

Applying for a License/Permit

June 6, 2022



Licensing Division

Helping Businesses

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Licensing Investigative Analyst



June 6, 2022

TEXAS ALCOHOLIC BEVERAGE COMMISSION

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Overview

- **TABC Knowledge and Resources**
- **AIMS**
- **Claiming business in AIMS**
- **Application process through AIMS**
- **Application Summary samples**
- **Application Certifications required**
- **Information requested and verified by TABC**
- **Paper Forms for TABC permit/license**



TABC Knowledge and Resources

- 5 Regional Offices and 10 Area Offices across the State of Texas with a Licensing presence.
 - Knowledgeable Licensing Investigative Analysts (LIA) help guide and answer questions throughout the entire licensing process.
 - Applicants are welcome to visit our TABC public website to set an in person appointment at their preferred TABC office.



New Online Application System

- Alcohol Industry Management System - AIMS
 - New Application process thru Alcohol Industry Management System (AIMS) Launched in September 2021.
 - www.tabc.texas.gov/aims



Claiming your Business in AIMS

- This step must be completed by a principal party (i.e., officer, director, etc.) of a business entity that holds TABC licenses or permits, or a principal party's designee.
- A principal party or their designee should repeat this step for each of their business entities that hold TABC licenses or permits.
- This step allows the principal party to link their AIMS account with existing business entities and all the TABC licenses and permits associated with those business entities.
- **TABC must approve your Claim Your Business request before you can begin completing actions in AIMS**, such as renewing or managing licenses and permits. Depending on the number of businesses completing this step, **it may take several days for TABC to approve the request**. There is no need to send an additional email or contact TABC during this time as long as you received a confirmation email from AIMS stating that TABC has received your request .
- Once TABC approves your request, you can begin Step 3 if you need to apply for a new license. Otherwise, skip to Step 4: Add Authorized Users, if you want to grant others access to your business entities and associated licenses or permits.



Application Process AIMS

- AIMS allows applicants and permittees to have access to TABC 24/7, 365 days a year
- Applicants must create an AIMS account to have access
- All data is entered into our system; AIMS
- At the end of application process, they will be able to download the application summary for their primary permit; which will include the city, county, comptrollers, and publisher's affidavit certifications.
- If they wish to apply for a late hours or other subordinates, the applicant must initiate a separate transaction, and too will be able to download its own application summary
- They will have to upload all signature pages into AIMS and provide payment



Application Process

- Completed application
- Average processing time for any TABC application is 30-35 days
- Application is assigned to a Licensing Investigative Analyst (LIA)
 - Main point of contact for your application
- Missing information
 - Applicant is sent a Request for Information (RFI) through their AIMS account which they can answer at any time
- Approval of applications
 - Once all information has been thoroughly analyzed and investigated and all regulatory requirements have been satisfied, the application is approved.



Licensing Application Summary

Licensing Application Summary

You must review your application and confirm that the information displayed here is correct. Select **Review and Confirm** to continue and make the payment. If the information is not correct, select **Next** to return to the application, edit the data as needed and finalize the submission. If you need to store the application packet for your records, select **Download**.

Application ID: 101052
Applicant Name: Moonlight Adobe Hall LLC
License Type applied for: Wine and Malt Beverage Retailer's On-Premise Permit (BG)

Entity Information

Business Structure: Limited liability company
FEIN/SSN Number: [REDACTED]
Member Managed or Manager Managed: Member Managed
Historically Underutilized Business: No
Veteran-owned business: No
Fraternal Owned: No



Licensing Application Summary



TEXAS ALCOHOLIC
BEVERAGE COMMISSION
Equal Rights Protection & Promoting Commission

CERTIFICATE OF CITY SECRETARY FOR: (MB, BG & BE)

Section 11.37 & 61.37

Not later than the 30th day after the date a prospective applicant for a license or permit requests certification, the city secretary or clerk shall certify whether the location or address given in the request is in a wet area and whether the sale of alcoholic beverages for which the license or permit is sought is prohibited by ordinance.

I hereby certify on this _____ day of _____, _____, that the location for which the license/permit is sought is inside the boundaries of this city or town, in a "wet" area for such license/permit, and not prohibited by charter or ordinance in reference to the sale of such alcoholic beverages.

- MB** Mixed Beverage Permit
- MB/FB (RM)** Mixed Beverage Restaurant Permit with Food and Beverage Certificate (MB must also hold a Food and Beverage Certificate)
- BG/FB** Wine and Beer Retailer's Permit with Food and Beverage Certificate (BG must also hold a Food and Beverage Certificate)
- BG** Wine and Beer Retailer's Permit - Election for given location was held for:
 - legal sale of beer/wine (17%) on-premise **AFTER** Sept. 1, 1999
 - legal sale of beer/wine (14%) on-premise **BEFORE** Sept. 1, 1999
- BE** Beer Retail Dealer's On-Premise License

OR

I hereby refuse on this _____ day of _____, 20____ to certify this location.

SIGN HERE

City Secretary/Clerk

_____, TEXAS
City

SEAL



Verification of Application Fees

Secretary of State status verification

Franchise, concession, management agreements

Food & Beverage Certificates (FB)

Signage Requirements
60-day sign

Owner of property and lease agreements

Sales data verifications

Type of Application/Business

Applicant disclosures

Background checks

Bond Requirement:
Conduct Surety
Performance Fee Interest

Certifications
- City
- County
- Comptroller

- Granted
- Refused
- Denied

Information requested thru AIMS and verified by the LIA throughout application process

Tied House

Location Inspection assignment

Location address wet/dry

Management reviews

Entity Structure
- Complexity

Diagram Authority & Requirements

Extra Look Factor (ELF) –
Status -
Human Trafficking

- Individuals
- Entity/Corporation
- Location address

Loan documentation verification

Prohibited Interest

Liability to the State, County & City

Protests

Pre-Licensing Assessment Tab (PLAT)

Prior Cancellations
-Individual
-Entity/Corporation
- location, violation

Previously Permitted

Notices to schools, residents and publications

Comptroller status verification

Notices to officials and governmental entities



Paper Applications Forms

- L-IA (initial application)
- L-CERT (required certifications)
- L-OP (L-SL if applicable) (owner of property)
- L-LLC, L-C, L-P (entity structure pages)
- L-PHS (personal history sheet)



Paper Applications Forms

While using AIMS is the fastest and preferred way to apply for a license or permit, TABC also accepts applications by mail. However, processing time for a paper applications **will be significantly longer than submitting through AIMS.**



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