

CITY OF LUBBOCK  
PROCEDURES FOR OBTAINING A ZONING CERTIFICATE  
DANCE HALL, SPORTS GRILL OR HOLDER OF ANY TEXAS ALCOHOLIC BEVERAGE COMMISSION  
PERMIT

A Zoning Certificate application may be obtained from the City of Lubbock Planning Department at 1625 13<sup>th</sup> Street, Room 107, 775-2102. THIS IS ONLY PART OF THE PROCEDURES REQUIRED BY THE TEXAS ALCOHOLIC BEVERAGE COMMISSION.

**NEW ZONING CERTIFICATE:**

A new certificate is required if the establishment is a new business or if there is a change in ownership on an existing permit. The application should be completed in full and returned to the Planning Department, 1625 13<sup>th</sup> Street, Room 107 (a detailed floor plan/site plan is required).

**Zoning Requirements:**

1. **Zoning Districts:** Restaurants (including those with an alcoholic beverage permit) are permitted in the C-2A, C-2, C-3, C-4, IHC, IHI, M-1, and M-2 Districts. Sports grills are permitted in the C-2, C-3, C-4, IHC, IHI, M-1, and M-2 Districts. Bars and Dance Halls are permitted in the C-4, IHC, IHI, M-1, and M-2 Districts.
2. **Parking:** The parking ratio for a restaurant with the incidental sales of alcoholic beverages is one space for each seventy-five (75) square feet of gross floor area. The parking ratio for a bar, dance hall, or sports grill is one space for each fifty (50) square feet of gross floor area. If the business is in an existing shopping center, a written letter of agreement (or lease agreement) with the owner or operator of the center showing parking available at the above ratio will be required.
3. **Separation:** All Texas Alcoholic Beverage Permits require that there be 300 feet of separation from any church, school or hospital. In addition, some permits also require separation to child care facilities. Any bar or dance hall shall be located a minimum of 200 feet from any residentially zoned property and 600 feet from any established bar or dance hall.
4. **Dance floors:** Dance floors shall be allowed in restaurants and sports grills only upon the granting of a special exception by the Zoning Board of Adjustment. Approval requires approximately forty days and a public hearing before the Board. In a restaurant, the Board cannot approve more than 400 square feet for the dance floor area. The Planning Department has additional information (fee required).
5. **Game room:** A game room permit shall be required for any business that operates six (6) or more skill or pleasure coin-operated machines (see section 3-115, Lubbock Code) or any business whose principal business is the operation of skill or pleasure coin-operated machines.

**Additional Requirements:**

The following departments should be contacted to obtain the approvals needed to acquire a zoning certificate. A set of plans may be required for each department. Parking spaces should be indicated on the site plan. If new construction, a complete set of plans should be submitted to each department at the same time construction permits are requested. Compliance with the Building, Health, Fire and Zoning Codes must be completed prior to a Zoning Certificate being issued.

1. **Building Inspection:** Schedule an investigative inspection of the premises to obtain a Certificate of Occupancy (775-2087, 1625 13<sup>th</sup> Street, Room 106 – fee required).
2. **Health Department:** Obtain a new Health Permit (775-2116, 1902 Texas Avenue – floor plan and fee required).
3. **Fire Marshall:** Schedule an inspection to obtain a new Maximum Occupancy for the premises (775-2646, 1515 East Ursuline – floor plan required).
4. **State Comptroller's Office:** A Tax Certificate issued by the State comptroller's Office should be attached to the application (792-1895, 4630 50<sup>th</sup> Street, Suite 404).

**PLEASE NOTE:** The Zoning Certificate requires that the applicant certify they have read and fully understand the zoning regulation and all other ordinances applicable to the property and the business. Contact the Planning Department to review areas in the city limits where beverage permits are allowed and to obtain a partial list of applicable provisions of the City of Lubbock Code of Ordinances.

After all of the above requirements have been met, the Planning Department will approve the Zoning Certificate and the City Secretary will approve the permit application for the Texas Alcoholic Beverage Commission.

**YEARLY RENEWAL OR NAME CHANGE ON AN EXISTING ZONING CERTIFICATE:**

A Renewal Affidavit/Zoning Certificate should be completed in full on or before the annual renewal date of your existing permit or at the time of a name change and returned to the Planning Department (1625 13<sup>th</sup> Street, Room 107). State law allows both the City of Lubbock and the County of Lubbock to collect a fee when the permit enters its fourth (4<sup>th</sup>) year. If the fee is not paid, either unit of government may request TABC to suspend the permit.