

Game Room Permit Application Process

Pursuant to the Harris County Game Room Regulations Chapter 234 of the Local Government Code of Texas, as amended, titled County Regulation of Business and Occupations:

The Harris County Commissioners Court designated the Harris County Sheriff as Game Room Permit Administrator for those game rooms located within the unincorporated areas of Harris County. Pursuant to said Regulations, "The Harris County Sheriff shall supervise, control and operate the Permit Office. The Harris County Sheriff shall investigate, deny, issue, attach conditions to, administratively suspend or revoke game room permits pursuant to these Regulations and any applicable state law."

Any violation of Harris County Game Room Regulations or State Laws will be grounds for denial, revocation, or suspension of a permit to operate a game room. If a game room's permit has been revoked, denied, or suspended, the game room shall not operate during the pendency of any appeal from the revocation, denial or suspension. It is the responsibility of all applicants to read and understand the Harris County Game Room Regulations.

The following is the Game Room Application Process:

A person who intends to obtain a Game Room permit in unincorporated Harris County shall file in-person an application with the Harris County Sheriff's Office, Game Room Regulatory Unit, which is located at 5202 Aldine Mail Route, Houston, Texas 77039.

A copy of the full application, hereafter referred to as "application", can be obtained from the Harris County Sheriff's Office website: <http://www.harriscountysos.org/>. The application shall be completed and notarized, with all the requested and supporting documents attached. The required documents are listed in Section 2.1, (d) in the Harris County Game Room Regulations.

A non-refundable fee of \$1,000.00 shall be attached to the application in the form of money order, cashier's check or bank check (PAY TO THE ORDER OF: Harris County Treasury). (No personal checks will be accepted, and please DO NOT sign/endorse the back of the money order or cashier's check).

The Game Room Regulatory Unit's hours of operation are Monday thru Friday, 8:00 a.m. to 4:00 p.m. The office phone numbers are (281) 219-1013 or (281) 219-1014.

The Game Room Regulatory Unit will mail (by certified mail) or hand-deliver to the applicant a receipt within 14 days of submission of a complete application and payment of the application fee to the Game Room Permit Administrator.

The application will be assigned to a Game Room Regulatory Unit Investigator at this time. From this point forward in the application process, all questions should be addressed to the assigned Game Room Regulatory Unit Investigator.

- The applicant is fully responsible in determining if the location to be permitted is located within the unincorporated areas of Harris County (and not within any city limits), prior to filing the Permit Application.
- Once a complete application has been received, the Game Room Administrator will conduct up to three inspections of the Applicant's proposed Game Room.
- After the initial inspection, the Applicant will be informed of what corrections must be made to the proposed Game Room to comply with these Regulations.
- A re-inspection will be performed and the Applicant will again be informed of what corrections must be made to the Game Room to comply with these Regulations.
- If after the third and final inspection the Applicant's Game Room fails to comply with these Regulations, the Game Room Permit Administrator shall deny the application.
- If the proposed Game Room passes inspection, the Game Room Permit Administrator will approve the application.

Appeals Process: Any Applicant who believes that his/her application has been unfairly denied may appeal the decision of the HCSO Game Room Regulatory Unit to the Sheriff or designee. The Applicant shall specifically state, in writing, all grounds (legal, factual and equitable) for the appeal and submit the written appeal within 14 days of the denial of the application to:

Ron Hickman, Sheriff of Harris County Texas
Game Room Application Appeals
1200 Baker Street
Houston, Texas 77002

The Sheriff or designee will render a written decision on the appeal within 21 days of receiving the appeal.