



TEXAS ALCOHOLIC BEVERAGE COMMISSION

Texans Helping Businesses & Protecting Communities

INSTRUCTIONS FOR TEMPORARY MODIFICATION OF LICENSED PREMISE

L-TMLP-I
(05/2020)

Please Read All Instructions Prior to Completing the Application

- This request allows for extension/modification of your current licensed premise.

FAILURE to submit your application **10 BUSINESS DAYS PRIOR** to the event will be subject to expedited processing fees as follows:

- **\$300** for applications received 7 to 9 business days prior to the event
- **\$500** for applications received 4 to 6 business days prior to the event
- **\$900** for applications received 1 to 3 business day(s) prior to the event

Contact your local office as soon as possible to ensure ample time to process your application.

Regional Office Email Addresses:

Region 1: AbileneCatering@tabc.texas.gov
AmarilloCatering@tabc.texas.gov
ElPasoCatering@tabc.texas.gov
LubbockCatering@tabc.texas.gov
OdessaCatering@tabc.texas.gov
Region 2: CateringArlingtonRegion@tabc.texas.gov
Region 3: CateringHoustonRegion@tabc.texas.gov
Region 4: CateringAustinRegion@tabc.texas.gov
Region 5: CateringSanAntonioRegion@tabc.texas.gov

- It is the applicant's responsibility to verify and adhere to all state and local laws and ordinances.
- Approval from the property owner is required and must include a contact name, telephone number, the exact location and effective date(s) of proposed change.
- TABC will provide you with a Notification of Approved Temporary Modification of Licensed Premise, which must be displayed next to your license/permit.
- For a permanent change, form L-LRC or L-LRW must be submitted to your local TABC office.
- For further information, or any additional questions contact your local TABC office.

COMPLETING FORM L-TMLP

CURRENT PERMIT INFORMATION

Question 1: Current License/Permit No.

- Enter your current license/permit number.

Question 2: Trade Name of Location

- Enter the trade name on your current license/permit.

Question 3: Owner of Business

- Enter the entity or individual owner of the business.
 - Example:
 - ABCD Inc
 - ABCD LLC
 - John Doe

LOCATION INFORMATION

Question 4: Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required?

- Ensure you have obtained ALL necessary permissions, permits and/or approvals from your city and/or county before submission of your temporary modification of license premise request. Contact your local TABC office to inquire about any additional requirements.
- Enter "YES," if you have obtained ALL necessary permissions, permits and/or approvals from your city and/or county.
- If "NO," explain.
 - Example:
 - Additional permissions are not required

Question 5: Have you obtained permission to use the proposed property/premise for the extension/modification?

- Enter "YES," if you have obtained permission to use the proposed property/premise for the extension/modification from the owner of premise **AND** attach a copy of the letter from the property owner.
- If "NO," explain
 - Example:
 - I own the property and give consent.

Question 6: Beginning Date of Requested Change

- Enter beginning date of the requested change.

Question 7: Beginning Time of Requested Change

- Enter beginning time of the requested change.

Question 8: Ending Date of Requested Change

- Enter beginning date of the requested change.

Question 9: Ending Time of Requested Change

- Enter beginning time of the requested change.

Question 10: Description of Event

- Enter name of event or other reason you are requesting a diagrammed modification of your licensed/permitted premise.
 - Example:
 - PGA Tour
 - UFC fight

CONTACT INFORMATION

Question 11: Name

- Enter name of requestor.

Question 12: Signature

- Signature of person requesting modification of license/permit.

Question 13: Business Phone No.

- Enter phone number of the requestor.

Question 14: Alternate Phone No.

- Enter alternate phone number of the requestor.

Question 15: Email Address

- Enter email address of the requestor.

Question 16: Date

- Enter the date the form was completed.



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TEMPORARY MODIFICATION OF LICENSED PREMISE

L-TMLP
(5/2020)

This form allows for the extension/modification of your permitted/licensed premise. You must submit this form **and a diagram form (L-D)** to your local TABC office no later than **10 business days** prior to the beginning date of the request. **Form L-D should include your current licensed premise and the requested modification.**

CURRENT PERMIT INFORMATION

1. Current License/Permit No.

2. Trade Name of Location

3. Owner of Business

LOCATION INFORMATION

4. Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required? ☐ Yes ☐ No

If "No" explain: _____

This temporary change of premise cannot be approved without required permission, if applicable.

5. Have you obtained permission to use the proposed property/premise for the extension/modification? ☐ Yes ☐ No
If "YES," Attach Copy. If "NO," Explain.

6. Beginning Date of Requested Change

7. Beginning Time of Requested Change

8. Ending Date of Requested Change

9. Ending Time of Requested Change

10. Description of Event

CONTACT INFORMATION (Officer or Owner of License/Permit)

11. Name:

12. Signature:

13. Business Phone No.:

14. Alternate Phone No.:

15. Email Address:

16. Date:

WARNING AND SIGNATURE

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.

PRINT

SIGN

NAME _____ HERE _____

TITLE _____

Before me, the undersigned authority, on this _____ day of _____, 20_____, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN
HERE

NOTARY PUBLIC

S E A L

Approved Date _____ Supervisor Initials _____



**TEXAS ALCOHOLIC
BEVERAGE COMMISSION**

Texans Helping Businesses & Protecting Communities

DIAGRAM FORM

FORM L-D (5/2020)

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared
_____, credible person(s), and
Name of Applicant
who after being by me duly sworn did depose and say:

Applicant or applicants hereby certify that the diagram of the premises attached
at _____ is a fair
Address
and accurate representation of the subject in question as it exists on the date of this
application and is a part of this application. I also certify that this diagram will be posted
with my license/permit.

Printed Name of Applicant

Signature of Applicant

ACKNOWLEDGEMENT

Subscribed and sworn before me, this _____ day of _____, 20__.

Signature of Notary

SEAL

DIAGRAM

FORM L-D (5/2020)

Approved by: _____
Printed Name of TABC Employee

Date: _____

Signature of TABC Employee