

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

The Businesses and 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.

LEGAL INFORMATION ONLY

Operator/Owner Name _____
Sec.8-04.062 (Legal Name: sole proprietor, ltd, Partnership, or incorporated)

Operator/Owner Address _____ Zip _____ E-mail _____
(Legal Address)

Name of Local Agent for Operator/Owner _____
Sec. 8.04.062(b)(3) (If Operator/owner is **not** a resident of the City of Lubbock)

Address of Local Agent _____ Zip _____

Name of Business _____
Sec.8.04.062(b)(1)

Address of Business _____ Zip _____

Manager's Name _____

Phone: _____ E-Mail: _____

Maximum number of machines at this address for the entire year _____

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

(4) _____
Zoning Official

(2) _____
Environmental Health (if allow smoking at business)

(5) _____
Police Department

(3) _____
Fire Marshal

(6) _____
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.

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 zoning requirements, please complete the first two sections of the application. The third section must be completed in front of a notary; a notary is available in the Office of the City Secretary should one not be readily available to the applicant. Then, submit the application to the Office of the City Secretary via mail or hand delivery to:

1625 13th Street Room 206 (Physical address)
Office of the City Secretary (Mail address)
PO Box 2000
Lubbock, TX 79457.

The Office of the City Secretary will route the application to the following departments:

- 1. **Zoning**: Final Planning Department approval (for structures not previously approved to be a game room please contact Planning & Zoning prior to submitting an application @775-2109, 1625 13th Street, Room 107).
- 2. **Fire Marshal**: Please be sure to include a valid phone number at which a Fire Inspector may contact you to schedule an inspection (**Machines must be in operational set-up prior to inspection; city decal/sticker on machine not required at time of fire marshal inspection**).
- 3. **Building Inspection**: For first time applicants an inspection of the premises will be scheduled to obtain a Certificate of Occupancy IF this process has not been completed. (Machines must be in operational set-up prior to inspection; city decal/sticker on machine not required at time of building inspection). The certificate of occupancy will be reviewed for ALL renewals.
- 4. **Environmental Health – If smoking is allowed at business, you need a Smoking permit**: Must comply with the City ordinance and obtain a permit from the health department in order to allow smoking in your facility. Fee: \$78.00. Call: 775-3189 to schedule an appointment with an inspector (1902 Texas Ave., 2nd Floor). Violators subject to fines.

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 \$20.00 per machine, payable in the Office of the City Secretary (Sec. 8.04.031) (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. 8.04.061(d)]**