



**\*\* Renew Online at <https://online.tabc.texas.gov> \*\***

FORM N-FB  
(03/2018)

**APPLICATION FOR TWO-YEAR RENEWAL OF  
 PRIVATE CLUB REGISTRATION PERMIT (N) AND  
 PRIVATE CLUB BEER AND WINE PERMIT (NB) WITH A  
 FOOD AND BEVERAGE CERTIFICATE (FB)**

**LICENSE/PERMIT NUMBER:** \_\_\_\_\_ **EXPIRES:** \_\_\_\_\_

**CAREFULLY READ ALL INSTRUCTIONS**

1. Mailing Address:

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2. Trade Name:

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3. Location Address:

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4. Mailing Address:

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LICENSE/PERMIT NUMBER	ISSUE DATE	TWO-YEAR FEE	TWO-YEAR SURCHARGE	LATE FEE	TOTAL FEES DUE
	/ /				
<b>BOND INFORMATION</b>				<b>REGISTRY NO.</b>	

5. Business Owner/Applicant (Name of license/permit entity or individual owner filing renewal application)

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This does not represent the entire business entity structure on file with the Texas Alcoholic Beverage Commission. The license/permit holder is responsible for notifying TABC of any organizational changes at any level of your business structure. Failure to do so may result in the cancellation of your license/permit.

**QUALIFICATIONS**

6. Is this application being made by you for the benefit of someone else? If **“YES,”** indicate below or attach explanation. 6.  YES  NO

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7. Has the applicant, applicant’s spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Texas Alcoholic Beverage Code? If **“YES,”** indicate below or attach explanation. 7.  YES  NO

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8. Have there been changes since your original application that have not been reported on this or previous applications? If **“YES,”** indicate below or attach explanation. 8.  YES  NO

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9. Provide last 12 months of sales data.

Alcoholic Beverage Sales: \$ \_\_\_\_\_ Other Sales: \$ \_\_\_\_\_

Food Sales: \$ \_\_\_\_\_ Total Sales: \$ \_\_\_\_\_

10. Do you maintain food service at this location? 11.  YES  NO

11. Are the hours of operation for the sale and service of food and alcoholic beverages the same? 12.  YES  NO

**PAYMENT INFORMATION FOR PRIVATE CLUB REGISTRATION PERMIT:**

12. Refer to fee chart below to determine your Private Club Registration Permit fee. Indicate fee option.  OPTION 1 MEM – NUMBER OF MEMBERS: \_\_\_\_\_

If using Option 1, state the current number of club members:  OPTION 2 SET – SET FEE **SEE FEE CHART**

**NOTE:** If you DO NOT renew your FOOD AND BEVERAGE CERTIFICATE (FB) you will be required to complete a Publisher's Affidavit as per **Sec. 11.39**. The Publisher's Affidavit and original notice must accompany this renewal.

*OPTION 1 – MEMBERSHIP TWO-YEAR FEE				*OPTION 2 - SET TWO-YEAR FEE		
NO. OF MEMBERS	FEE	SURCHARGE		FEE	SURCHARGE	
0 TO 250	\$1,500	\$901		ORIGINAL	\$7,000	\$901
251 TO 450	\$2,700	\$901		1 <sup>ST</sup> RENEWAL	\$5,500	\$901
451 TO 650	\$3,900	\$901		2 <sup>ND</sup> AND ALL SUBSEQUENT RENEWALS	\$4,000	\$901
651 TO 850	\$5,100	\$901				
851 TO 1,000	\$6,000	\$901				
OVER 1,000	\$6 PER MEMBER	\$901				

  

PRIVATE CLUB BEER AND WINE PERMIT (NB) TWO-YEAR FEE			OTHER TWO-YEAR PERMIT FEES (SUBORDINATES)		
	FEE	SURCHARGE		FEE	SURCHARGE
PRIVATE CLUB BEER AND WINE PERMIT (NB)	\$3,000	\$901	PRIVATE CLUB LATE HOURS PERMIT (NL)	\$1,500	\$350
			BEVERAGE CARTAGE PERMIT (PE)	\$40	\$151
			FOOD AND BEVERAGE CERTIFICATE (FB)	\$200	\$576

**IMPORTANT: Sec. 28.081. SUBSTITUTION OF BRAND WITHOUT CONSENT OF CONSUMER PROHIBITED.** (a) The holder of a mixed beverage permit or a private club permit, or the agent, servant or employee of a holder of a mixed beverage permit or private club permit commits an offense if the holder, agent, servant, or employee substitutes one brand of alcoholic beverage for a brand that has been specifically requested by a consumer, unless the consumer is notified and consents to the substitution.

(b) A holder of a permit who violates Subsection (a) of this section is liable in a civil suit to a consumer for damages resulting from the substitution. The court shall award the prevailing party in an action under this section attorney's fees and costs of action.

**APPLICANT CONTACT INFORMATION**

Business Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_ Cell Phone # (optional) \_\_\_\_\_ E-mail (optional) \_\_\_\_\_

**WARNING: Sec. 101.69** of the Texas Alcoholic Beverage Code is as follows: "...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."

ACKNOWLEDGMENT		IMPORTANT: An officer must sign.	
Before me, the undersigned authority, on this _____ day		PRINT NAME	_____
of _____, 20_____ the person whose		HERE	APPLICANT: <i>PRINT</i> NAME
name is signed to the foregoing application personally appeared		SIGN	_____
and, duly sworn by me, states under oath that he or she has read		HERE ▶	APPLICANT: <i>SIGN</i> NAME AS SHOWN ABOVE
the said application and that all the facts therein set forth are true		SIGN	_____
and correct.		HERE ▶	NOTARY PUBLIC
<b>SEAL</b>			

## **ALL RENEWAL INSTRUCTIONS**

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**RENEW online** at <https://online.tabc.texas.gov> and login to your existing account or click the "Registration" link. Payments can be made by credit card or electronic transfer (ACH). Do **not** submit application by mail if you renew online.

**RENEW by mail:** Verify information shown in 1 through 5 for accuracy.

Tradename and mailing address changes can be made directly on this form by marking through the incorrect information and entering the current information. Any other changes will require additional forms. Contact your local TABC office or the Licensing Division at 512-206-3360.

Sign this application before a notary public. **Retain a copy of this renewal for your records.**

**STATE FEES AND SURCHARGES** are printed on the front page. Please add your fees and surcharges together for the total amount due.

**PAYMENTS:** Must be paid with a cashier's check, money order or company check payable to the Comptroller of Public Accounts. Personal checks will **not** be accepted. The postmark date will serve as proof of timely filing.

**MAIL** your renewal, bond if required, and total amount due to:

**TABC  
PO Box 13127  
Austin TX 78711-3127**

**NOTE:** Bonds may only be required for retail and manufacturer licenses/permits.

**LATE FILINGS:** If you do not file this application before your expiration date, your license/permit will expire and you must cease operations.

Your renewal may be filed within **30 calendar days** after your expiration date. A \$100 late fee will be required for **each** license/permit, in addition to all fees and surcharges.

**OTHER FEES:** Please note additional fees may be due to your city/county. It is your responsibility to contact these authorities to determine what amounts, if any, may be due and pay those fees. Failure to pay fees due to the city/county may result in administrative action against your license/permit by the commission.

*For forms and additional information visit us at: [www.tabc.texas.gov](http://www.tabc.texas.gov)*