



## Galveston County Game Room Permit Application

### **Section 1: Verification**

Please read the following, sign the acknowledgement and include with your Galveston County Game Room Permit Application. The Application will not be considered if this requirement is not met. Please note that all information in the Application must be printed and legible.

In making this Application, I hereby acknowledge that:

1. I have read, fully understand, and agree to comply with the Galveston County Game Room Regulations as adopted by Galveston County Commissioners Court on December 21, 2018.
2. I am an "Owner" of the Game Room referenced in this Permit Application as that term is defined by Subsection 1.4(c) of the Regulations.
3. The business establishment I am attempting to permit is a "Game Room" as defined by Subsection 1.4(a) of the Regulations.
4. I have disclosed the identity or all Owner(s)<sup>1</sup>, Operator(s)<sup>2</sup>, employee(s), and any other individual(s), proprietorship(s), corporation(s), association(s), or other legal entity(s) acting for, or acting on behalf of the Game Room and have provided, along with this Application, a photocopy of all required driver's license or government- issued identification and incorporation papers as applicable.
5. I affirm that all information provided in making this Game Room Application is true and correct under the penalty of perjury as defined under Section 37.02 of the Texas Penal Code.
6. I affirm that I have not withheld any pertinent information that relates to this Game Room Application under the penalty of Perjury as defined under Section 37.02 of the Texas Penal Code.
7. I understand making a misleading statement or misrepresentation in this Game Room Application is a third degree felony offense as defined under Section 37.02 of the Texas Penal Code. I further understand that withholding pertinent information will result in denial or revocation of the Game Room permit.
8. I understand that this application, proprietary information provided in the process of obtaining this permit is considered confidential and it, along with any other information protected by Texas statute will remain confidential.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date Signed

<sup>1</sup> As defined by Subsection 1.4(c) of the Regulations

<sup>2</sup> As defined by Subsection 1.4(e) of the Regulations

### **Galveston County Game Room Permitting Office**

1620 Gill Road  
Dickinson, Texas 77539  
Garret Foskit  
Jack Ellison

(409) 766-4512  
(409) 766-4509

#### **Office Use Only**

DATE RECEIVED: \_\_\_\_\_  
APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_  
PERMIT NUMBER: \_\_\_\_\_

## **Section 2: Game Room Permit Required**

A permit issued pursuant to the Regulations is required in order to operate a Game Room within unincorporated Galveston County. As outlined in Subsection 2.1(a) and Subsection 2.8 of the Regulations, a person who operates a Game Room without first paying the fee and securing a Game Room permit, or who operates a Game Room after the permit has been revoked or suspended, shall be assessed a civil penalty not to exceed \$10,000 per violation. Each day a violation occurs or continues to occur is considered a separate violation. Further, a Person commits a Class A misdemeanor offense if they intentionally or knowingly operate a Game Room in violation this Subsection.

Accordingly, it is unlawful to operate the Game Room that is the subject of this Application without first being issued a permit pursuant to the Regulations.

### **1. Applicant Must Apply In Person**

Pursuant to Subsection 2.1(b)(1) of the Regulations, Application for a Game Room permit shall be made in person, along with the application fee to the Galveston Branch of the Galveston County Tax Office (GCTO), 722 Moody, Galveston TX. Applications may not be mailed, faxed or sent via electronic mail will be delivered along with the original receipt to the Office of the Game Room Administrator, 1620 Gill Road, Dickinson for review.

### **2. Fee Schedule**

Pursuant to Subsection 2.1(b)(2) of the Regulations, the following fee schedule applies :

Application for a NEW Game Room Permit:	\$1,000
Application for RENEWAL of a Game Room Permit:	\$1,000

Cash, check, money order or cashier's check (payable to the Galveston County Tax Office), debit or credit card (credit cards incur a 2.5% and debit cards a \$3.00 bank convenience fee) must be presented at the Galveston Branch of the Galveston County Tax Office (GCTO), 722 Moody/21st Street. An original, official receipt from GCTO will accompany each Application.

### **3. A receipt is NOT a Game Room Permit**

A receipt showing payment of the application fee is NOT a Game Room Permit. GCTO will provide a two part official receipt at time of payment.

### **4. Incomplete Applications Shall NOT Be Accepted**

Pursuant to Subsection 2.1(b)(3) of the Regulations, incomplete Application shall not be accepted. GCTO makes no determination regarding completeness of the Application but only issues a receipt verifying the Application or renewal fee has been paid. The Application process begins when:

- a) The Application, including the verification page, is submitted by GCTO to the Game Room Administrator(s) located at 1620 Gill Rd Dickinson TX 77539. If an appointment is needed, call (409) 766-4509 or (409) 766-4512 at least 24 hours in advance to schedule an appointment. Business hours are 9:00 a.m. to 4:00 p.m. Monday through Friday;
- b) All required documentation listed in Subsection 2.1(c)(1) – (16) of the Regulations is submitted and received; and
- c) The required Application fee is paid in good, immediately available United States funds verified by an original receipt issued by GCTO.

### **5. Inspection Process**

Pursuant to Subsection 2.1(b)(5) of the Regulations, upon receipt of a complete Application, up to three (3) inspections of the Applicant's proposed Game Room will be conducted by the Game Room Administrator to ensure compliance with the Regulations. The Applicant must be present during these inspections. Applicant is responsible for insuring an interpreter is in attendance, if necessary, during the inspections.

Pursuant to Subsection 2.1(b)(6), the permitting process must be completed within 60 days of initial inspection. Failure to complete the inspection process within 60 days shall result in denial of the permit. It is your responsibility to ensure the process is complete within the requisite 60 days.

## **6. Duty to Comply with Regulations**

Pursuant to the Regulations, permittees have a duty to comply with all provisions of the Regulations. Any violation of Section 2, 3, or 4 of the Regulations can result in suspension or revocation of the Game Room permit.

The permit of any Owner, Operator, employee, agent, and/or any other individual acting for, or acting on behalf of a permitted Game Room who violates an offense outlined in Section 3 or 4 of these Regulations will be immediately revoked. Additionally, an offense outlined in Section 3 or 4 of the Regulations that occurs on the premises will result in revocation of the Game Room permit.

### **Section 3: Required Information**

Each Application shall be accompanied by:

1. A non-refundable Application fee of \$1,000, or such other amount as established by the Galveston County Commissioners Court;
2. A copy of a Certification of Completion issued by the Galveston County Engineer for the building in which the Game Room is proposed to be operated;
3. Life safety drawings, including a diagram or floor plan to include designed occupancy load, prepared, signed and sealed by a licensed architect or engineer and approved by the Galveston County Engineer;
4. A Texas Accessibility Standards inspection certifying that the property, including the building, at which the Game Room is proposed to be operated complies with Texas accessibility requirements, signed by a registered accessibility specialist licensed by the Texas Department of Licensing and Regulation.
5. A true and correct copy of the assumed name certificate filed in the office of the Galveston County Clerk, bearing the file mark or stamp that evidences its filing, if the Game Room will be operating under an assumed name;
6. If the Applicant is a legal entity, a copy of the formative legal documents for the applicable legal entity (e.g., the articles of incorporation, partnership agreement, etc.) and a certificate showing the legal entity in good standing with the Texas Secretary of State;
7. A copy of government-issued photo identification of the Applicant or, if the Applicant is a legal entity, the individual executing the Application on the Applicant's behalf;
8. If applicable, proof that the proposed enterprise is a preexisting Game Room;
9. If applicable, proof that the proposed enterprise is entitled to a charitable bingo exemption under these regulations, with all documentation required to be submitted in connection with such exemption;
10. If applicable, proof that the proposed enterprise is entitled to a food and beverage sales exemption under these regulations, with all documentation required to be submitted in connection with such exemption;
11. Either (a) a current lease agreement for the Game Room premises with the Applicant listed as the Game Room Owner and premises lessee or (b) current deed for the Game Room premises with the Game Room Owner shown to be the property Owner;
12. A list of all Owner(s) of the Game Room with their government-issued identification numbers and incorporation papers as applicable;
13. A copy of the State of Texas coin-operated machine occupation tax records, the State of Texas coin-operated machine license or registration certificate, and the Galveston County coin-operated machine occupation tax records for each machine exhibited or displayed, or permitted to be exhibited or displayed in the Game Room. Records shall include information detailing each machine found on the premises by identifying the machine by name of manufacturer, serial number, type of machine, the serial number of the State of Texas Tax stamp, and the Galveston County Tax Stamp, including the year of expiration of each tax stamp required;
14. The Game Room Applicant's Federal Employer Identification Number (EIN);
15. A certification that neither the Applicant nor the Owners of the Game Room have been convicted of any level of any of the offenses listed in subsection 2.2(b)(1) of these regulations; and
16. A certification that all of the contents of the Application and the above presented materials are true and correct under penalty of perjury and penalty of Texas Penal Code Section 37.10.

**Incomplete Applications**

A Game Room Application will be rejected upon failure to produce all documents required in subsection 2.1(c) of the Regulations, except documents supporting exemptions listed in subsections 2.1(c)(8), 2.1(c)(9) or 2.1(c)(10) of the Regulations. Failure to provide the proof required by subsections 2.1(c)(8), 2.1(c)(9) or 2.1(c)(10) will result in denial of the specific exemption described in that particular subsection of the Galveston County Game Room Regulations.

**Section 4: Application Information**

**1. Permitting as an Individual**

If you are attempting to permit a proposed Game Room as an individual, confirm by signing below. By signing below you are also acknowledging that you understand that if you are issued a Game Room permit, it is not transferable, assignable, or divisible. A Person commits a Class A misdemeanor if he or she intentionally or knowingly transfers, assigns, or divides a Game Room permit or attempts to do so. Further, a Person shall be assessed a civil penalty not to exceed \$10,000 per violation (each permit transferred, assigned, or divided or attempted to be transferred, assigned, or divided being considered a separate violation).

**Individual Applicant Information**

Entity Name if not a natural person: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle/Maiden Name)

Aliases/Nicknames: \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **OR** Driver's License/State ID #: \_\_\_\_\_

Physical Residence Address: \_\_\_\_\_  
Street City State Zip

Mailing Address (if different than Residence): \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

Email Address: \_\_\_\_\_

**A photocopy of the Applicant's valid driver's license and/or valid identification card must be attached to this Application as well as all required documents as listed in Subsection 2.1(c) of the Regulations.**

## Permitting As Anything Other Than An Individual (Owners)

In making this Application, if you contend that the Game Room you are attempting to permit will be operated as a partnership, corporation, etc., you are required to provide the information requested below and the documents required under Section 2.1(c) of the Regulations. Provide all partners' names, dates of birth, present residential addresses, and descriptions of how that individual is an "Owner" of the proposed Game Room. Please use the specific language contained in Subsection 1.4(c) of the Regulations for your description of the basis of Ownership. **A photocopy of each driver's license or identification card must also be submitted** (attach additional pages if needed).

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Basis of Ownership: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Basis of Ownership: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Basis of Ownership: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Basis of Ownership: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Basis of Ownership: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Basis of Ownership: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

## Permitting Those Who Are Operators of a Game Room

In making this Application you are required to provide the information requested below and the documents required under Section 2.1(c) of the Regulations. Complete this section by disclosing all other employee(s), agent(s), and any other individual(s), proprietorship(s), corporation(s), association(s), or other legal entity(s) acting for, or acting on behalf of the Game Room. Provide all operators names, dates of birth, present residential addresses, and descriptions of what that individual is in the "Operation" of the proposed Game Room. Please use the specific language contained in Subsection 1.4(d) and/or 1.4(e) of the Regulations for your description of the basis of operation. **A photocopy of each proposed partner's driver's license or identification card must also be submitted.** (attach additional pages if needed)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Job Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Job Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Job Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Job Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Job Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Section 5. Grounds for Denial, Revocation, or Suspension**

Any violation of any section or subsection of the regulations or failure to meet all requirements of any section of subsection of the regulations, where applicable, will be grounds for denial, revocation, or suspension of a permit to operate a Game Room.

By signing this document you acknowledge that the information provided is true and correct under the penalty of Perjury as defined by Chapter 37.02 of the Texas Penal Code. Providing false information on this document is a third degree felony under Section 37.10 of the Texas Penal Code.

Further, you hereby acknowledging that you are an "Owner" of the Game Room you are attempting to permit as that term is defined by Section 1.4(c) of the Regulations.

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Physical Address of Game Room

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Printed Name of Applicant

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Applicant/Owner Signature

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Date Signed