



BYOB Permit Application

APPLICATION MUST BE FULLY COMPLETED OR WILL NOT BE ACCEPTED

- 1. Payment of \$50.00 to the City of Harker Heights**
- 2. All supplemental documentation**
 - ◆ **Signed Authorization for Criminal Background Check Form**
 - ◆ **Copy of Business Registration Certificate**
 - ◆ **Security Plan for the Venue**
 - ◆ **Site Plan (to scale) to include all site improvements, floor plan of each building, and designation of areas where the consumption of alcohol is allowed.**
 - ◆ **Proof of General Liability Insurance as required in §125.29 (Insurance Requirement)**

City of Harker Heights
 Planning & Development
 305 Millers Crossing
 Harker Heights, TX 76548
 Phone: (254) 953-5600

New Permit Date: _____

Renewal Renewal Date: _____ Current Permit Number (if applicable): _____

VENUE INFORMATION

Venue Name: _____ Street Address: _____

Venue Mailing Address: _____

Venue Phone: _____ Alternate Phone: _____

Venue E-mail: _____ Website: _____

VENUE OWNER INFORMATION - Attach Separate Pages for Additional Owners if Applicable

Owner Full Name: _____ Owner DOB: _____

Address: _____ City/State/Zip: _____

Phone: _____ Driver's License State: _____ Driver's License #: _____

E-mail: _____

VENUE MANAGEMENT INFORMATION - Attach Separate Pages for Additional Managers if Applicable

Manager Full Name: _____ **Manager DOB:** _____

Address: _____ City/State/Zip: _____

Phone: _____ Driver's License State: _____ Driver's License #: _____

E-mail: _____

Manager Full Name: _____ **Manager DOB:** _____

Address: _____ City/State/Zip: _____

Phone: _____ Driver's License State: _____ Driver's License #: _____

E-mail: _____

SUPPLEMENTAL DOCUMENTATION

Please attach the required supplemental documents as defined in the checklist below. Failure to include any documentation will constitute an incomplete application and will not be processed until provided.

<input type="checkbox"/>	1	Signed authorization letter from all applicants, owners, and managers for the City to conduct a criminal background check on each person described above.
<input type="checkbox"/>	2	Copy of Business Registration Certificate for the venue from the City of Harker Heights.
<input type="checkbox"/>	3	Security Plan for the Venue
<input type="checkbox"/>	4	Scale drawings of the site, including: (a) All site improvements; (b) The floor plan of each building; and (c) A designation of the areas where the consumption of alcohol is to be allowed.
<input type="checkbox"/>	5	Proof of General Liability Insurance
<input type="checkbox"/>	6	Non-Refundable Application Fee.

ACKNOWLEDGEMENT

I hereby acknowledge and affirm that I have read and understand the City of Harker Heights Ordinance 2020-10 regulating BYOB businesses, and the information provided on this document is current and accurate. I understand this permit will be administratively denied if it is determined that:

1. The applicant is under the age of 18 years;
2. The BYOB venue as proposed would not comply with Chapter 125 (BYOB Businesses) of the City of Harker Heights Code of Ordinances;
3. The applicant had a BYOB permit required by Chapter 125 (BYOB Businesses) of the City of Harker Heights Code of Ordinances revoked within the preceding 12-month period;
4. By accepting a BYOB permit under this chapter, the permit holder consents that the Director, the Director's representative, law enforcement personnel, code enforcement personnel, and other on-duty governmental personnel may enter the premises during the hours of operation to conduct an investigation or inspect the premises to determine compliance with this chapter.
5. A BYOB permit holder, a manager, and an employee of a BYOB venue shall provide the Director, the Director's representative, law enforcement personnel, code enforcement personnel, and other on-duty governmental personnel with immediate access to all portions of the premises.
6. The applicant provided incorrect or incomplete information on the application; or
7. The applicant has been convicted of a felony or misdemeanor that directly relates to the duties and responsibilities for operating a BYOB venue, and the conviction makes the person ineligible to hold a permit.

I further acknowledge and understand that if this application is denied, I have the right to appeal this decision in accordance with the Code of Harker Heights Section 125.16 (Appeal).

Owner Signature

Date: _____

Owner Printed Name

STAFF ONLY -- DO NOT FILL OUT

Date Submitted: _____

Received By: _____