



City of Dickinson Community Development

Tax On Coin-Operated Machines Annual Permit Application

Property Information

Address: _____
County Appraisal District No.: _____
Legal Description: _____
Acres: _____ Floodplain: _____

Property Owner Information

Owner: _____
Last First M.I.
Address: _____
Street Address Apartment/Unit #
_____ *City State ZIP Code*
Phone: _____ Email: _____

Business Information (Operator)

Business Name: _____
Business Owner: _____
Last First M.I.
Business Address: _____
Street Address Apartment/Unit #
_____ *City State ZIP Code*
Business Phone: _____ Business Email: _____

Applicant / Agent Information

Applicant: _____
Last First M.I.
Address: _____
Street Address Apartment/Unit #
_____ *City State ZIP Code*
Phone: _____ Email: _____

****If applicant is different than property owner, a *Notarized Agent Authorization* is required. ****

Request Details

Total Number of
Machines: _____

** Businesses with 5 or more machines are considered a Gameroom and require a Specific Use Permit **

Coin Operated Machine Information

** All fields are required for each machine being permitted. Incomplete applications will be rejected. Use additional sheets as needed **

Make of Machine _____

Type of Machine: _____

Type of Machine Options: Dart Machine, Eight Liner, Music, Pool Table, Skee-ball, Video Game, Video Poker, Pinball, Other

Name of Machine: _____

Serial Number: _____

Comptroller Number: _____

Coin Operated Machine Information

Make of Machine _____

Type of Machine: _____

Type of Machine Options: Dart Machine, Eight Liner, Music, Pool Table, Skee-ball, Video Game, Video Poker, Pinball, Other

Name of Machine: _____

Serial Number: _____

Comptroller Number: _____

Coin Operated Machine Information

Make of Machine _____

Type of Machine: _____

Type of Machine Options: Dart Machine, Eight Liner, Music, Pool Table, Skee-ball, Video Game, Video Poker, Pinball, Other

Name of Machine: _____

Serial Number: _____

Comptroller Number: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process.*

Signature: _____

Date: _____

Printed Name: _____

** This permit must be renewed yearly prior to December 31 **

Coin Operated Machine Information

Make of Machine _____

Type of Machine: _____
Type of Machine Options: Dart Machine, Eight Liner, Music, Pool Table, Skeeball, Video Game, Video Poker, Pinball, Other

Name of Machine: _____

Serial Number: _____

Comptroller Number: _____

Coin Operated Machine Information

Make of Machine _____

Type of Machine: _____
Type of Machine Options: Dart Machine, Eight Liner, Music, Pool Table, Skeeball, Video Game, Video Poker, Pinball, Other

Name of Machine: _____

Serial Number: _____

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Name of Machine: _____

Serial Number: _____

Comptroller Number: _____

Tax on Coin Operated Machine Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding zoning is found in Chapter 8 - Zoning of the Dickinson Code of Ordinances.

**A valid Certificate of Occupancy for the Business is required prior to submitting this application.
A new application is required to switch out Coin Operated Machines.**

- Application – complete with signature.
 - \$100.00 Application
First inspection is included in the Application fee.
 - \$15.00 per machine Tax on Coin Operated Machine
 - \$35.00 Additional required inspections
- Authorization:
 - Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
 - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application.
 - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
- Texas Comptroller license, registration certificate, or tax permit - Coin operated machine details will be verified against state and application.
- Certificate of Occupancy - existing business must have a valid CO.
- Fire Inspection – must meet all building and fire codes adopted by the City of Dickinson.

Additional Requirements for Gameroom use:

Gameroom: A business or commercial establishment or building or location wherein five (5) or more machines or apparatus that may be played or operated by the insertion of a coin or slug and on which games or tests of skill, chance or ability are played, including pinball machines, and any machine initiating games of sport, shooting or guiding objects, or any machine designed for amusement or relaxation, but not including machines for vending food, drink and tobacco products, music playing or recording or apparatus commonly known as kiddie rides.

- Specific Use Permit – Copy of the approved Specific Use Permit.
- Proposed Floor Plan – Floor plan showing the location of the space inside to be occupied, including:
 - Total building square footage
 - Square footage of each area
 - Use of each area
 - Location of Machines
 - Location of windows and doors
 - Occupant load
- Proposed Site Plan – Site plan showing the location of the space outside to be occupied with calculations and dimensions, including:
 - Fire lane
 - Parking - If multi-tenet use, parking plan must include all uses.
 - Lighting (Emergency and site lighting)