



New Plan Review Prerequisite for Alcohol Related Businesses

Beginning June 1, 2012, the Code Enforcement Commercial Plan Review Section will start requiring a copy of the completed Administration and Regulatory Affairs (ARA) Application for Alcohol and Alcohol related businesses, that has been time stamped and accepted by ARA, to be presented.

The following Building Permit projects will be impacted:

- New Construction
- Conversion/Change of Use to an Alcohol Related Business

This effort is to make the applicant aware of the ARA permits in the development stage of their business, as other requirements regarding the structure may be needed for compliance.

Process

First, visit the ARA Commercial Permitting Office at 1002 Washington Ave, 1st Floor to complete and submit the Alcohol Permit application. The [application](#) can also be downloaded at <http://www.houstontx.gov/ara/regaffairs/commercial.html>.

Please note that the application service is a walk-through submittal; however, the final approval (if granted) will be received later.

When plans are submitted for code compliance review for the projects described above, a copy of the completed time stamped ARA permit application or permit must be attached to the plans. Please note that this is a prerequisite. For a complete list of prerequisites, please visit http://documents.publicworks.houstontx.gov/documents/divisions/planning/enforcement/1105_prerequisite_checklist_2012.pdf.

For questions regarding the Plan Review process please call 832-394-8810. For information on the ARA Commercial Permits please call 832-394-8801.

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