

PERMIT # _____ - _____ **APPLICATION FOR
OPERATOR'S/GAMEROOM PERMIT
(NON-TRANSFERABLE)**

The Amusements Ordinance requires an operator's permit be obtained for any business which operates six (6) or more skill or pleasure coin-operated machines, or any business whose principal business is the operation of skill or pleasure coin-operated machines, without regard to number.

Operator/Owner Name _____
Sec.3-116,b(2) (Legal Name: sole proprietor, dba, or incorporated)

Operator/Owner Address _____ Zip _____
(Legal Address)

Name of Local Agent for Operator/Owner _____
Sec. 3-116,b(3) (If Operator/owner is **not** a resident of the City of Lubbock)

Address of Local Agent _____ Zip _____

This information may appear on the permit for identification purposes:

Name of Business _____
Sec.3-116,b(1)

Address of Business _____ Zip _____

Phone No. of Business _____ Manager's Name _____

Maximum number of machines to be located at this address _____

I, _____ hereby affirm that to the best of my
(Owner or manager/local agent)

knowledge the information appearing on this application is true and correct.

Signature of Operator/Owner or Local Agent/Manager

SUBSCRIBED AND SWORN TO BEFORE ME on this _____ day of _____, _____.

Notary Public in and for the State of Texas
Commission expires _____

APPROVED:

(1) _____
Building Official (Only if First-time applicant)

(2) _____
Fire Marshal

(3) _____
Zoning Official

(4) _____
City Secretary

SEE REVERSE SIDE FOR INSTRUCTIONS

**CITY OF LUBBOCK
PROCEDURES FOR OBTAINING
AN OPERATOR'S/GAMEROOM PERMIT**

Any business location which has six (6) or more skill or pleasure coin-operated machines shall obtain a valid operator's permit and post in a conspicuous place near the machines.

Schedule an appointment with Planning Department personnel @775-2109 - 1625 13th Street to discuss the zoning requirements. Zoning requirements are:

- A. Property should be zoned C-4 IHC, IHI, M-1 or M-2, or the applicant must have obtained approval from the Zoning Board of Adjustment to have a conditional use in a C-2 or C-3 zone.
- B. Parking should be available on the development lot at a ratio of one parking space for each 50 square feet of gross floor area.

If the location meets with zoning requirements, the Application for Operator's Permit should be routed as follows:

1. **Zoning**: Schedule an appointment to obtain final Planning Department approval and signatures @775-2109, 1625 13th Street, Room 107.
2. **Fire Marshal**: Schedule an inspection of the premises @775-2646, 1515 E. Ursuline. **(Machines must be in operational set-up prior to inspection; city decal/sticker on machine not required at time of fire marshal inspection). Obtain signature.**
3. **Building Inspection (only if first-time applicant) Renewals may skip**: Schedule an inspection of the premises to obtain a Certificate of Occupancy @775-2087, 1625 13th Street, Room 106. \$60.00 fee is required. **(Machines must be in operational set-up prior to inspection; city decal/sticker on machine not required at time of building inspection). Obtain signature if first-time applicant.**
4. **City Secretary's Office**: When the application is properly prepared and the signatures from the required departments have been obtained, the City Secretary will sign the application and issue the Operator's Permit @1625 13th Street, Room 206, phone 775-2028. A \$35.00 fee is required.

It is the applicant's responsibility to obtain the required signatures listed above. The City of Lubbock Operator's Permit authorizes skill or pleasure coin-operated machines on the premises. In addition, the owner of the machines must pay an annual occupation tax on all machines in the amount of \$15.00 per machine, payable in the City Secretary's Office (Sec. 3-106) (separate form required). Upon payment of the occupation tax, the owner will be issued one decal per machine to be securely affixed to the machine.

ALL STATE REGULATIONS AND PERMITS ARE SEPARATE FROM THE CITY PERMIT.

OPERATORS PERMIT AND OCCUPATION TAX SHALL BE RENEWED EACH YEAR BY DECEMBER 31ST. [Sec. 3-115, (d)]