



SHERIFF'S OFFICE

Fort Bend County, Texas

Sheriff Eric Fagan

Chief Deputy Mattie C. Provost



Game Room Permit Application Process

Pursuant to the Fort Bend County Game Room Regulations authorized by Chapter 234 of the Local Government Code of Texas, as amended, titled County Regulation of Business and Occupations (hereinafter "Regulations"), the Fort Bend County Commissioners Court has designated the Fort Bend County Sheriff as Game Room Permit Administrator for those game rooms located in Fort Bend County. Pursuant to said Regulations, Section 1.2 (d) states that "The Fort Bend County Sheriff shall supervise, control and operate the Permit Office. The Fort Bend 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 Fort Bend 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 If a game room's permit has been revoked, denied, or suspended, the game room shall not operate during the pendency of any appeal from the revocation, denial or suspension.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 Fort Bend County Game Room Regulations.

The following is the Game Room Application Process:

A person who intends to obtain a Game Room permit in Fort Bend County shall file in-person an application with the Fort Bend County Sheriff's Office, Game Room Regulatory Unit, which is located at 1410 Williams Way Blvd., Richmond, Texas 77469.

A copy of the full application, hereafter referred to as "Application", can be obtained from the Fort Bend County Sheriff's Office website: www.fortbendcountytexas.gov. 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 Fort Bend 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: Fort Bend County Treasurer). (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 number is (281) 341- 4610.



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The Game Room Regulatory Unit will mail (by certified mail) or hand-deliver to the applicant a receipt within fourteen (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 Deputy at this time. From this point forward in the application process, all questions should be addressed to the assigned Game Room Regulatory Unit Deputy.

Once a complete application has been received, the Game Room Administrator will conduct up to three (3) inspections of the Applicant's proposed Game Room.

The Game Room Applicant must be present during the inspection.

After the initial inspection, the Applicant will be informed of what corrections must be made to the proposed Game Room to ensure compliance 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.

The Applicant has sixty (60) days from the initial inspection to complete the inspection process. Failure to complete the inspection process within these sixty (60) days shall result in denial of the application. It is the duty of the Applicant to ensure the process is completed in the requisite sixty (60) days.

If the proposed Game Room passes inspection, the Game Room Permit Administrator will approve the application.

Failure to provide any information required by these Regulations or a determination by the Game Room Permit Administrator that inaccurate, erroneous, or incomplete information has been submitted shall be grounds for denial of the application.

If the Game Room Permit Administrator denies a Game Room Permit, the Game Room Permit Administrator shall document the denial and provide Notice to the Applicant of the denial within twenty-one (21) days of the date on which the denial was documented by the Game Room Permit Administrator. The denial letter shall provide the reason(s) for the action.

Appeals Process: Any Applicant who believes that his/her application has been unfairly denied, revoked or suspended may make a written request for a hearing before a hearing examiner appointed by the Commissioners Court. The Applicant shall specifically state, in writing, all grounds (legal, factual and equitable) for the



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appeal and submit deliver the written appeal within fourteen (14) days upon Notice to Applicant or permit holder of a denial of the application to:

**Fort Bend County Sheriff
Troy E. Nehls
Attn: Game Room Permit Office; Appeals
1410 Williams Way Blvd.
Richmond, Texas 77469**

The hearing examiner shall issue a written order based on his or her determination within twenty-one (21) days of the hearing.