



# CITY OF LAREDO

## Office of the City Secretary's Office

# ALCOHOLIC BEVERAGES PERMIT

1. Businesses selling alcohol in the City of Laredo are required to have **two valid permits**. **The Texas Alcoholic Beverage Commission Permit (TABC Application)**, issued by the State of Texas and the **City of Laredo Permit/License for the Sale of Beer, Wines, and Liquors**, issued by the City of Laredo (COL Permit).
2. ALL applicants should contact any Texas Alcoholic Beverage Commission Office for initial information and guidance as to the type of permit is required for the type of business you are operating. Webb County's Primary Licensing Office is the McAllen Office located in the Nightingale Plaza, Suite D at 6521 North 10<sup>th</sup> Street, McAllen, TX 78504, (956) 687-5141 and the Secondary Licensing Office is the San Antonio Regional Office located in the Goliad Building, Suite 120 at 4203 Woodcock Dr., San Antonio, TX 78228, (210) 731-1720. 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](https://www.tabc.state.tx.us/contact_us/counties/Webb.asp)
3. **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: Martha Navarro. The City Secretary's Office is located at City Hall, 1110 Houston St., Laredo, Texas. Application initial drop-off, certification and/or payment hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. For more information, contact Martha Navarro at (956) 791-7312.

You will be required to complete a City of Laredo Beer & Wine Permits form. Once the application is processed and recorded at the City Secretary's Office, it will be emailed to all required departments for their review, inspections and approvals.



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4. **CERTIFICATION FOR TABC LICENSE:** The City Secretary's Office of the City of Laredo, as verified by the Planning and Zoning office, will have 30 days after the date an application is received to 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 permit is sought is prohibited by charter or ordinance. There is a \$1 fee per permit certification due at time of certification. **(TABC Application)**
  
5. **ZONING CERTIFICATION:** Edgar Orozco will receive and review the application. During this stage, the applicant may 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 Alcoholic Beverage application with the Zoning Enforcement, unless a different permit is necessary. In case a different permit is required, the Planner will contact the applicant for next appropriate action. Please e-mail all requested documents to [eorozco@ci.laredo.tx.us](mailto:eorozco@ci.laredo.tx.us) or hand deliver them to 1413 Houston St., Laredo, Texas, Attention: or contact Edgar Orozco at (956)794-1625 x-1622. **(COL Permit)**
  
6. **BUILDING:** The application will be forwarded to Arturo Garcia, Building 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 1413 Houston St., Laredo, Tx. 78040. It is critical that the applicant reports any changes to this department. For further information, please contact Sandra Escamilla at (956) 794-1625, ext. 1643. **(COL Permit)**
  
7. **HEALTH:** To schedule an inspection, please visit or contact Gilbert Garcia at 2600 Cedar Ave., Laredo, Texas. They can be reached at (956) 712-6014. New and existing businesses are required to pay a **\$75 standard fee**. New businesses must apply for a **City Food Application for a fee of \$100**. The license can cost approximately \$50 to \$560. **(COL Permit)**

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Laredo, TX 78042

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8. **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 an Alcoholic Beverage Inspection. In order to schedule this inspection, the applicant must pay a **\$100 fee**. This fee must be paid at Building Development Services, located at 1413 Houston St., Laredo, Tx. 78040. If you have any questions, please contact Jose E. Arredondo III or Alberto Esquivel III at (956) 794-1633 or 956-718-6086. **(COL Permit)**
9. **UTILITIES:** WPC Division's personnel will contact the applicant in order to schedule an inspection appointment, please make sure that your contact information is correct and current. This procedure applies to new and existing businesses; there is **no cost** for this inspection. This process should not exceed 5 business days. If you have any questions, please contact Robert Estrada Jr. and/or Juan G. Rios at (956) 721-2007. **(COL Permit)**
10. **TAX:** Once ALL other City Departments have approved your application, the City Secretary's Office will e-mail Sara Flores and/or Lilita Villanueva at the City Tax Office. In order for the Tax Department to issue a permit, the office will verify the following:
- The applicant must be current on all city related 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 system needs to be registered/current with an alarm permit due to a city ordinance. Yearly fee for a non-residential permit is **\$60**.

The City Tax Office will 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.

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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

1110 H finds that 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 the premises to any taxing authority in the county of the premises. Failure to renew on time with the city, may also result in your license(s)/permit(s) being suspended by TABC.

If in the future you decide to close/terminate the liquor permit/license, please advise the Texas Alcoholic Beverage Commission and the City Tax Office to avoid future charges.

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

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