



Alcoholic Beverage Sale Requirements

Purpose/Intent

This handout is designed to provide the necessary information for those who would like to open an establishment within the City of Tustin with the intent of selling alcoholic beverages.



What are alcoholic beverage sales?

Alcoholic beverage sales can be defined as alcohol that is either being sold on-site or off-site.

- On-site meaning alcohol is being sold for consumption on the premises.
- Off-site meaning alcohol is being sold for consumption off the premises.

What is required for Alcoholic Beverage Sales?

- Apply for a Conditional Use Permit with the City of Tustin by completing the Conditional Use Permit requirements⁽¹⁾.
 - Off-site alcoholic beverage sales establishments greater than 10,000 square feet where the alcoholic beverage sales area occupies less than 10 percent of the gross floor area are exempt.
- Apply for an ABC License with the California Department of Alcohol Beverage Control.

*Applicants are strongly encouraged to apply for both simultaneously.

What is a Conditional Use Permit?

A Conditional Use Permit is a special use permit, which authorizes certain land uses with specific conditions.

Before applying for a Conditional Use Permit, it is strongly encouraged for applicants to speak to a Planner about the Conditional Use Permit requirements. This can be done by visiting the Planning Division counter or calling the Planning Division at (714) 573-3140, where a Planner can answer any of your questions and guide you through the process.

Where are Alcoholic Beverage Sales Allowed?

All commercially and industrially zoned properties may request a Conditional Use Permit for alcohol sales, except off-site sales establishments located 1,000 feet away from public and private schools (K-12).

What are Tustin's Requirement's?

Business Hours:

- Establishments may operate until 2:00 a.m. with conditions that allow for reduced hours if noise or security complaints are received.

On-Site Alcoholic Beverage Sales Establishments:

- Sales establishments shall be consistent with the Alcoholic Beverage Sales Establishment Guidelines⁽²⁾ as adopted by the Planning Commission on March 13, 2018, and the Tustin City Code Section 9271(dd)⁽³⁾.

Off-Site Alcoholic Beverage Sales Establishments:

- Sales establishments shall be consistent with the Alcoholic Beverage Sales Establishment Guidelines as adopted by the Planning Commission on March 13, 2018, and the Tustin City Code Section 9271(dd)⁽³⁾.
- Sales establishments cannot be located within 1,000 feet from any public and private schools.
- Alcohol sales cannot exceed 50 percent of the gross annual sales.



What is required for the Conditional Use Permit Process?

The following forms and documents⁽¹⁾ are required in order to apply for a Conditional Use Permit:

CUP requirements
1. Development Application Form
2. Application Fee
3. 10 Sets of Plans
4. Supplemental Application Form
5. Environmental Assessment Form
6. 300' Radius Map & Mailing Labels
7. Preliminary Title Report (2 Copies)
8. Parking Summary

How much does it cost to get a CUP for an ABC License?

City of Tustin Alcohol Beverage License Fees	
CUP for ABC License	\$ 255.00
Environmental Fee	\$ 25.00
Total	\$ 280.00

What are the steps taken after an ABC license CUP has been submitted?

After having applied for a Conditional Use Permit these are the steps that follow:

1. The application is reviewed for completeness and CEQA requirement's (30-day review).
*May require a resubmittal if the application is incomplete.
2. The application is deemed complete and the project is scheduled for public hearing.
3. Public notices are mailed, published, and posted at least ten (10) calendar days before the public hearing.
4. A public hearing is held for the project; the project is presented to the Zoning Administrator or Planning Commission.
5. The project is ultimately approved or denied, with an option to appeal the decision within 10 calendar days.

Helpful Links

1. *Application Materials:*
<https://www.tustinca.org/368/Submittal-Requirements>
2. *Guidelines:*
<https://www.tustinca.org/370/Planning-Zoning-Documents>
3. *Tustin City Code 9271(dd):*
https://library.municode.com/ca/tustin/codes/code_of_ordinances?nodeId=ART9LAUS

Additional Questions

For additional questions, please contact the Planning Division at (714) 573-3140 or visit the Planning Division at Tustin City Hall, 300 Centennial Way, Tustin CA 92780.