



## COIN OPERATED PERMIT APPLICATION

Applications can be emailed to the permits department at [permits@cleveland.texas.gov](mailto:permits@cleveland.texas.gov)

### Procedure and Requirements:

*Partial submittals will not be kept in the permitting office. Incomplete applications will not be accepted. Missing required documents will delay the permit process.*

#### REQUIREMENTS:

- \_\_\_ COPY OF COMPLETE STATE APPLICATION (INCLUDING LIST OF ALL REGISTERED MACHINES WITH THEIR SERIAL NUMBERS)
- \_\_\_ COPY OF STATE ISSUED CERTIFICATE/LICENSE (OPERATED MACHINE GENERAL BUSINESS LICENSE)
- \_\_\_ CITY APPLICATION AND INFORMATION SHEET (ATTACHED)
- \_\_\_ VALID, GOVERNMENT ISSUED DRIVERS LICENSE OR IDENTIFICATION CARD

#### PAYMENT AND PICK-UP PROCEDURE:

- \_\_\_ A VALID, GOVERNMENT ISSUED DRIVER'S LICENSE OR IDENTIFICATION CARD IS REQUIRED AT TIME OF PICK UP
- \_\_\_ PAYMENT MUST BE MADE PRIOR TO PICK UP (PAYMENT CAN BE MADE OVER THE PHONE OR IN PERSON)
- \_\_\_ NO COMPLETED PERMIT OR COIN OP STICKERS WILL BE MAILED

#### FEES:

**\$15.00 PER MACHINE LISTED ON THE STATE AND CITY APPLICATIONS**

**\$20.00 PER MACHINE IF MACHINE IS OPERATING BEFORE PERMIT IS OBTAINED**

#### TAXES AND LOCATION RESTRICTIONS:

SEC. 14-38. PAYMENT OF TAX; RECEIPT TO BE ATTACHED TO MACHINE. (A) THE OCCUPATION TAX LEVIED BY THIS ARTICLE SHALL BE PAID TO THE CITY TAX COLLECTOR, WHO SHALL ISSUE AN OCCUPATION TAX RECEIPT. (B) THE OCCUPATION TAX RECEIPT SHALL BE ATTACHED TO THE COIN-OPERATED MACHINE MENTIONED IN THE RECEIPT AND SHALL BEAR THE SERIAL NUMBER OF THE PARTICULAR MACHINE. (C) IT SHALL BE UNLAWFUL FOR ANY PERSON TO OPERATE, EXHIBIT OR DISPLAY ANY COIN-OPERATED MACHINE IN THE CITY WITHOUT HAVING ATTACHED TO THE MACHINE AN OCCUPATION TAX RECEIPT, AND NO OCCUPATION TAX RECEIPT ISSUED FOR A CERTAIN COIN-OPERATED MACHINE SHALL BE TRANSFERRED TO ANY OTHER MACHINE

SEC. 14-42. CERTAIN COIN-OPERATED MACHINES; PROXIMITY TO SCHOOLS. NO SKILL OR PLEASURE COIN-OPERATED MACHINE SHALL BE PERMITTED WITHIN 300 FEET OF ANY SCHOOL BUILDING IN THIS CITY.



# COIN OPERATED PERMIT APPLICATION

Applications can be emailed to the permits department at [permits@cleveland.texas.gov](mailto:permits@cleveland.texas.gov)

## Coin- Op Company Contact Sheet

*Partial submittals will not be kept in the permitting office. Incomplete applications will not be accepted. Missing required documents will delay the permit process.*

BUSINESS/GAME ROOM NAME: \_\_\_\_\_ NUMBER OF MACHINES \_\_\_\_\_

BUSINESS/GAME ROOM ADDRESS: \_\_\_\_\_

BUSINESS/GAME ROOM CONTACT NUMBER: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

*\*IF THE OWNER LIVES OUT OF THE CITY, AT LEAST ONE LOCAL CONTACT PERSON MUST BE PROVIDED.*

LOCAL CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF LOCAL CONTACT: (STORE CLERK, EMPLOYEE, OWNER ETC.) \_\_\_\_\_

**\*PLEASE BE SURE TO PROVIDE VALID PHOTO ID AT TIME OF DROP OFF**

**\*A PHOTO ID WILL ALSO BE REQUIRED AT TIME OF PICK UP**

**\*SEE NEXT PAGE FOR COIN-OP MACHINE LIST (REQUIRED)**

\_\_\_\_\_  
SIGNATURE OF COIN OP OWNER

\_\_\_\_\_  
DATE

### OFFICE USE

REGISTERED MACHINES: \_\_\_\_\_

RECORDED STICKERS: \_\_\_\_\_ Y \_\_\_\_\_ N

CERTIFICATE ISSUED \_\_\_\_\_ Y \_\_\_\_\_ N

DATE COMPLETED: \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

CITY STAFF \_\_\_\_\_



## COIN OPERATED PERMIT APPLICATION

Applications can be emailed to the permits department at [permits@cleveland.texas.gov](mailto:permits@cleveland.texas.gov)

LIST ALL REGISTERED COIN-OP MACHINES AT YOUR PROPERTY

*SERIAL NUMBERS MUST MATCH THE STATE APPLICATION*

<u>GAME NAME:</u>	<u>SERIAL NUMBER</u>	<u>LOCATION/ADDRESS</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		



## COIN OPERATED PERMIT APPLICATION

Applications can be emailed to the permits department at [permits@cleveland.texas.gov](mailto:permits@cleveland.texas.gov)

LIST ALL REGISTERED COIN-OP MACHINES AT YOUR PROPERTY

*SERIAL NUMBERS MUST MATCH THE STATE APPLICATION*

22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		