



Alcoholic Beverage Permit/License Application Procedures

1. Obtain an application which consists of the Initial Application (L-IA) and Required Certifications (L-CERT) from the Texas Alcoholic Beverage Commission (TABC), either online or at the local office located at 624 Indiana Ave, Suite 302, Wichita Falls, TX 76301, Monday – Friday 8:00 a.m. – 5:00 p.m. Phone: (940) 322-8606
2. Take your completed Required Certifications (L-CERT) packet to the City of Wichita Falls, Planning and Zoning office located at 800 Indiana Ave, 6th floor. Planning and Zoning will provide you with a location authorization form, and location map. Phone: (940) 761-7451
3. Take the Required Certifications (L-CERT) packet, and all additional paperwork received from Planning and Zoning to the City of Wichita Falls, City Clerk's Office, located at 719 Scott Ave, 3rd floor, and the City Clerk's Office will sign and certify the application.
4. Take completed Required Certifications (L-CERT) packet to the County Clerk's Office, located in the County Courthouse, 900 7th Street, Room 250. Phone: (940) 766-8100 (This step can be completed at any time after step 1.)
5. Mail completed Pre-Qualification Packet to the Comptroller's Office, at P.O. Box 161878 Fort Worth, Texas 76161.
6. Publish notice provided by the TABC Office in the local newspaper. These are submitted online at timesrecordnews.com/public-notices.