



# CITY OF BAYTOWN

OFFICE OF THE CITY CLERK

2401 Market Street  
P.O. Box 424  
Baytown, Texas 77522-0424  
(281) 420-6504 • (281) 420-5891 Fax

## ALCOHOLIC BEVERAGE PERMIT INSTRUCTIONS

Thank you for your interest in a City of Baytown Alcoholic Beverage Permit. The purpose of this document is to assist in making this process as easy as possible; however, if for any reason you have any questions, please call the City of Baytown City Clerk's Office at (281) 420-6504.

### **How to Obtain an Application for an Alcoholic Beverage License:**

You may fill out an alcoholic beverage application for TABC online at the following link  
<https://www.tabc.texas.gov/services/abc-licenses-permits/new-abc-licenses-permits/>

### **Obtaining Certifications from the City:**

Once the application from TABC is complete, you will file a completed **original** application with the City of Baytown City Clerk's Office, online at [www.baytown.org](http://www.baytown.org) through our Citizen Self Service portal. Here, you will upload your TABC application and fill out the required fields to submit your application electronically.

### **City Inspections:**

City Inspections must be undertaken to ensure that the license/permit sought is in compliance with City code and ordinances related to the sale of alcoholic beverages within the city limits *City Code, Chapter 6, Section 6-33*. City offices that will review and confirm code compliance required for the authorization of an Application for an Alcoholic Beverage License are the following:

- **Planning Department:** Verifies that the location is within the city limits and in the proper zoning district
- **Inspection Department:** Verifies that the location is in a wet area for the license/permit you are seeking, and is not within three hundred (300) feet of a church, public school, or hospital



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## **Completion of Inspections:**

City departments will notify the City Clerk's Office of approval. The City Clerk will sign off on the TABC application and notify the applicant of certification. The City Clerk's Office will upload the signed copy under the application submitted in Energov. In addition, a Certificate of Occupancy is required and can be obtained through the Permit Counter (281) 420-6537.

## **Notify City Clerk's Office upon receipt of State License:**

Once you are in receipt of your state license, please provide the City Clerk's Office with a copy and remit payment of related city fees, which is one-half (½) of the state fee.

## **City of Baytown Alcoholic Beverage Permit:**

Upon receipt of City fees and copy of State license, the City Clerk's Office will process your payment and issue an Alcoholic Beverage Permit which will be mailed to the Applicant or Applicant's Agent. This City permit must be displayed/posted with the State license at all times.

## **City Permit Renewal:**

Each year, the City permit must be renewed. Payment (cash or check) may be made in person at 2401 Market Street, or by mail. Payments can also be mail online using a credit card once the renewal invoice email has been sent to you. Upon State license renewal, submit a copy to the City Clerk's Office.

## **Notification of Changes:**

The City Clerk's Office must be notified of any change of name, owner, type of license, or closing of business within 30 days of the change.

## **Questions?:**

For TABC application questions, please contact the Houston Regional Office at (713) 426-7979. For questions that pertain to the City of Baytown Alcoholic Beverage Permit process, please contact the City Clerk's Office at (281) 420-6504.