



Mixed Beverage License Permit Checklist

1. Contact the Texas Alcoholic Beverage Commission at (512) 451-0231 to obtain your pre-qualification packet. You may also visit the TABC website and download the "[On Premise Prequalification Packet](#)".
2. Obtain the City of Seagoville [Mixed Beverage Permit Application for Restaurant Food and Beverage Certificate Holders](#). This Permit may also be obtained at Seagoville City Hall, 702 N. Hwy 175, Seagoville, Texas.
3. Complete and/or bring the following documents to the City of Seagoville City Hall:
 - a. TABC On-Premise Prequalification Packet Application. Complete Pages 1-2, and,
 - b. City of Seagoville Permit Application. Complete Sections 1 through 8, along with a site plan for the premise location that indicates all exits or doors from the premises, and a Sales Tax Certificate to the Seagoville Planning and Zoning Department located at 702 N. Hwy 175.
 - c. State Sales Tax Certificate for the City of Seagoville
 - d. Proposed location Site Plan
4. Obtain Seagoville Planning Technician and Building Inspector's signature for Permit Application Sections 9 (a) and 9 (b), to verify zoning is appropriate for the premise location, and that the location meets the 300 feet distance requirements.
5. Schedule a Health Department inspection, and pay the fee for the premise location with the Seagoville Customer Service representative.
6. Complete a Certificate of Occupancy Application, pay the required fee and schedule an inspection with the City Building Inspector and Fire Department.
7. Take the City Permit Application with Sections 9 (a) and 9 (b) signed by the City Planning Technician and Building Inspector along with the TABC application forms to the City Secretary's Office for notarizing.

NOTE: Approval and/or release of this application for alcoholic beverage permit by the City of Seagoville does not authorize the sale, transfer or distribution of alcoholic beverage at the location, or occupation of the structure for which the Permit is sought, prior to the issuance of a Certificate of Occupancy, and a Food Permit by the City of Seagoville. Occupation of the structure or the conduct of business prior to the issuance of a Certificate of Occupancy, or the serving of alcoholic beverage prior to the issuance of a Food Permit, are prohibited and will result in enforcement action by the City of Seagoville against the applicant.

8. Complete all other TABC application requirements. Contact the TABC Office at (817) 652-5912 for assistance.