CITY OF HOUSTON
COIN-OPERATED MACHINE REGISTRATION

(rev. 02/07/12)

1. Calendar Year _____ **Today's Date:** _____

2. Texas Comptroller taxpayer number _____

3. Print the Legal name of owner **Sole owner** | **Partnership** | **Corporation** | **Other**

4. Print the Mailing Address (Street & no., P.O. Box or rural route/box)

5. City | **State** | **ZIP code** | **County**

6. Business E-mail address

7. Name of person primarily responsible for maintaining records **Daytime #**

Area Code Number

8. Office address in Texas where records will be maintained: (Use street and number or directions. Post office or rural route number are NOT acceptable)

City | **State** | **Zip Code** | **County**

9. Trade name of business **Business Phone #**

Area Code Number

10. Locations of business having machines. If you need more space, you may attach a list to show all locations where you have a machine in the city limits. Additional pages must be numbered. Example: 1 of 2 pages of business locations.

Address	Suite#	City	State	Zip Code	County
Location # 1					
Location # 2					
Location # 3					
Location # 4					
Location # 5					
Location # 6					
Location # 7					
Location # 8					

Houston Permitting Center
1002 Washington, 1st Floor
Houston, Texas 77002

City of Houston
Administration and Regulatory Affairs Department
Commercial Permitting and Enforcement Section
832-394-8803

Legal Name (Same as Item 3)

	Date:

11. Check the applicable boxes and complete the information below. The person primarily responsible for record keeping must be among those persons listed on this page. Copy and attach additional page if needed.

Position (Check all applicable boxes) ____ **% percentage of ownership or stock**

Sole Owner___ Partner____ Director___ Officer ___ Corporate Stockholder____ Record keeper___

Last Name	First Name	Middle Initial	State	Number
			Driver's License# or ID#	

Home Address	Street	City	State	ZIP Code

Daytime phone (Area code & number)		Gender	Date of birth (mmddyyyy)
		Male / Female	

Position (Check all applicable boxes) ____ **% percentage of ownership or stock**

Partner____ Director___ Officer ___ Corporate Stockholder____ Record keeper___

Last Name	First Name	Middle Initial	State	Number
			Driver's License# or ID#	

Home Address	Street	City	State	ZIP Code

Daytime phone (Area code & number)		Gender	Date of birth (mmddyyyy)
		Male / Female	

Position (Check all applicable boxes) ____ **% percentage of ownership or stock**

Partner____ Director___ Officer ___ Corporate Stockholder____ Record keeper___

Last Name	First Name	Middle Initial	State	Number
			Driver's License# or ID#	

Home Address	Street	City	State	ZIP Code

Daytime phone (Area code & number)		Gender	Date of birth (mmddyyyy)
		Male / Female	

City of Houston
Coin-Operated Machine
Registration

Office only	Beginning#	
	Ending #	
	# Issued	

Legal Name (Same as Item 3)

14. Enter the total number of machines that you **OWN**

15. TOTAL NUMBER of machines in ALL locations that require tax permits. (Total of Item 13A-I)

16. Calculate the occupation tax due for all machines placed on location during this application year. Multiply the total number of machines placed on location for the first time in the appropriate calendar quarter by the rate for that quarter. The cost of the decals are prorated quarterly for NEWLY ACQUIRED machines. You must attach invoice or receipt as evidence of the purchase date of new machines. You may request the prorated fee, if machines have been registered by you but not previously displayed.

a. 1st quarter (January - March)		machines at 15.00 each = $	
b. 2nd quarter (April - June)		machines at 11.25 each = $	
c. 3rd quarter (July - September)		machines at 7.50 each = $	
d. 4th quarter (October - December)		machines at 3.75 each = $	

17. TOTAL OCCUPATION TAX DUE **$**

PAYMENT MAY BE INCLUDED WITH MAIL-IN APPLICATION.
APPLICANTS OR AGENT MUST APPEAR IN PERSON WITH PHOTO ID TO PICK UP DECALS.

Section 44-91 of the City of Houston Code of Ordinances: "Nothing contained in this division shall be construed or have the effect to license, permit, authorize or legalize any machine, device, table or coin-operated machine, the keeping, exhibition, operation, displaying or maintenance of which is illegal or in violation of any article of the Penal Code of this state, or the constitution of this state."

It is unlawful for an owner to display or exhibit for commercial use any coin-operated machine which does not have properly attached thereto a decal evidencing payment of the applicable occupation tax; is located at any address or location other than the location listed for such machine as shown in the records of the city; has affixed to it a decal other than the decal issued for such machine as shown in the records of the city. After January 1st of each year, the director or any officer of the police department shall seal, in a manner that will prevent further operation, any coin-operated machine upon which the tax required has not been paid or upon which the decal is not properly displayed . Any owner subject to this division shall be required to pay a fee equal to the maximum amount permitted under § 2153.453 of the Texas Occupations Code for the release of any machine sealed as provided herein for nonpayment of the tax or for failure to properly display the decal evidencing the payment of the tax. Upon proof of payment of the occupation tax, the penalties and the release fee, the director will remove the seal. If decals are being replaced as a result of theft or destruction, a police report must accompany your application to receive a prorated rate.

The sole owner or partner or officer or agent and record keeper must sign. An agent must submit a written power of attorney.
I am applying for occupation tax permits for coin-operated amusement machine(s) which are listed in this application.
I (We) certify that all information submitted in this application for tax permit(s) and any attachments is true and correct.

Signature (sole owner, partner, officer, or agent)	Printed Name	Date	Position with company or Title
Signature	Printed Name	Date	Position with company or Title
			Record keeper

Business Phone # Area Code Number

Alternate # Area Code Number

City of Houston
Coin-operated Machine

Location # ___ of ___

Legal Name	Date:

(same as Item 3)

12. For each machine OWNED at the LOCATION identified below, list the serial number/inventory I.D. number, make, machine type and indicate whether each machine is exhibited or displayed on location.

Address	Suite #	City	State	Zip Code	County

Machine Serial Number	Machine Make and Model	Type Code	Exhibited or Displayed on Location	Assigned City Decal Number
1			Yes No	
2			Yes No	
3			Yes No	
4			Yes No	
5			Yes No	
6			Yes No	
7			Yes No	
8			Yes No	
9			Yes No	
10			Yes No	
11			Yes No	
12			Yes No	
13			Yes No	
14			Yes No	
15			Yes No	
16			Yes No	
17			Yes No	
18			Yes No	
19			Yes No	
20			Yes No	
21			Yes No	
22			Yes No	
23			Yes No	
24			Yes No	
25			Yes No	

Note: It is important to register all machines in your inventory on your original application for each calendar year.

13. Enter the number of EACH TYPE of music, skill or pleasure coin-operated machine that you have at this location.

A	B	C	D	E				
Video Games	Pool Tables	Pinball Games	Darts	Music			Page Total	Location Total

ORIGINAL REGISTRATION

Game Room Permit # _____

City of Houston
Coin-operated Machine

REGISTRATION FOR AMUSEMENT REDEMPTION MACHINES ONLY

Amusement Redemption machine means a recreational machine that provides the user with an opportunity to receive something of value other than a right to replay and in which credits, or the equivalent therof, are accumulated when: a particular configuration of like symbols is displayed in a random fashion by the machine; symbols or numbers are matched to a randomly selected symbol or number determined by the machine; a combination of cards is arrived at and valued in a traditional hierarchy for purposes of poker; or a combination of cards is arrived at and points assigned for purposes of blackjack. Note: A building, facility, or other place that contains one or more amusement redemption machines is considered a "game room". Game Rooms are required to have a license, issued by the City of Houston.

Location # _____ **of** _____

Legal Name | **Date:**
(same as Item 3)

12. For each machine OWNED at the LOCATION identified below, list the serial number, make, machine type and indicate whether each machine is exhibited or displayed on location.

Address	Suite #	City	State	Zip Code	County

Machine Serial Number	Machine Make and Model	Type Code	Exhibited or Displayed on Location	**Assigned City Decal Number**
1			Yes No	
2			Yes No	
3			Yes No	
4			Yes No	
5			Yes No	
6			Yes No	
7			Yes No	
8			Yes No	
9			Yes No	
10			Yes No	
11			Yes No	
12			Yes No	
13			Yes No	
14			Yes No	
15			Yes No	
16			Yes No	
17			Yes No	
18			Yes No	
19			Yes No	
20			Yes No	

Note: It is important to register all machines in your inventory on your original application for each calendar year.

REGISTRATION FOR AMUSEMENT REDEMPTION MACHINES ONLY

Game Room Permit # _____