



CITY OF LAREDO

Office of the City Secretary's Office

ALCOHOLIC BEVERAGES PERMIT

1. ALL applicants should contact any Texas Alcoholic Beverage Commission Office for initial information and guidance. Please be advised that TABC applications are composed by different requirements. These requirements are governed by numerous levels of government and/or entities. The City of Laredo, as a municipality, only oversees one part of the application. The County of Webb, the Controller's Office, and TABC oversee other parts of the application. For TABC Contact information please visit:

https://www.tabc.state.tx.us/contact_us/counties/Webb.asp

2. **CITY SECRETARY'S OFFICE:** For formal processing with the City of Laredo, hand deliver a complete original notarized TABC application to the City Secretary's Office, Attention: Karina Elizondo. The City Secretary's Office is located at City Hall, 1110 Houston St., Laredo, Texas. Hours of operation are Monday through Friday, 8:00 am to 5:00 pm. For more information, contact: (956) 791-7308.

You will be required to complete a City of Laredo Alcoholic Beverage Permit form. Once the application is processed and recorded at the City Secretary's Office, it will be emailed to Planning and Zoning for further review and inspection.

3. **PLANNING AND ZONING:** Alejandrina Sanchez will receive and review the application. During this stage of the application, the applicant will be asked to submit property related documents pertaining to ownership and location. The Planner will visit the site for verification on information provided. There are no fees associated with the beer and wine application with the Planning and Zoning Department-- unless a different permit is necessary. In case a different permit is required, the Planner will contact the applicant for next appropriate action. Please email all requested documents to asanchez5@ci.laredo.tx.us or hand deliver them to 1120 San Bernardo St. Laredo, Texas, Attention: Alejandrina Sanchez or contact her directly at (956) 794-1610.



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4. **BUILDING**: The application will be hand delivered to Victor Linares, Building Department Director for next appropriate action. However, if this is a new business, the applicant must personally appear to complete a NEW BUSINESS APPLICATION FORM, provide a floor plan, and pay a processing fee of \$50.00. Fees must be paid at Building Development Services Department at 1120 San Bernardo. Ave. Laredo, TX 78040. It is critical that the applicant reports any changes to this department. For further information, please contact Sonia Maldonado at (956) 794-1625, extension 1631.
5. **HEALTH**: To schedule an inspection, please visit or contact Gilbert Garcia and/or Juan Arellano at 2600 Cedar Ave., Laredo, Texas. They can be reached at (956) 712-6004. New and existing businesses are required to pay a \$75.00 standard fee. New business must apply to a City Food Application, \$100.00. The license can cost approximately \$50.00 to \$560.00.
6. **FIRE**: The Fire Department will not proceed with any inspections unless the Building Department Inspector has approved their own individual inspections. Businesses must be in full compliance with all other required inspections prior to scheduling a Beer and Wine Fire Inspection. In order to schedule a Beer and Wine Fire Inspection, the applicant must pay a \$100.00 fee. This fee must be paid at Building Development Services located at 1120 San Bernardo Ave. Laredo, Texas 78040. Please speak to any Fire Department personnel at this location to start process.
7. **UTILITIES**: WPC Division's personnel will contact the applicant in order to schedule an inspection appointment (please make sure that your contact information is current). This procedure applies to new and existing businesses; there is no cost for the inspection. This process should not exceed 5 business days. If you have any question, please contact Adriana Vela and/or Juan G. Rios at (956) 721-2007.



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8. **TAX:** Once ALL other City Departments have successfully approved your application, the City Secretary's Office will email your TABC application to Sara Flores and/or Liliana Villanueva at the City Tax Office. In order for the Tax Department to approve the application, the office will verify the following:

The applicant must be current on all city related taxes such as property and personal taxes. If it's a new business, please notify the Webb County Appraisal District, 3302 Clark Blvd, Laredo, TX 78043, (956) 718-4091 about your personal property used for operating the business.

If there is an existing alarm system, the alarm system needs to be registered or current with an alarm permit due to a city ordinance. The yearly fee for a non-residential alarm permit is \$60.

The City Tax Office will also charge a fee(s) and issue a liquor permit(s) or license(s) based on the Texas Alcoholic Beverage Commission (TABC) Application. (Please note that each permit(s)/license(s) has different fees. Also, note that there will not be any changes done on the permit(s)/license(s) selected on the original Texas Alcoholic Beverage Commission application, if you wish to make any changes on the permit(s)/license(s) please make the changes with TABC & inform the City Secretary's Office).

The City liquor permit(s) /license(s) will need to be renewed every 2 years with the City Tax Office. The City may cancel or deny a permit for the retail sale or service of alcoholic beverages, including a permit held by the holder of a food and beverage certificate, if it finds that the permit holder or applicant has not paid delinquent ad valorem taxes due on that permitted premises or due from a business operated on that premises to any taxing authority in the county of the premises. Failure to renew on time with the city, may also result your licenses/permits to be suspended by TABC.



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If in the future, if you decided to close or terminate the liquor permit/license. Please advise the Texas Alcoholic Beverage Commission and the City Tax Office to avoid any future charges.

For more detailed information, please contact Sara Flores Tel: (956) 727-6409 or Liliana Villanueva, (956) 727-6421. They are located at City Hall Annex—1102 Bob Bullock Loop, Laredo, Texas 78043.

9. **CITY SECRETARY'S OFFICE:** Once you have complied with all financial requirements set forth by the Tax Department, please bring your ORIGINAL TABC Application along with your permit form signed by the Tax Department to City Secretary's Office for execution. As per ordinance, the applicant must pay \$1.00 per signature.