-M(2) Local Retail Districts, the C-M Commercial Districts and certain PD Planned Development Districts permitting retail and commercial uses.

SPECIAL PERMIT REQUIRED

If the facility will have drive-up, drive-in, or drive-through service, the use is only permitted upon approval of a Special Permit by the Richardson City Council.

If the facility will derive more than 75% of its gross revenue from the sale of beer and/or wine, the use is only permitted upon approval of a Special Permit by the Richardson City Council.

Reference Article XXII-A of the Comprehensive Zoning Ordinance for additional information. Special Permits are processed through the Development Services Office, Richardson City Hall, Room 204. Contact Chris Shacklett, Senior Planner, at 972-744-4249 or chris.shacklett@cor.gov.

CITY ALCOHOL PERMIT FEES (TWO-YEAR FEE)

The City is authorized by Ordinance 4072 (Eff. 10/01/2014) to collect a City Fee for alcohol permits upon the establishment or renewal of the Texas Alcoholic Beverage Commission (TABC) license. City fees are one-half of the state fee and will be collected in accordance with the Texas Alcoholic Beverage Code, Section 11.38. Please see the attached fee schedule for appropriate fees due.



CITY OF RICHARDSON
ALCOHOLIC BEVERAGE PERMIT APPLICATION
 PERMIT # _____

APPLICANT OR APPLICANT'S REPRESENTATIVE: _____

APPLICANT'S PHONE: _____ APPLICANT'S EMAIL: _____

NAME OF ESTABLISHMENT: _____

ALSO KNOWN AS: _____

ADDRESS OF ESTABLISHMENT: _____ RICHARDSON, TX _____
 (INCLUDE SUITE # IF APPLICABLE) ZIP CODE/COUNTY REQUIRED

PLEASE INDICATE:

- ORIGINAL/NEW LICENSE ADD LICENSE TYPE LOCATION CHANGE OWNER CHANGE TEMPORARY

TWO-YEAR ALCOHOL PERMIT FEES
(See back of application for a complete list of city fees)

PERMIT	DESCRIPTION	STATE FEE	CITY FEE	CHECK ALL THAT APPLY
LIQUOR PERMITS				
PE	Beverage Cartage Permit	\$40.00	\$20.00	
B	Brewer's Permit	\$3,000.00	\$1,500.00	
DA	Brewer's Self-Distribution Permit	\$500.00	\$250.00	
CB*	Caterer's Permit	\$1,000.00	\$500.00*	
BP	Brewpub License	\$1,000.00	\$500.00	
MB	Mixed Beverage Permit Original	\$6,000.00	\$0.00	
	1st Renewal	\$4,500.00	\$1,125.00	
	2nd Renewal	\$3,000.00	\$1,500.00	
	3rd and All Subsequent Renewals	\$1,500.00	\$750.00	
RM	Mixed Beverage Permit with FB Original	\$6,000.00	\$0.00	
	1st Renewal	\$4,500.00	\$1,125.00	
	2nd Renewal	\$3,000.00	\$1,500.00	
	3rd and All Subsequent Renewals	\$1,500.00	\$750.00	
LB*	Mixed Beverage Late Hours	\$300.00	\$150.00*	
P	Package Store Permit	\$1,000.00	\$500.00	
PS	Package Store Tasting Permit	\$50.00	\$25.00	
WINE LICENSES				
Q	Wine Only Package Store	\$150.00	\$75.00	
W	Wholesaler's Permit	\$3,750.00	\$1,875.00	
X	General Class B Wholesaler's Permit	\$600.00	\$300.00	
LX	Local Class B Wholesaler's Permit	\$150.00	\$75.00	
G	Winery Permit	\$150.00	\$75.00	
BEER LICENSES				
BP	Brewpub License	\$1,000.00	\$500.00	
BF	Beer Retailer's Off Premise License	\$120.00	\$60.00	
BE	COLLIN COUNTY Beer Retailer's On Premise License	\$300.00	\$150.00	
BE	DALLAS COUNTY Beer Retailer's On Premise License ORIGINAL	\$2,000.00	\$1,000.00	
	DALLAS COUNTY RENEWAL	\$1,500.00	\$750.00	
BL	Retail Dealer's On Premise Late Hours License	\$500.00	\$250.00	
BG	COLLIN COUNTY Wine and Beer Retailer's Permit	\$350.00	\$175.00	
BG	DALLAS COUNTY Wine and Beer Retailer's Permit ORIGINAL	\$2,000.00	\$1,000.00	
	DALLAS COUNTY RENEWAL	\$1,500.00	\$750.00	
BQ	Wine and Beer Retailer's Off Premise Permit	\$120.00	\$60.00	
OFFICE USE ONLY:		TOTAL AMOUNT DUE \$ _____		PAYMENT DEFERRED <input type="checkbox"/>
APPLICANT'S SIGNATURE:			DATE:	
			TOTAL DUE:	

PAGE 2 – FULL LIST OF FEES

City of Richardson Two-Year Fee Chart: Effective 10/01/2014					
Code	Description of Permits/Licenses	TABC	State Fees	CITY FEE	Check Applicable Fees
LIQUOR PERMITS					
PE	Beverage Cartage Permit	Ch 44	\$40	\$20	
J	Bonded Warehouse Permit	Ch 46	\$300	\$150	
JD	Bonded Warehouse Permit (Dry Area)	Ch 46	\$300	\$150	
B	Brewer's Permit	Ch 12	\$3,000	\$1500	
CB*	Caterer's Permit	Ch 31	\$1,000	\$500*	
D	Distiller's & Rectifier's Permit	Ch 14	\$3,000	\$1500	
BP	Brewpub License	Ch 74	\$1,000	\$500	
LP	Local Distributor's Permit	Ch 23	\$200	\$100	
LI	Local Industrial Alcohol Manufacturer's Permit	Ch 47	\$200	\$100	
T	Manufacturer's Agent's Permit	Ch 36	\$20	\$10	
MR	Market Research Packager's Permit	Ch 49	\$200	\$100	
MI	Minibar Permit Original	Ch 51	\$4,000	\$2000	
	1st Renewal		\$3,000	\$1500	
	2nd Renewal		\$2,000	\$1000	
	3rd and All Subsequent Renewals		\$1,500	\$750	
MB	Mixed Beverage Permit Original	Ch 28	\$6,000	\$0	
	1st Renewal		\$4,500	\$1125	
	2nd Renewal		\$3,000	\$1500	
	3rd and All Subsequent Renewals		\$1,500	\$750	
RM	Mixed Beverage Permit with FB Original	Ch 28	\$6,000	\$0	
	1st Renewal		\$4,500	\$1125	
	2nd Renewal		\$3,000	\$1500	
	3rd and All Subsequent Renewals		\$1,500	\$750	
LB*	Mixed Beverage Late Hours	Ch 29	\$300	\$150*	
P	Package Store Permit	Ch 22	\$1,000	\$500	
PS	Package Store Tasting Permit	Ch 52	\$50	\$25	
Q	Wine Only Package Store	Ch 24	\$150	\$75	
WINE LICENSES					
W	Wholesaler's Permit	Ch 19	\$3,750	\$1875	
X	General Class B Wholesaler's Permit	Ch 20	\$600	\$300	
LX	Local Class B Wholesaler's Permit	Ch 21	\$150	\$75	
V	Wine and Beer Retailer's Permit Excursion Boat	Ch 25	\$260	\$130	
Z	Wine Bottler's Permit	Ch 18	\$450	\$225	
G	Winery Permit	Ch 16	\$150	\$75	
GF	Winery Festival Permit	Ch 17	\$100	\$50	
BEER LICENSES					
BC	Branch Distributor's License	Ch 66	\$150	\$75	
BB	General Distributor's License	Ch 64	\$600	\$300	
BI	Importer's License	Ch 67	\$40	\$20	
BD	Local Distributor's License	Ch 65	\$150	\$75	
BA	Manufacturer's License 1st Establishment	Ch 62	\$1,500	\$750	
	2nd Establishment		\$3,000	\$1500	
	3rd, 4th, & 5th Establishment		\$8,550	\$4275	
	Excess of 5 Establishments	Ch 62	\$16,800	\$8400	
MW	Manufacturer's Warehouse License	Ch 62	\$600	\$300	
BP	Brewpub License	Ch 74	\$1,000	\$500	
BF	Beer Retailer's Off Premise License	Ch 71	\$120	\$60	
BE	COLLIN COUNTY Beer Retailer's On Premise License	Ch 69	\$300	\$150	
BE	DALLAS COUNTY Beer Retailer's On Premise License ORIGINAL	Ch 69	\$2,000	\$1000	
	DALLAS COUNTY RENEWAL		\$1,500	\$750	
BL	Retail Dealer's On Premise Late Hours License	Ch 70	\$500	\$250	
BG	COLLIN COUNTY Wine and Beer Retailer's Permit	Ch 25	\$350	\$175	
BG	DALLAS COUNTY Wine and Beer Retailer's Permit ORIGINAL	Ch 25	\$2,000	\$1000	
	DALLAS COUNTY RENEWAL		\$1,500	\$750	
BQ	Wine and Beer Retailer's Off Premise Permit	Ch 26	\$120	\$60	

* The CB and LB permit fees will be collected with the RM Permit Fees