



**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](mailto:patti.tschirhart@cor.gov) 972-744-4294

Aimee Nemer, City Secretary  
[aimee.nemer@cor.gov](mailto:aimee.nemer@cor.gov) 972-744-4290

TABC Arlington Regional Office  
817-652-5912 [tabc.texas.gov](http://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](mailto: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**

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	ENTER FEES THAT APPLY
<b>LIQUOR PERMITS</b>				
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	
<b>WINE LICENSES</b>				
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	
<b>BEER LICENSES</b>				
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	
<b>OFFICE USE ONLY:</b>		<b>TOTAL AMOUNT DUE \$ _____</b>		<b>PAYMENT DEFERRED <input type="checkbox"/></b>
<b>APPLICANT'S SIGNATURE:</b>			<b>DATE:</b>	
			<b>TOTAL DUE:</b>	

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
<b>LIQUOR PERMITS</b>					
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	
DA	Brewer's Self-Distribution Permit	Ch 12A	\$500	\$250	
CB	Caterer's Permit	Ch 31	\$1,000	\$500	
DS	Direct Shipper's Permit	Ch 54	\$150	\$75	
D	Distiller's & Rectifier's Permit	Ch 14	\$3,000	\$1500	
DK	Distiller's Agent's Permit	Ch 15	\$20	\$10	
BP	Brewpub License	Ch 74	\$1,000	\$500	
FC	Forwarding Center Authority	Rule 35.6	\$2,000	\$1000	
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 <b>Original</b>	Ch 51	\$4,000	\$2000	
	<b>1st Renewal</b>		\$3,000	\$1500	
	<b>2nd Renewal</b>		\$2,000	\$1000	
	<b>3rd and All Subsequent Renewals</b>		\$1,500	\$750	
MB	Mixed Beverage Permit <b>Original</b>	Ch 28	\$6,000	\$0	
	<b>1st Renewal</b>		\$4,500	\$1125	
	<b>2nd Renewal</b>		\$3,000	\$1500	
	<b>3rd and All Subsequent Renewals</b>		\$1,500	\$750	
RM	Mixed Beverage Permit with FB <b>Original</b>	Ch 28	\$6,000	\$0	
	<b>1st Renewal</b>		\$4,500	\$1125	
	<b>2nd Renewal</b>		\$3,000	\$1500	
	<b>3rd and All Subsequent Renewals</b>		\$1,500	\$750	
LB	Mixed Beverage Late Hours	Ch 29	\$300	\$150	
U	Nonresident Brewer's Permit	Ch 13	\$3,000	\$1500	
S	Nonresident Seller's Permit	Ch 37	\$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	
<b>WINE LICENSES</b>					
PR	Promotional Permit	Ch 50	\$600	\$300	
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	
<b>BEER LICENSES</b>					
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 <b>1st Establishment</b>	Ch 62	\$1,500	\$750	
	<b>2nd Establishment</b>		\$3,000	\$1500	
	<b>3rd, 4th, &amp; 5th Establishment</b>		\$8,550	\$4275	
	<b>Excess of 5 Establishments</b>		\$16,800	\$8400	
DB	Manufacturer's Self-Distribution License	Ch 62A	\$500	\$250	
MW	Manufacturer's Warehouse License	Ch 62	\$600	\$300	
BS	Nonresident Manufacturer's License	Ch 63	\$1,500	\$750	
BP	Brewpub License	Ch 74	\$1,000	\$500	
BF	Beer Retailer's Off Premise License	Ch 71	\$120	\$60	
BE	<b>COLLIN COUNTY</b> Beer Retailer's On Premise License	Ch 69	\$300	\$150	
BE	<b>DALLAS COUNTY</b> Beer Retailer's On Premise License <b>ORIGINAL</b>	Ch 69	\$2,000	\$1000	
	<b>DALLAS COUNTY RENEWAL</b>		\$1,500	\$750	
BL	Retail Dealer's On Premise Late Hours License	Ch 70	\$500	\$250	
BG	<b>COLLIN COUNTY</b> Wine and Beer Retailer's Permit	Ch 25	\$350	\$175	
BG	<b>DALLAS COUNTY</b> Wine and Beer Retailer's Permit <b>ORIGINAL</b>	Ch 25	\$2,000	\$1000	
	<b>DALLAS COUNTY RENEWAL</b>		\$1,500	\$750	
BQ	Wine and Beer Retailer's Off Premise Permit	Ch 26	\$120	\$60	