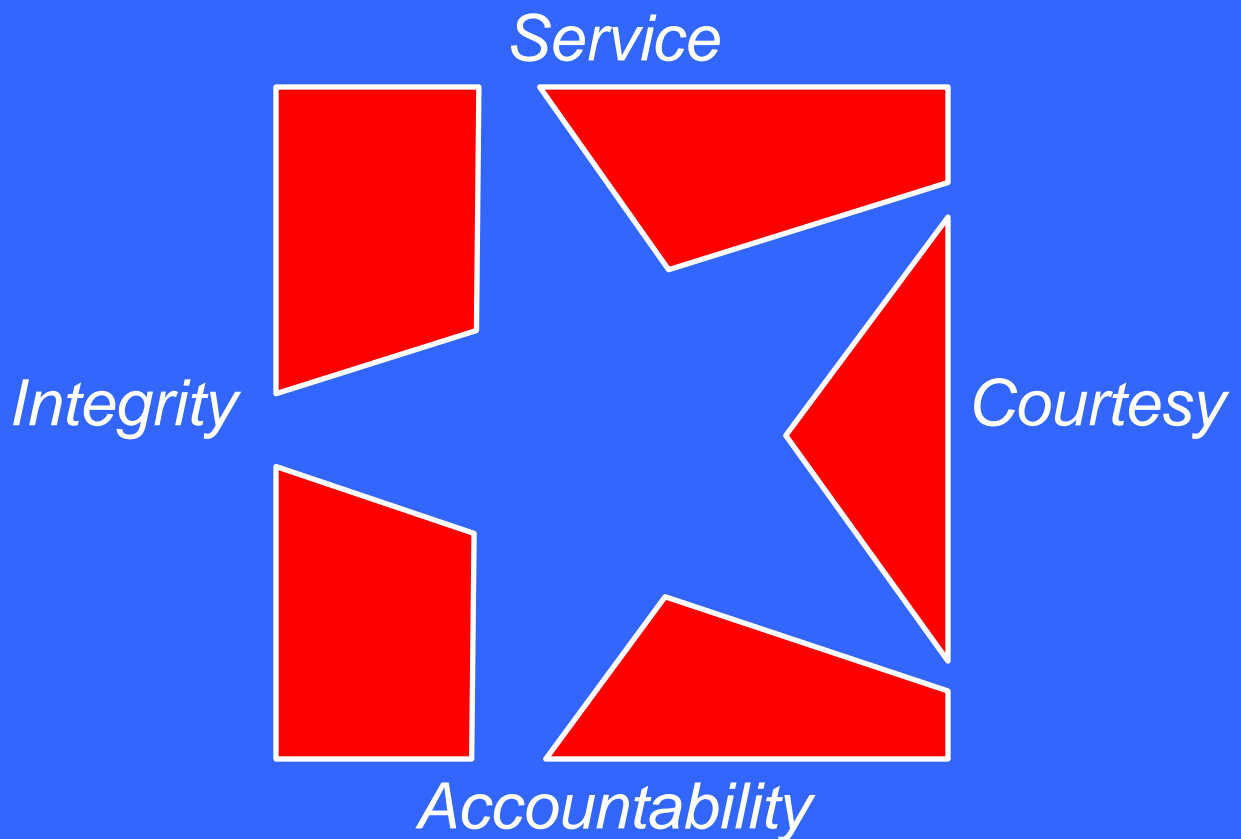


# TEXAS ALCOHOLIC BEVERAGE COMMISSION

## APPLICATION GUIDE FOR WHOLESALERS, DISTRIBUTORS AND MANUFACTURERS





Dear Applicant,

The Application Guide for Wholesalers, Distributors and Manufacturers, was designed to offer general information and to assist you through the application process for an alcoholic beverage license or permit.

Use this guide for clarification on any questions you may have or call your local TABC office for assistance. Visit our website at [www.tabc.state.tx.us](http://www.tabc.state.tx.us) for valuable information and as an additional resource.

Along with your license or permit you will receive a customer service satisfaction survey. We value your comments and rely on your suggestions to improve the application process.

Together, we seek a safe and responsible Texas.

Amy Harrison,  
Director, Licensing Division

*Please note this guide is subject to change.*  
**Contact your local TABC office for the most current information.**

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# GUIDELINES FOR WHOLESALERS, DISTRIBUTORS AND MANUFACTURERS – OVERVIEW

## GENERAL COMPLETION INFORMATION

- **Obtain the appropriate application packet(s)** from your local TABC office or online at [www.tabc.state.tx.us](http://www.tabc.state.tx.us).
- **Carefully read all instructions before completing the forms.**
  - Type or print in black or blue ink.
  - Enter “N/A” for questions that do not apply.
- **Applications must be signed *before* a notary public.**
  - Signatures must be original.
  - Signatures and dates are not valid after 90 days of notary date.
- **You may be asked to provide additional information** or documents to support your application.
- **If you have any questions**, contact your local TABC office or visit our web site at [www.tabc.state.tx.us](http://www.tabc.state.tx.us).

**Note:** Allow 45-60 days for application processing.

## ACTIVE LICENSES/PERMITS AT YOUR PROPOSED LOCATION

**If there is an active license/permit at your proposed location**, the licensee/permittee may remain operational while your application is processed by:

- personally submitting the license/permit to your local TABC office and maintaining responsibility of the licensed location.

**Note:** You, the applicant, may *not* operate using another person’s license/permit.

## INTERVIEWS WITH TABC STAFF

Your local TABC staff holds interviews for new applicants and others requesting education. These interviews are to obtain information on your application as well as explain the responsibilities associated with the license/permit and answer your questions. You will obtain literature as well as required signs during your interview. Please allow approximately one hour for these interviews.

- The following people should come to the interview:
  - the applicant (if applicant is not going to conduct the day-to-day business operations, the manager of the proposed premises should also come);
  - the general partner or managing partner of the partnership or limited partnership;
  - an officer (preferably the president) of the corporation or manager of the limited liability company;
  - a venturer of the joint venture;
  - a trustee of the trust.
- The local TABC will contact you to schedule your interview to discuss your application and responsibilities.

## **FEES AND SURCHARGES**

Please refer to Exhibit I for fees and surcharges associated with your license/permit. Once your license/permit is issued, no fees or surcharges will be refunded or prorated.

## **COUNTY JUDGE HEARING**

Upon the completion and review of your application packets, applicants for Distributor and Manufacturer permits will be required to appear before the County Judge for a hearing. TABC staff will acknowledge the review of your application to the judge for hearing and assist with this process. Please refer to TABC Code, Section 61, and TABC rules 33.13 and 37.4.

## **TABC HEADQUARTERS PROCESSING**

Your application will be forwarded to TABC Austin headquarters for final processing. Your local TABC office will remain as your primary contact for continued communication until final action is taken on your application.

## **LICENSE/PERMIT ISSUED**

A license/permit holder is responsible for **updating all records and information** contained in their application. If any license/permit holder has changes in any information contained in the last filed application, please contact your local TABC office for reporting procedures.

## **SPECIAL TAX COLLECTED**

The National Revenue Center collects occupational taxes from state retailers and wholesalers.

**If you sell or handle any type of alcoholic beverages**, you must pay an annual special occupational tax for each location where you are selling/handling alcoholic beverages.

**For detailed information and taxpayer assistance**, contact the National Revenue Center (NRC) at:

Alcohol and Tobacco Tax and Trade Bureau (TTB)  
National Revenue Center  
50 Main Street  
Cincinnati, OH 45202  
513-684-2979 or 1-800-937-8864  
Web site - [www.ttb.gov](http://www.ttb.gov)  
E-Mail - [ttbtaxstamp@ttb.treas.gov](mailto:ttbtaxstamp@ttb.treas.gov)

**GUIDELINES FOR  
WHOLESALE'S, DISTRIBUTOR'S AND MANUFACTURER'S  
PREQUALIFICATION PACKET**



## **GUIDELINES FOR WHOLESALER'S, DISTRIBUTOR'S AND MANUFACTURER'S PREQUALIFICATION PACKET (FORM L-W 1/2009)**

### **General Instructions:**

- Type or print in black or blue ink.
- Enter "N/A" for questions that do not apply.

### **LOCATION INFORMATION**

#### **TYPE OF WHOLESALER/DISTRIBUTOR/MANUFACTURER LICENSE/PERMIT:**

- Check the box to indicate the license/permit for which you are applying. For more information on "License and Permit Descriptions" see Exhibit II.

**NOTE:** Before beginning your application process, we suggest you check with your city/county to ensure your location is wet for the license/permit you are seeking.

#### **TRADE NAME**

- Trade name should indicate the name of your business at this location.

#### **LOCATION ADDRESS**

- Enter the physical address of the location, including city, county, state and nine-digit ZIP Code.

#### **MAILING ADDRESS, PHONE NUMBERS AND E-MAIL ADDRESS**

- Enter mailing address, including city, state, and nine-digit ZIP Code.
  - Your mailing address **may not** be the address of a licensing or bookkeeping service.
- Enter your primary business phone number, including area code.
- Enter an alternate phone number, including area code. The alternate number may be a second business, home, or cell phone number but **may not** be a licensing or bookkeeping service phone number.
- Enter your current e-mail address.
- **If your mailing address, phone numbers or e-mail address change(s)** after you submit your application, send written notice to TABC Headquarters in Austin. It is imperative that you keep this information current, as this will be the information used for all correspondence on your license/permit application.



## OWNER INFORMATION

### TYPE OF OWNER

- Check the box to indicate your type of ownership. Owner refers to the type of entity that will hold the license/permit.
  - If you check the box labeled “Other,” describe the type of owner for the business,

### OWNER OF BUSINESS/APPLICANT

- For “Owner of Business/Applicant,” enter the name of the owner/applicant of the business. If the business owner name is registered with the Secretary of State, use the same name.
- Certain individual positions with the entity are required to be listed. See chart below to determine which individuals with the business entity must be disclosed.

**Note:** These same individuals with titles will be in your publication. For further information, see the Publisher’s Affidavit section on page 11.

If the applicant is a (an):	then list:
individual	<ul style="list-style-type: none"> <li>• the individual owner of the business</li> </ul>
partnership	<ul style="list-style-type: none"> <li>• all partners of the business</li> </ul>
limited partnership	<ul style="list-style-type: none"> <li>• all general partners of the business</li> </ul>
corporation	<ul style="list-style-type: none"> <li>• all officers of the business</li> </ul>
limited liability company	<ul style="list-style-type: none"> <li>• each officer, manager, member as stipulated by your LLC articles</li> </ul>
joint venture	<ul style="list-style-type: none"> <li>• all venturers</li> </ul>
trust	<ul style="list-style-type: none"> <li>• all trustees of the trust</li> </ul>

- Attach **Ownership Information for Continued for Prequalification Packet Form L-OIC** if additional pages are needed.

## MEASUREMENT INFORMATION



This section requests information on the distance from your proposed location premise to:

- churches
- public hospitals
- private/public schools

Local ordinances may prohibit you from locating near one of these facilities.

- Check the box to indicate if your business is located **within 300 feet of a church or public hospital.**
- Check the box to indicate if your business is located within **300 feet of any private or public school.**

Measurement details are located with each question on the application.

## PUBLIC STORAGE PERMIT (K) OR WINERY STORAGE PERMIT (GS)

The public storage facility for a Public Storage Permit (K) must be located in the same county as your primary licensed premises for Brewer's (B), Distiller's and Rectifier's (D), Winery (G), Local Class B Wholesaler's (LX), Wholesaler's (W), General Class B Wholesaler's (X), or Wine Bottler's (Z) permits. You must use a warehouse with a Bonded Warehouse Permit (J) to store your liquor/wine in a public storage facility that is located in a wet area.

The public storage facility for the Winery Storage Permit (GS) must be located in the same county as your Winery Permit (G). You must use a warehouse permitted for a Bonded Warehouse Permit-Dry Area (JD) to store your wine in a public storage facility that is located in a dry area.

### NAME OF STORAGE FACILITY

- Enter the name of the Public or Winery Storage facility used for storage.

### PERMIT NUMBER FOR BONDED WAREHOUSES

- If you plan to store liquor in a permitted Bonded Warehouse (J), then:
  - Enter the TABC permit number in the left-hand box.
- If you plan to store wine in a permitted Bonded Warehouse-Dry Area (JD), then:
  - Enter the TABC permit number in the right-hand box.

## LOCATION ADDRESS

- Enter the physical address of the location, including city, county, state and nine-digit ZIP Code.

## PRIVATE STORAGE PERMIT (L) OR MANUFACTURER'S WAREHOUSE LICENSE (MW)

The private storage facility for a Private Storage Permit (L) must be located in the same county as your primary licensed premises for Brewer's (B), Distiller's and Rectifier's (D), Winery (G), Local Class B Wholesaler's (LX), Wholesaler's (W), General Class B Wholesaler's (X), or Wine Bottler's (Z) permits. You must **own or operate** the premises of the Private Storage Permit (L).

The applicant for a Manufacturer's Warehouse License (MW):

- must currently hold a Manufacturer's License that operated under TABC Code, sections 62.12 and 203.08 as of January 1, 1993.

For the address/location of the Private Storage Permit (L) or Manufacturer's Warehouse License (MW), indicate the owner(s) of the property/building on **Owner of Property Form L-OPW**.

## LOCATION ADDRESS

- Check the box to indicate if you are applying for:
  - Private Storage Permit (L), or
  - Manufacturer's Warehouse License (MW).
- Enter the physical address of the location, including city, county, state and nine-digit ZIP Code.

## MANUFACTURER'S LICENSE NO.

- Enter the Manufacturer's License number with the original issue date.

## WARNING AND SIGNATURE

### WARNING

Each licensee or permittee shall have exclusive occupancy and control of the entire licensed location with respect to sale of alcoholic beverages. Any arrangement that surrenders such control of the employees, premises or business, including profits and losses, to persons other than the licensee or permittee is unlawful.

Texas Alcoholic Beverage Code, Section 101.69, states "... a person who makes a false statement or false representation in an application for a permit or license or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the penitentiary for not less than 2 nor more than 10 years."

### SIGNATURE

**The applicant *must* sign the application.** Signatures must be original.

<b>If the applicant is a (an):</b>	<b>then a (an):</b>
individual	• individual owner must sign
partnership	• general partner must sign
limited partnership	• general partner must sign
corporation	• officer must sign
limited liability company	• manager or officer must sign
joint venture	• venturer must sign
trust	• trustee must sign

Signatures and dates are not valid after 90 days of notary date.

All applications must be signed *before* a notary public.

### **CERTIFICATE OF CITY SECRETARY (FOR W, X, LX, B, D, Z, G, J, BB, BD, BC, BI & BA)**

Your local TABC office will assist you in obtaining certifications from the city, county, and comptroller's offices by providing address and contact information.

With this certification, the city secretary acknowledges:

- the location is in the city limits,
- the location is in a wet area for the license/permit you are seeking, excluding wineries, and
- a city charter or ordinance does not prohibit the sale of alcoholic beverages for the license/permit sought.

Certifications must not be more than 90 days old.

**If location cannot be certified** because it is in violation of city charter/ordinance, you may:

- cease the application process, no longer seeking license /permit OR
- continue to obtain your certifications understanding that you may request a hearing to be conducted by your County Judge or Office of Administrative Hearing to challenge the certification prohibiting the issuance of your license/permit.

### **CERTIFICATE OF CITY SECRETARY (FOR L, K, MW & SL) Address for Storage Permits and Manufacturer's Warehouse License**

Your local TABC office will assist you in obtaining certifications from the city, county, and comptroller's offices by providing address and contact information.

With this certification, the city secretary acknowledges:

- the location is in the city limits,
- the location is in a wet area for the license/permit you are seeking, and
- a city charter or ordinance does not prohibit the sale of alcoholic beverages for the license/permit sought.

Certifications must not be more than 90 days old.

### **CERTIFICATE OF COUNTY CLERK (FOR W, X, LX, B, D, Z, G, J, BB, BD, BC, BI & BA)**

With this certification, the County Clerk acknowledges:

- the location is in a wet area for the license/permit you are seeking, and
- a Commissioner's Court order does not prohibit the sale of alcoholic beverages for the license/permit sought.

Certifications must not be more than 90 days old.

## **CERTIFICATE OF COUNTY CLERK (FOR L, K, MW & SL) Address for Storage Permits and Manufacturer's Warehouse License**

With this certification, the county clerk acknowledges:

- the location is in a wet area for the license/permit you are seeking,
- a Commissioner's Court order does not prohibit the sale of alcoholic beverages for the license/permit sought.

Certifications must not be more than 90 days old.

## **COMPTROLLER OF PUBLIC ACCOUNTS CERTIFICATE FOR WINERY (G) APPLICANTS ONLY**

**The Comptroller of Public Accounts must** certify that the Winery applicant:

- holds a valid sales tax permit, and
- is not indebted to the State of Texas.

Certifications must not be more than 90 days old.

## **PUBLISHER'S AFFIDAVIT (FOR W, X, LX, B, D, Z & G)**

Applicants for Wholesaler's (W), General Class B Wholesaler's (X), Local Class B Wholesaler's (LX), Brewer's (B), Distiller's and Rectifier's (D), Wine Bottler's (Z) and Winery (G) permits *must* publish a notice of their application for a permit:

- in two consecutive issues of a qualified general circulation newspaper published in the city or town where the place of business is located.

### **Qualified Newspaper.**

A qualified newspaper is:

- either a daily or weekly newspaper of general circulation published in the city or town where applicant's place of business is located.

If no newspaper is published within the city/town, then:

- use a newspaper published in the county.

If neither is available:

- use a newspaper published in the nearest adjacent county and circulated in the county of the applicant's place of business.

Attach a clipping of this printed notice with the publisher's affidavit.

The publication of your application for all beer licenses and wine and beer permits will be handled through your County Clerk’s office. Contact the County Clerk’s office for more information.

**Newspaper Notice.**

Your newspaper notice must:

- be printed in 10-point boldface type;
- state the type of permit to be applied for, including late hours permit(s);
- state the name of the owner or type of entity that will hold the license/permit;
- state the trade name
- state exact location including suite numbers and/or building numbers of the business for which the permit is sought
- state the names of each officer/partner of the business with respective titles.

**Note:** All information in your publication must match the information on your prequalification packet.

<b>If you are or will be operating as a (an):</b>	<b>then, include in the notice:</b>
individual	<ul style="list-style-type: none"> <li>• individual owner’s name</li> </ul>
partnership	<ul style="list-style-type: none"> <li>• name of all partners</li> </ul>
limited partnership	<ul style="list-style-type: none"> <li>• name of limited partnership</li> <li>• name of all general partners (if general partner is a corporation, name all officers)</li> </ul>
corporation	<ul style="list-style-type: none"> <li>• corporate name</li> <li>• name and title of all officers</li> </ul>
limited liability company	<ul style="list-style-type: none"> <li>• name of limited liability company</li> <li>• name and title of all officers and managers</li> </ul>
joint venture	<ul style="list-style-type: none"> <li>• name of all venturers</li> </ul>
trust	<ul style="list-style-type: none"> <li>• name of all trustees</li> </ul>

*Example:*

LEGAL NOTICE

Application has been made with the Texas Alcoholic Beverage Commission for a [INSERT TYPE OF LICENSE/PERMIT] by [NAME OF APPLICANT] dba [TRADE NAME], to be located at [ADDRESS], [CITY], [COUNTY], Texas. Officers of said corporation [OR OWNERS OR PARTNERS] are [LIST NAME AND TITLE OF ALL APPLICABLE].

## **GUIDELINES FOR OWNERSHIP INFORMATION CONTINUED FOR PREQUALIFICATION PACKET (FORM L-OIC 1/2009)**

### **USE THIS FORM:**

- to list more than three individuals to be disclosed as required under the **Wholesaler's, Distributor's, and Manufacturer's Prequalification Packet** "Owner Information" section;
- to list all individuals as necessary for your type of entity.
- to include with your prequalification packet.

### **GENERAL INSTRUCTIONS:**

- **Type or print in black or blue ink.**
- **Enter "N/A" for questions that do not apply.**

### **LOCATION INFORMATION**

#### **TRADE NAME**

- Trade name should indicate the name of your business at this location.

#### **LOCATION ADDRESS**

- Enter the physical address of the location, including city, county, state and nine-digit ZIP Code.



## OWNER INFORMATION

Certain individual positions with the entity are required to be listed. Please refer to the chart below to determine which individuals with the business entity must be disclosed.

**Note:** These same individuals with titles will be in your publication. For further information, see the Publisher’s Affidavit section on page 11.

<b>If the applicant is a (an):</b>	<b>then list:</b>
individual	<ul style="list-style-type: none"> <li>the individual owner of the business</li> </ul>
partnership	<ul style="list-style-type: none"> <li>all partners of the business</li> </ul>
limited partnership	<ul style="list-style-type: none"> <li>all general partners of the business</li> </ul>
corporation	<ul style="list-style-type: none"> <li>all officers of the business</li> </ul>
limited liability company	<ul style="list-style-type: none"> <li>each officer, manager, member as stipulated by your LLC articles</li> </ul>
joint venture	<ul style="list-style-type: none"> <li>all venturers</li> </ul>
trust	<ul style="list-style-type: none"> <li>all trustees of the trust</li> </ul>

- Enter all the names of the individuals for your type of entity and their respective titles.

## LOCATION PACKET GUIDELINES FOR WHOLESALEERS, DISTRIBUTORS AND MANUFACTURERS



## **GUIDELINES FOR LOCATION PACKET FOR WHOLESALERS DISTRIBUTORS AND MANUFACTURERS (FORM L-LW 1/2009)**

### **General Instructions:**

- Type or print in black or blue ink.
- Enter “N/A” for questions that do not apply.

### **LOCATION INFORMATION**

#### **TRADE NAME**

- Trade name should indicate the name of your business at this location.

#### **LOCATION ADDRESS**

- Enter the physical address of the location, including city, county, state and nine-digit ZIP Code.

#### **BUSINESS ENTITY NAME/APPLICANT**

- Enter the name of the owner of the business or the name of the applicant for the business.
  - If the business owner name is registered with the Secretary of State, use the same name.
  - This should match your prequalification packet.

#### **FEDERAL EMPLOYER IDENTIFICATION NO. (FEIN)**

- Enter the FEIN that was assigned to you by the IRS.
  - If you are a sole owner, enter your Social Security number.

### **INITIAL INFORMATION**

This section requests information on current or active licenses/permits with TABC. This will determine necessary information to be given to the TABC office.

- Check the box to indicate if you have a **current and active** TABC license/permit with the FEIN entered above.
  - If “Yes,” enter the license/permit number of the last license/permit issued (the license/permit number will have six digits).
  - If “No,” you must also complete the **Business Packet Form L-B** (see page 31).

If you hold a current license/permit:

- Check the box to indicate if there has been any change in ownership.
  - If “Yes,” you must complete the **Business Packet for Reporting Changes L-BRC**.

## **OWNERSHIP/LEASE/SUBLEASE/MANAGEMENT AND LOCATION INFORMATION**

This section requests information on the property ownership of the location, and any agreements involved in operating the location, including lease, sublease, and management agreements.

- Check the box to indicate if you own the land and building at the proposed licensed location.
  - If “No,” then:
    - complete **Owner of Property Form L-OP**.
- If you have a lease for this location, enter:
  - expiration date,
  - monthly rental amount, and
  - other fees and payments to landlord.
- Check the box to indicate if for this location you are:
  - 1) operating under a sublease, or
  - 2) operating under a management agreement that contains terms for services or management beyond property rental.
  - If “Yes,” then:
    - complete **Sublessor Form L-SL**,
    - enter expiration date,
    - enter monthly fee and/or any other fees.
  - If the sublessor differs from the management company, then:
    - complete **Sublessor Form L-SL**, and
    - enter the name of the management company as the sublessor name.
- Check the box to indicate if the license/permit will embrace the building and grounds at the address shown.
  - If “No,” then:
    - Submit a diagram showing/labeling:
      - the portion of the parts of the location that the license/permit will cover,
      - all entrances, and
      - the type of business(es) operating in the adjoining premises.
    - Your local TABC office will assist you with this form at the time of inspection.

## FINANCE INFORMATION

This section requires financial details of your business location.

- Enter the amount of total investment from all sources for this location.
  - Be prepared to provide copies of all financial documents.

Points to keep in mind as you complete the finance information:

If funds are received from a(an):	Then:
individual	<ul style="list-style-type: none"> <li>• list the name, Social Security number (SSN), driver's license number, date of birth, loan amount, and loan terms.</li> </ul>
corporation	<ul style="list-style-type: none"> <li>• list the corporation name, Federal Employer Identification Number (FEIN), loan amount, loan terms, and</li> <li>• list each of the officers of the corporation for this loan, including name, SSN, driver's license number, and date of birth.</li> </ul>
partnership	<ul style="list-style-type: none"> <li>• list the partnership, FEIN, loan amount, loan terms, and</li> <li>• list each of the partners for this loan, including name, SSN, driver's license number, and date of birth.</li> </ul>
bank or lending institution	<ul style="list-style-type: none"> <li>• enter the lender name, loan amount, and loan terms</li> </ul>
small business association	<ul style="list-style-type: none"> <li>• enter the lender name, loan amount, and loan terms.</li> </ul>

You will be required to submit a copy of your loan agreement as well as other possible supporting documents concerning your relationship with funders, and the source and location of each fund.

## BONDED WAREHOUSE PERMIT (WET AND DRY)

This section requests information on the contents other than beer/liquor/wine and gross revenue of the warehouse storage facility.

- Enter goods and commodities other than beer/liquor/wine that will be stored in this warehouse facility.
- Check the box to indicate if at least 50% of the gross revenue for this storage facility is from all goods and merchandise other than beer/liquor/wine is stored in this facility.
- Check the box to indicate if this warehouse will be located in a wet or dry area.

## MANUFACTURERS

This section requests information on brewing and packaging beer in Texas.

- Check box to indicate if you will be engaged in the business of brewing and packaging beer in Texas:
  - within the three-year period covered by its original license, and
  - two successive renewals in quantities to qualify as a bona fide brewing manufacturer.
    - If “No,” then:
      - Your County Judge may not approve this application. Please refer to TABC Code, Section Sec. 62.03.

## WHOLESALEERS

This section requests information on the sale of ale or malt liquor.

- Check box to indicate if you intend to sell ale or malt liquor.
  - If “Yes,” then:
    - You must submit a territorial agreement from the **actual manufacturer** of the product.

## DISTRIBUTORS

This section requests information on adequate building, storage facilities, employees, delivery vehicles and rolling stock in order to provide the needed services for the retailer’s in your assigned territory.

- Check the box to indicate if you will be able to adequately provide the above services to all retailers in your assigned territory:
  - If “Yes,” and you are applying for a General Distributor’s License, Local Distributor’s License or Branch Distributor’s License, then:
    - You must submit a territorial agreement from the **actual manufacturer** of each beer product you are handling.

## WINERIES

This section requests information on Federal Winemaker’s and Blender’s Basic Permit issued by the Alcohol and Tobacco Tax and Trade Bureau (TTB).

- Check the box to indicate if you hold or have applied for a Federal Winemaker’s and Blender’s Basic Permit issued by the TTB:
  - If “Yes,” then:
    - attach a copy of the Federal Winemaker’s and Blender’s Basic Permit.

Be advised that a copy of this permit must be presented before issuance.

## WARNING AND SIGNATURE

### WARNING

Each licensee or permittee shall have exclusive occupancy and control of the entire licensed location with respect to sale of alcoholic beverages. Any arrangement that surrenders such control of the employees, premises or business, including profits and losses, to person other than the licensee or permittee is unlawful.

Texas Alcoholic Beverage Code, Section 101.69, states “. . . a person who makes a false statement or false representation in an application for a permit or license or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the penitentiary for not less than 2 nor more than 10 years.”

### SIGNATURE

**The applicant *must* sign the application.** Signatures must be original.

<b>If the applicant is a (an):</b>	<b>then a (an):</b>
individual	• individual owner must sign
partnership	• general partner must sign
limited partnership	• general partner must sign
corporation	• officer must sign
limited liability company	• manager or officer must sign
joint venture	• venturer must sign
trust	• trustee must sign

Signatures and dates are not valid after 90 days of notary date.

All applications must be signed *before* a notary public.

**GUIDELINES FOR  
OWNER OF PROPERTY FOR WHOLESALER'S,  
DISTRIBUTOR'S AND MANUFACTURER'S FORM**





## **GUIDELINES FOR OWNER OF PROPERTY FOR WHOLESALE'S, DISTRIBUTOR'S AND MANUFACTURER'S (FORM L-OPW 1/2009)**

### **USE THIS FORM:**

- to list information about the owner(s) of the land and/or building.
- if the land and the building are owned by different owners or entities,
  - complete a separate **Owner of Property Form L-OPW** for each owner or entity

### **General Instructions:**

- **Type or print in black or blue ink.**
- **Enter "N/A" for questions that do not apply.**

### **TRADE NAME**

- Trade name should indicate the name of your business at this location.

### **TYPE OF PROPERTY OWNED**

- Check the box to indicate if the owner for the proposed location premises is:
  - owner of land and building
  - owner of land, or
  - owner of building.

### **BUSINESS ENTITY NAME**

- Enter the property owner's name. If the name is registered with the Secretary of State, use the same name. If you are a sole owner, proceed to the next section.

### **FEDERAL EMPLOYER IDENTIFICATION NO.**

Enter the property owner's Federal Employer Identification No. (FEIN) that was assigned by the IRS. If you are a sole owner, proceed to the next section.

### **STORAGE PERMIT OR MANUFACTURER'S WAREHOUSE LICENSE USE**

- Check the box if the information entered is for the owner of the land and building used for a Storage Permit or Manufacturer's Warehouse License.
  - if the address differs, complete an additional **Owner of Property for Wholesaler's, Distributor's and Manufacturer's Form L-OPW**.

## **OWNER PERSONAL INFORMATION**

- Enter the name(s) of the owner(s) of the property and their personal information, including:
  - Social Security number,
  - driver's license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth, and
  - title/owner
  
- Provide information for:
  - owner,
  - officers/managers (for a corporation/limited liability company owner), and
  - general partners (for a partnership or limited partnership owner).

# GUIDELINES FOR SUBLESSOR FORM



## **GUIDELINES FOR *SUBLESSOR* (FORM L-SL 1/2009)**

### **USE THIS FORM:**

- to provide information about the sublessor(s) of the proposed location premises
- if you have an agreement with a management company, and this company differs from the lessor or sublessor
- to provide name, address, and other required information of the management company officers

### **GENERAL INSTRUCTIONS:**

- **Type or print in black or blue ink.**
- **Enter “N/A” for questions that do not apply.**

### **TRADE NAME**

- Trade name should indicate the name of your business at this location.

### **TYPE OF AGREEMENT**

- Check the box to indicate which type of agreement you are operating under:
  - sublessor, or
  - management company of permittee.

### **ENTITY NAME**

- Enter the name of the sublessor/management company. If the name is registered with the Secretary of State, use the same name. If you are a sole owner, proceed to the next section.

### **FEDERAL EMPLOYER IDENTIFICATION NO.**

- Enter the sublessor/management company’s FEIN assigned by the IRS. If you are a sole owner, proceed to the next section.

## **SUBLESSOR PERSONAL INFORMATION**

- Enter the name(s) of the sublessor(s)/management company and their personal information, including:
  - Social Security number,
  - driver's license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth,
  - full legal name of individual/partner/officer (last, first and middle), and
  - title/owner.
  
- Provide information for:
  - owner,
  - officers/managers (for a corporation/limited liability company owner), and
  - general partners (for a partnership or limited partnership owner).

**GUIDELINES FOR  
PRIVATE CARRIER'S PERMIT  
AND  
IMPORTER'S CARRIER'S LICENSE**



## **GUIDELINES FOR PRIVATE CARRIER'S PERMIT AND IMPORTER CARRIER'S LICENSE (FORM L-O 4/2009)**

### **USE THIS FORM:**

- if you are applying for a Private Carrier's Permit (O) to transport alcoholic beverages or an Importer Carrier's License (BJ) to transport beer;
- to list owned or leased vehicles used in connection with the permit.

### **GENERAL INSTRUCTIONS:**

- **Type or print in black or blue ink.**
- **Enter "N/A" for questions that do not apply.**

### **INSURANCE & FEDERAL & STATE REGULATION**

- Check the box to indicate if each vehicle listed and used for the Private Carrier's Permit covers a minimum of \$500,000 (combined single limit) in liability insurance for personal/property damage from a licensed and authorized insurance company in Texas:
  - If "Yes," and each vehicle weighs 26,000 pounds or more, then:
    - list vehicle(s) below, and
    - attach Form E.
  - If "No," and each vehicle weighs less than 26,000 pounds, then:
    - write "no vehicles weigh over 26,000 pounds," in the lines below.
- Check the box to indicate if you have attached a completed copy of the Texas Department of Insurance Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate, from your insurance company underwriter.
- Check the box to indicate if you have knowledge, and if you will conduct operations of the vehicle in accordance with all federal and state safety regulations.

## LIST OF VEHICLES

- Enter the vehicles owned or leased by the applicant that will be used in connection with the permit or license. On **Private Carrier's Permit**, list vehicles owned or leased if applicant wants the holder of an agent's permit (A) employed by the applicant to deliver product in personal vehicles:
  - make,
  - model,
  - year, and
  - license number.

If you need more space, use additional copies of **Private Carrier's Permit and Importer Carrier's License Form L-O**.





# GUIDELINES FOR BUSINESS PACKET



## **GUIDELINES FOR *BUSINESS PACKET* (FORM L-B 1/2009)**

### **The Business Packet Form L-B:**

- should be completed by a new applicant/entity that does not currently hold an active license/permit issued by TABC under the same Federal Employer Identification No. (FEIN);
- consists of **Business Packet Form L-B**, all entity pages (**Form L-C, L-LLC, L-P**) and all **Personal History Sheets (Form L-40.2)**.

**Note:** In order to report the appropriate levels ownership, refer to the Business Structure Chart. This will also determine who will need to submit a personal history sheet.

### **GENERAL INSTRUCTIONS:**

- **Type or print in black or blue ink.**
- **Enter “N/A” for questions that do not apply.**

## **OWNER INFORMATION**

### **TYPE OF OWNER**

- Check the box to indicate your type of ownership. Owner refers to the type of entity that will hold the license/permit.
  - If you check the box labeled “Other”, describe the type of owner for the business, i.e. trade associations, etc.

### **OWNER OF BUSINESS/APPLICANT**

- Enter the name of the owner of the business or the name of the applicant for the business.
  - If the business owner name is registered with the Secretary of State, use the same name.
  - This should match your prequalification packet.

### **FEDERAL EMPLOYER IDENTIFICATION NO.**

- Enter the Federal Employer Identification No. (FEIN) that was assigned to you by the IRS.
  - If you are a sole owner, enter your Social Security number.

## BUSINESS INFORMATION

- Check the box to indicate if any person listed in this Business Packet, including his or her spouse, has been finally convicted or received deferred adjudication for any of the offenses listed.
  - If “Yes,” then:
    - indicate the type of offense, and
    - attach an explanation.
  
- Check the box to indicate if it has been five years since the termination of a sentence, parole, or probation has been served for any of the offenses indicated above.
  - If “No,” then:
    - attach an explanation.
  
- Check the box to indicate if you or anyone listed in the Business Packet has had a cancellation of a license/permit in the past five years.
  - If “Yes,” then:
    - attach an explanation.
  
- Prohibited Interests
  - An applicant or license/permit holder may have an interest, directly or indirectly, **in only one level** of the alcoholic beverage industry, i.e., manufacturing, wholesaling or retailing (see TABC code, section 102).
  - You or your agent, servant or employee:
    - may not be employed in any capacity at different levels,
    - may not rent or lease property or equipment from or to an entity operating at another level
    - may not secure credit or a loan in any form for an entity at another level,
    - cannot control, in any fashion, the interests of a licensee/permittee at a different level.
  
- Check the box to indicate if anyone listed in the Business Packet is in violation of the above requirements.
  - If “Yes,” then:
    - attach an explanation.

## WARNING AND SIGNATURE

### WARNING

Each licensee or permittee shall have exclusive occupancy and control of the entire licensed location with respect to sale of alcoholic beverages. Any arrangement that surrenders such control of the employees, premises or business, including profits and losses, to person other than the licensee or permittee is unlawful.

Texas Alcoholic Beverage Code, Section 101.69, states "... a person who makes a false statement or false representation in an application for a permit or license or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the penitentiary for not less than 2 nor more than 10 years."

### SIGNATURE

**The applicant *must* sign the application.** Signatures must be original.

<b>If the applicant is a (an):</b>	<b>then a (an):</b>
individual	• individual owner must sign
partnership	• general partner must sign
limited partnership	• general partner must sign
corporation	• officer must sign
limited liability company	• manager or officer must sign
joint venture	• venturer must sign
trust	• trustee must sign
city/county/university	• primary public official must sign

Signatures and dates are not valid after 90 days of notary date.

All applications must be signed *before* a notary public.

**GUIDELINES FOR  
BUSINESS ENTITY FORMS  
L-C (CORPORATION)**



## **GUIDELINES FOR CORPORATE BUSINESS ENTITIES (FORM L-C)**

### **GENERAL INSTRUCTIONS:**

- Type or print in black or blue ink.
- Enter “N/A” for questions that do not apply.

**READ THE CORPORATION INFORMATION (IN SHADED BOX ON THE FORM) CLOSELY AND REFER TO THE ATTACHED FORM IN ORDER TO PROVIDE THE MINIMUM REQUIREMENTS NEEDED.**

### **ENTITY INFORMATION**

#### **FEDERAL EMPLOYER IDENTIFICATION NO.**

- Enter the Federal Employer Identification No. (FEIN) that was assigned to you by the IRS.

#### **BUSINESS ENTITY NAME**

- Enter the name of the owner of the business or the name of the applicant for the business.
  - If the business owner name is registered with the Secretary of State, use the same name.
  - This should match your prequalification packet.

#### **CHARTER NO.**

- Enter the charter number that was given to your corporation by the Secretary of State.

#### **DATE APPROVED**

- Enter in the date that the Secretary of State approved your application.

#### **STATE**

- Enter the state in which this corporation is registered.

#### **CLASS AND NUMBER OF SHARES ISSUED**

- Enter in the class and number of shares that are currently issued by your company.
  - The class and number of shares issued **must match the class and number of shares** held by each person listed.

## **CORPORATE OWNERSHIP INFORMATION**

- Check the box to indicate if corporate owner is a(an):
  - officer
  - director
  - stockholder
  - trustee/beneficiary.
  
- Enter in all personal information as requested for each officer, director, stockholder and trustee/beneficiary:
  - Social Security number,
  - driver's license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth,
  - class and number of shares,
  - full legal name (last name, first name, middle initial), and
  - title.

If you need more space, use additional copies of **Corporation Form L-C**.

**GUIDELINES FOR  
BUSINESS ENTITY FORMS  
L-LLC (LIMITED LIABILITY COMPANY)**





## **GUIDELINES FOR LIMITED LIABILITY COMPANIES (FORM L-LLC)**

### **GENERAL INSTRUCTIONS:**

- Type or print in black or blue ink.
- Enter “N/A” for questions that do not apply.

**READ THE LIMITED LIABILITY COMPANY INFORMATION (IN SHADED BOX ON THE FORM) CLOSELY AND REFER TO THE ATTACHED FORM IN ORDER TO PROVIDE THE MINIMUM REQUIREMENTS NEEDED.**

### **ENTITY INFORMATION**

#### **FEDERAL EMPLOYER IDENTIFICATION NO.**

- Enter the Federal Employer Identification No. (FEIN) that was assigned to you by the IRS.

#### **BUSINESS ENTITY NAME**

- Enter the name of the owner of the business or the name of the applicant for the business.
  - If the business owner name is registered with the Secretary of State, use the same name.
  - This should match your prequalification packet.

#### **CHARTER NO.**

- Enter the charter number that was given to your limited liability company by the Secretary of State.

#### **DATE APPROVED**

- Enter in the date that the Secretary of State approved your application.

#### **STATE**

- Enter the state in which this corporation is registered.

## **CLASS AND NUMBER OF MEMBERSHIPS OR UNITS ISSUED**

- Enter the class and number of memberships or units that are currently issued by your company.
  - The class and number of memberships or units issued **must match the memberships or units** held by each person listed.

## **LIMITED LIABILITY COMPANY OWNERSHIP INFORMATION**

- Check the box to indicate if limited liability owner is a(an):
  - officer,
  - manager,
  - member.
  
- Enter all personal information as requested for each officer, manager, and member:
  - Social Security number,
  - driver's license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth,
  - percent membership or units held,
  - full legal name (last name, first name, middle initial), and
  - title.

If you need more space, use additional copies of **Limited Liability Company Form L-LLC**.

**GUIDELINES FOR  
BUSINESS ENTITY FORMS  
L-P (PARTNERSHIP)**



## **GUIDELINES FOR PARTNERSHIPS (FORM L-P)**

### **GENERAL INSTRUCTIONS:**

- Type or print in black or blue ink.
- Enter “N/A” for questions that do not apply.

**READ THE PARTNERSHIP INFORMATION (IN SHADED BOX ON THE FORM) CLOSELY AND REFER TO THE ATTACHED FORM IN ORDER TO PROVIDE THE MINIMUM REQUIREMENTS NEEDED.**

### **ENTITY INFORMATION**

#### **FEDERAL EMPLOYER IDENTIFICATION NO.**

- Enter the Federal Employer Identification No. (FEIN) that was assigned to you by the IRS.

#### **BUSINESS ENTITY NAME**

- Enter the name of the owner of the business or the name of the applicant for the business.
  - If the business owner name is registered with the Secretary of State, use the same name.
  - This should match your prequalification packet.

#### **CHARTER NO.**

- Enter the charter number that was given to your partnership by the Secretary of State.

#### **DATE APPROVED**

- Enter in the date that the Secretary of State approved your application.

#### **STATE**

- Enter the state in which this corporation is registered.

## **PARTNERSHIP INFORMATION**

- Check the box to indicate if partnership owner is a:
  - general partner,
  - limited partner.
  
- Enter in all personal information as requested for each general partner and limited partner:
  - Social Security number,
  - driver's license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth,
  - percent of interest,
  - full legal name (last name, first name, middle initial), and
  - title.

If you need more space, use additional copies of **Partnership Form L-P**.

**GUIDELINES FOR  
BUSINESS ENTITY FORMS  
L-40.2 (PERSONAL HISTORY SHEET)**



## **GUIDELINES FOR PERSONAL HISTORY SHEET (FORM L-40.2)**

### **GENERAL INSTRUCTIONS:**

- **Type or print in black or blue ink.**
- **Enter “N/A” for questions that do not apply.**

### **APPLICANT INFORMATION**

#### **TRADE NAME**

- Trade name should indicate the name of your business at this location.

#### **LOCATION ADDRESS**

- Enter the physical address of the location, including city, state and nine-digit ZIP Code.

#### **APPLICANT’S MARITAL STATUS**

- Check the box to indicate your marital status.

#### **APPLICANT’S PERSONAL INFORMATION**

- Enter the applicant’s personal information, including:
  - Social Security number,
  - driver’s license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth,
  - full legal name
  - place of birth, including city, state, country
  - race and sex,
  - height and weight, and
  - hair color and eye color.

#### **APPLICANT’S SPOUSE INFORMATION**

- Enter the spouse’s personal information, including:
  - Social Security number,
  - driver’s license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth,
  - full legal name

- place of birth, including city, state, country
- race and sex,
- height and weight, and
- hair color and eye color.

## **MINOR AS RESIDENT INFORMATION**

- Check the box to indicate if anyone over the age of 18, other than your spouse is residing in the same household with you.
  - If “Yes,” then:
    - complete personal information for each resident.
- Enter the resident’s personal information, including:
  - Social Security number,
  - driver’s license number (first enter the two-letter abbreviation for the issuing state),
  - date of birth,
  - the resident’s relationship to you,
  - full legal name, and
  - race and sex.

If you need to list more residents, please attach an additional page.

## **RESIDENTIAL ADDRESSES INFORMATION**

If you have not lived in Texas for the previous 12 months, you are required to provide TABC with a certified copy of your criminal background check from the state police or FBI of any state where you lived in the previous five years.

- Enter your residential addresses for the past five (5) years.
  - Begin with your current address, and for each residence enter:
    - number and street,
    - city, state, ZIP Code, and
    - dates for “From” and “To” time period.
  - If you need to list more addresses, please attach an additional page.
- Enter the area code and phone number for your:
  - business,
  - residence
  - mobile phone



## RESIDENT STATUS INFORMATION

- Check the box to indicate if you are a current United States citizen:
  - If “Yes,” then check the box to indicate:
    - native born, or
    - naturalized.
      - If naturalized, then:
        - enter the “A” number from your Certificate of Naturalization.
  - If “No,” then:
    - explain your legal status in the United States and attach an additional page if you need more space.
    - provide front and back copies of all documents, i.e., Visa, Resident Alien, Employment Authorization documents, etc. and attach an additional page if needed.

## EMPLOYMENT HISTORY INFORMATION

- Enter your employment for the past five (5) years.
  - Begin with your current employer and for each employer, enter:
    - name of employer,
    - physical address, city, state, ZIP Code,
    - position held, and
    - dates for “From” and “To” time period.
  - Indicate periods of unemployment or retirement, including dates.
    - If retired, include:
      - name of the company from which you retired, and
      - the position you held.
  - If you need to list more employment, please attach an additional page.

## INDIVIDUAL FINANCIAL INFORMATION

- Enter all your personal investments for this location\* (i.e., notes, loans, gifts, cash, services or equipment and operating capital), including:
  - each individual amount invested, and
  - original source of investment (loans, previous employment, etc.)
  - total dollar amount of personal investment.
- Attach financial documents, if applicable.
- Attach an additional page, if needed.

## WARNING AND SIGNATURE

### WARNING

Texas Alcoholic Beverage Code, Section 101.69, states “. . . a person who makes a false statement or false representation in an application for a permit or license or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the penitentiary for not less than 2 nor more than 10 years.”

### SIGNATURE

**The applicant *must* sign the application.** Signatures must be original.

Signatures and dates are not valid after 90 days of notary date.

All applications must be signed *before* a notary public.

# EXHIBITS



**Exhibit I  
Fee Chart**

## FEE CHART EFFECTIVE 01/01/2009

This chart includes fees and surcharges for licenses and permits on 2 year license/permit schedule. Those classes are indicated by bold text. Classes indicated with an issue date of 01/01/09 or after MUST pay the 2 year license/permit fee. Surcharges are subject to annual change.

Code	Description of Fee	Authorizing Statute TABC Code	Fees	Surcharge	Total Due
<b>LIQUOR PERMITS</b>					
AW	Agent's Manufacturing Warehousing Permit	Ch 55	\$750	\$277	\$1,027
<b>A</b>	<b>Agent's Permit</b> <i>2 year permit</i>	<b>Ch 35</b>	<b>\$20</b>	<b>\$80</b>	<b>\$100</b>
<b>AB</b>	<b>Airline Beverage Permit</b> <i>2 year permit</i>	<b>Ch 34</b>	<b>\$4,400</b>	<b>\$278</b>	<b>\$4,678</b>
<b>PE</b>	<b>Beverage Cartage Permit</b> <i>2 year permit</i>	<b>Ch 44</b>	<b>\$40</b>	<b>\$128</b>	<b>\$168</b>
<b>J</b>	<b>Bonded Warehouse Permit</b> <i>2 year permit</i>	<b>Ch 46</b>	<b>\$300</b>	<b>\$116</b>	<b>\$416</b>
<b>JD</b>	<b>Bonded Warehouse Permit (Dry Area)</b> <i>2 year permit</i>	<b>Ch 46</b>	<b>\$300</b>	<b>\$116</b>	<b>\$416</b>
B	Brewer's Permit	Ch 12	\$1,500	\$245	\$1,745
<b>C</b>	<b>Carrier's Permit</b> <i>2 year permit</i>	<b>Ch 41</b>	<b>\$60</b>	<b>\$214</b>	<b>\$274</b>
<b>CB</b>	<b>Caterer's Permit</b> <i>2 year permit</i>	<b>Ch 31</b>	<b>\$1,000</b>	<b>\$236</b>	<b>\$1,236</b>
TB	Daily Temporary Mixed Beverage Permit (Per Day)	Ch 30	\$50	\$171	\$221
TN	Daily Temporary Private Club Registration Permit	Ch 33	\$50	\$192	\$242
<b>DS</b>	<b>Direct Shipper's Permit</b> <i>2 year permit</i>	<b>Ch 54</b>	<b>\$150</b>	<b>\$320</b>	<b>\$470</b>
<b>D</b>	<b>Distiller's &amp; Rectifier's Permit</b> <i>2 year permit</i>	<b>Ch 14</b>	<b>\$3,000</b>	<b>\$298</b>	<b>\$3,298</b>
<b>FB</b>	<b>Food and Beverage Certificate</b> <i>2 year permit when Subordinate of Liquor</i>	<b>Ch 25</b>	<b>\$200</b>	<b>\$490</b>	<b>\$690</b>
<b>BP</b>	<b>Brewpub License</b> <i>2 year license when Subordinate of MB or RM</i>	<b>Ch 74</b>	<b>\$1,000</b>	<b>\$362</b>	<b>\$1,362</b>
FC	Forwarding Center Authority	Rule 35.6	\$1,000	\$118	\$1,118
<b>I</b>	<b>Industrial Permit</b> <i>2 year permit</i>	<b>Ch 38</b>	<b>\$120</b>	<b>\$222</b>	<b>\$342</b>
E	Local Cartage Permit	Ch 43	\$30	\$86	\$116
ET	Local Cartage Transfer Permit	Ch 42	\$30	\$86	\$116
LP	Local Distributor's Permit	Ch 23	\$100	\$192	\$292
<b>LI</b>	<b>Local Industrial Alcohol Manufacturer's Permit</b> <i>2 year permit</i>	<b>Ch 47</b>	<b>\$200</b>	<b>\$278</b>	<b>\$478</b>
<b>T</b>	<b>Manufacturer's Agent's Permit</b> <i>2 year permit</i>	<b>Ch 36</b>	<b>\$20</b>	<b>\$80</b>	<b>\$100</b>
<b>MR</b>	<b>Market Research Packager's Permit</b> <i>2 year permit</i>	<b>Ch 49</b>	<b>\$200</b>	<b>\$108</b>	<b>\$308</b>
<b>MI</b>	<b>Minibar Permit</b> <i>Original 2 year permit</i>	<b>Ch 51</b>	<b>\$4,000</b>	<b>\$298</b>	<b>\$4,298</b>
			<i>1st Renewal</i>	<b>\$3,000</b>	<b>\$298</b>
			<i>2nd Renewal</i>	<b>\$2,000</b>	<b>\$298</b>
			<i>3rd and All Subsequent Renewals</i>	<b>\$1,500</b>	<b>\$298</b>
<b>MB</b>	<b>Mixed Beverage Permit</b> <i>Original 2 year permit</i>	<b>Ch 28</b>	<b>\$6,000</b>	<b>\$512</b>	<b>\$6,512</b>
			<i>1st Renewal</i>	<b>\$4,500</b>	<b>\$512</b>
			<i>2nd Renewal</i>	<b>\$3,000</b>	<b>\$512</b>
			<i>3rd and All Subsequent Renewals</i>	<b>\$1,500</b>	<b>\$512</b>
<b>RM</b>	<b>Mixed Beverage Permit with FB</b> <i>Original 2 year permit</i>	<b>Ch 28</b>	<b>\$6,000</b>	<b>\$512</b>	<b>\$6,512</b>
			<i>1st Renewal</i>	<b>\$4,500</b>	<b>\$512</b>
			<i>2nd Renewal</i>	<b>\$3,000</b>	<b>\$512</b>
			<i>3rd and All Subsequent Renewals</i>	<b>\$1,500</b>	<b>\$512</b>
<b>LB</b>	<b>Mixed Beverage Late Hours</b> <i>2 year permit</i>	<b>Ch 29</b>	<b>\$300</b>	<b>\$278</b>	<b>\$578</b>
U	Nonresident Brewer's Permit	Ch 13	\$1,500	\$160	\$1,660
S	Nonresident Seller's Permit	Ch 37	\$150	\$160	\$310
P	Package Store Permit	Ch 22	\$500	\$213	\$713
PS	Package Store Tasting Permit	Ch 52	\$25	\$75	\$100
Q	Wine Only Package Store	Ch 24	\$75	\$235	\$310
<b>PT</b>	<b>Passenger Train Beverage Permit</b> <i>2 year permit</i>	<b>Ch 48</b>	<b>\$1,000</b>	<b>\$512</b>	<b>\$1,512</b>
O	Private Carrier's Permit	Ch 42	\$30	\$107	\$137
<b>NE</b>	<b>Private Club Exemption Certificate Permit</b> <i>2 year permit</i>	<b>Ch 32</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## FEE CHART EFFECTIVE 01/01/2009

This chart includes fees and surcharges for licenses and permits on 2 year license/permit schedule. Those classes are indicated by bold text. Classes indicated with an issue date of 01/01/09 or after MUST pay the 2 year license/permit fee. Surcharges are subject to annual change.

Code	Description of Fee	Authorizing Statute TABC Code	Fees	Surcharge	Total Due
<b>LIQUOR PERMITS CONTINUED</b>					
<b>N</b>	<b>Private Club Registration Permit-Option 1</b>	<b>Ch 32</b>	<b>\$1,500</b>	<b>\$766</b>	<b>\$2,266</b>
	<i>2 year permit</i>				
	<i>0 to 250 Members</i>				
	<i>251 to 450 Members</i>		<b>\$2,700</b>	<b>\$766</b>	<b>\$3,466</b>
	<i>451 to 650 Members</i>		<b>\$3,900</b>	<b>\$766</b>	<b>\$4,666</b>
	<i>651 to 850 Members</i>		<b>\$5,100</b>	<b>\$766</b>	<b>\$5,866</b>
	<i>851 to 1000 Members</i>		<b>\$6,000</b>	<b>\$766</b>	<b>\$6,766</b>
	<i>Over 1000 Members</i>		<b>\$6 Per Member</b>	<b>\$766</b>	<b>Varies</b>
<b>N</b>	<b>Private Club Registration Permit-Option 2</b>	<b>Ch 32</b>	<b>\$7,000</b>	<b>\$766</b>	<b>\$7,766</b>
	<i>Original 2 year permit</i>				
	<i>1st Renewal</i>		<b>\$5,500</b>	<b>\$766</b>	<b>\$6,266</b>
	<i>2nd and All Subsequent Renewals</i>		<b>\$4,000</b>	<b>\$766</b>	<b>\$4,766</b>
<b>NB</b>	<b>Private Club Beer and Wine Permit</b>	<b>Ch 32</b>	<b>\$3,000</b>	<b>\$766</b>	<b>\$3,766</b>
	<i>2 year permit</i>				
<b>NL</b>	<b>Private Club Late Hours Permit</b>	<b>Ch 33</b>	<b>\$1,500</b>	<b>\$298</b>	<b>\$1,798</b>
	<i>2 year permit</i>				
L	Private Storage Permit	Ch 45	\$100	\$86	\$186
<b>PR</b>	<b>Promotional Permit</b>	<b>Ch 54</b>	<b>\$600</b>	<b>\$320</b>	<b>\$920</b>
	<i>2 year permit</i>				
K	Public Storage Permit	Ch 45	\$100	\$86	\$186
W	Wholesaler's Permit	Ch 19	\$1,875	\$298	\$2,173
X	General Class B Wholesaler's Permit	Ch 20	\$300	\$277	\$577
LX	Local Class B Wholesaler's Permit	Ch 21	\$75	\$277	\$352
V	Wine and Beer Retailer's Permit Excursion Boat	Ch 25	\$130	\$235	\$365
Y	Wine and Beer Retailer's Permit Railway Car (Fee - Per Car)	Ch 25	\$30	\$235	\$265
<b>Z</b>	<b>Wine Bottler's Permit</b>	<b>Ch 18</b>	<b>\$450</b>	<b>\$512</b>	<b>\$962</b>
	<i>2 year permit</i>				
<b>G</b>	<b>Winery Permit</b>	<b>Ch 16</b>	<b>\$150</b>	<b>\$596</b>	<b>\$746</b>
	<i>2 year permit</i>				
<b>GS</b>	<b>Winery Storage Permit</b>	<b>Ch 45</b>	<b>\$200</b>	<b>\$172</b>	<b>\$372</b>
	<i>2 year permit</i>				
<b>BEER LICENSES</b>					
<b>BK</b>	<b>Agent's Beer License</b>	<b>Ch 73</b>	<b>\$20</b>	<b>\$80</b>	<b>\$100</b>
	<i>2 year license</i>				
BC	Branch Distributor's License	Ch 66	\$75	\$298	\$373
BB	General Distributor's License	Ch 64	\$300	\$298	\$598
BI	Importer's License	Ch 67	\$20	\$118	\$138
BJ	Importer's Carrier's License	Ch 68	\$20	\$86	\$106
BD	Local Distributor's License	Ch 65	\$75	\$298	\$373
BA	Manufacturer's License	Ch 62	\$750	\$277	\$1,027
	<i>1st Establishment</i>				
	<i>2nd Establishment</i>		<b>\$1,500</b>	<b>\$277</b>	<b>\$1,777</b>
	<i>3rd, 4th, &amp; 5th Establishments</i>		<b>\$4,275</b>	<b>\$277</b>	<b>\$4,552</b>
	<i>Excess of 5 Establishments</i>		<b>\$8,400</b>	<b>\$277</b>	<b>\$8,677</b>
MW	Manufacturer's Warehouse License	Ch 62	\$300	\$235	\$535
BS	Nonresident Manufacturer's License	Ch 63	\$750	\$245	\$995
FB	Food and Beverage Certificate	Ch 25	\$100	\$245	\$345
BP	Brewpub License	Ch 74	\$500	\$181	\$681
BF	Beer Retailer's Off Premise License	Ch 71	\$60	\$235	\$295
BE	Beer Retailer's On Premise License (Excluding DALLAS, HARRIS, TARRANT Counties)	Ch 69	\$150	\$235	\$385
BE	Beer Retailer's On Premise License (DALLAS, HARRIS, TARRANT Counties)	Ch 69	\$1,000	\$235	\$1,235
	<i>Original</i>				
	<i>Renewal</i>		<b>\$750</b>	<b>\$235</b>	<b>\$985</b>
BL	Retail Dealer's On Premise Late Hours License	Ch 70	\$250	\$139	\$389
SL	Storage License	Ch 75	\$200	\$86	\$286
BH	Temporary License	Ch 72	\$30	\$171	\$201
CA	Temporary Charitable Auction Permit	Ch 53	\$25	\$171	\$196
BG	Wine and Beer Retailer's Permit (Excluding DALLAS, HARRIS, TARRANT Counties)	Ch 25	\$175	\$235	\$410
BG	Wine and Beer Retailer's Permit (DALLAS, HARRIS, TARRANT Counties)	Ch 25	\$1,000	\$235	\$1,235
	<i>Original</i>				
	<i>Renewal</i>		<b>\$750</b>	<b>\$235</b>	<b>\$985</b>
BQ	Wine and Beer Retailer's Off Premise Permit	Ch 26	\$60	\$235	\$295

Exhibit II  
**License and Permit Descriptions**

# LICENSE AND PERMIT DESCRIPTIONS

## AUTHORIZED BY TEXAS ALCOHOLIC BEVERAGE CODE

### Liquor Permits

#### **BONDED WAREHOUSE PERMIT (J)**

Permit authorizes holder to store liquor for any permit holder who holds a *Public Storage Permit*.

#### **BONDED WAREHOUSE PERMIT (DRY AREA) (JD)**

Permit authorizes holder to store wine in a dry area for a winery permit holder who holds a *Public Storage Permit*.

#### **BREWER'S PERMIT (B)**

Permit authorizes holder to manufacture ale and malt liquor and sell the ale and malt liquor only to wholesale permit holders in this state or to qualified persons outside the state.

#### **DISTILLER'S AND RECTIFIER'S PERMIT (D)**

Permit authorizes permit holder to manufacture distilled spirits and rectify, purify, and refine distilled spirits, mix liquor, bottle and package finished products and sell to wholesalers and qualified individuals outside this state and import from nonresident seller distilled spirits for manufacturing and rectifying purposes.

#### **PRIVATE CARRIER'S PERMIT (O)**

Permit authorizes holder to transport liquor from the place of purchase to their business and from their business to the purchaser in vehicles owned or leased in good faith. This permit is only issued to those with a *Wholesaler's Permit (W)*, *General Class B Wholesaler's Permit (X)*, *Local Class B Wholesaler's Permit (LX)*, *Winery Permit (G)*, or *Wine Bottler's Permit (Z)*.

#### **PRIVATE STORAGE PERMIT (L)**

Permit authorizes holder to store alcoholic beverages in private warehouse owned and/or operated by permit holder.

#### **PUBLIC STORAGE PERMIT (K)**

Permit authorizes holder to store alcoholic beverages in a public storage warehouse that holds a *Bonded Warehouse Permit*.

#### **WHOLESALER'S PERMIT (W)**

Permit authorizes holder to purchase and import distilled spirits, malt liquor, ale and vinous liquor from *Nonresident Seller* permit holders, other wholesalers and *Class B Wholesalers*, and sell same to retailer and wholesalers authorized to sell same.



**WHOLESALER'S (GENERAL CLASS B) PERMIT (X)**

Permit authorizes holder to purchase and import malt liquor, ale and vinous liquor from *Nonresident Sellers*, *Brewers* permit holders, other wholesalers and *Class B Wholesalers*, and sell same to retailers and wholesalers authorized to sell same.

**WHOLESALER'S (LOCAL CLASS B) PERMIT (LX)**

Permit authorizes holder to purchase and import malt and vinous liquor from *Nonresident Sellers*, *Brewers* permit holders and other wholesalers and *Class B Wholesalers*, and sell same to retailers in the county of residence and wholesalers authorized to sell same.

**WINE BOTTLER'S PERMIT (Z)**

Permit authorizes holder to purchase and import wine from *Nonresident Seller*, purchase wine in this state from holder of wholesaler's, winery or wine bottler's permits; and bottle, re-bottle, label, package and sell wine to permit holders in this state authorized to purchase and sell same.

**WINERY PERMIT (G)**

Permit authorizes holder to manufacture, bottle, label and package wine containing not more than 24 percent alcohol by volume; sell wine to wholesalers, winery and wine bottler's permit holders; sell wine to ultimate consumers in unbroken packages for off-premises consumption; sell wine to permit holders authorized to sell wine to ultimate consumer (retailers); and dispense free wine for consumption on the winery premises.

**WINERY STORAGE PERMIT (GS)**

Permit authorizes holder of a winery permit whose winery is located in a county (all or part dry) to store the winery's product in a dry area of that county.

**Beer Licenses**

**BRANCH DISTRIBUTOR'S LICENSE (BC)**

License allows general distributor to expand distributing business at another location.

**GENERAL DISTRIBUTOR'S LICENSE (BB)**

License authorizes holder to sell beer to other distributors, local distributors, private clubs and retailers in the unbroken original packages from the manufacturer or distributor, to serve free beer for consumption on the licensed premises; distribute and sell to qualified persons for shipment outside the state.

**IMPORTER'S CARRIER'S LICENSE (BJ)**

License authorizes a distributor, also holding an *Importer's License*, to import beer in vehicles owned or leased in good faith.

**IMPORTER'S LICENSE (BI)**

License authorizes distributor to import beer from outside Texas.

**LOCAL DISTRIBUTOR'S LICENSE (BD)**

License authorizes holder to sell beer to local distributors, retailers, private clubs only in the county of his or her residence and to other licensed distributors, and to serve free for consumption on the licensed premises.

**MANUFACTURER'S LICENSE (BA)**

License authorizes the holder to manufacture beer and sell it to holders of general, local and branch distributor license holders and to qualified persons outside the state, and to dispense beer for on-premises consumption.

**MANUFACTURER'S WAREHOUSE LICENSE (MW)**

License authorizes the holder of a manufacturer's license who on Jan. 1, 1993, operated under Section 62.12 and 203.28 of the code to have a warehouse where beer sales are lawful and to import beer from outside the state for delivery to the licensed warehouse for sale to beer distributors or for removal to other warehouses of the manufacturer.

**STORAGE LICENSE (SL)**

License authorizes the holder to import beer, ale and malt liquor from the holders of a Nonresident Manufacturer's License or a Nonresident Brewer's Permit located in Mexico and store the same until it can be shipped out of the state. The licensed premises must be in a "wet" area located in a county with a population of 300,000 or less that borders Mexico. License may only be issued to the holder of a customs broker's license.