



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: _____

Type of TABC Permit: _____

Coin operated Amusement Gaming Machines on site: ☐ Yes ☐ No

Contact Number: _____

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 Director Development Services

Date

City Secretary's Office

Application Approved: ☐ Yes ☐ No

Signature of City Secretary

Date

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