

BRAZORIA COUNTY SHERIFF'S OFFICE GAME ROOM PERMIT APPLICATION PROCESS

Pursuant to the First Amended Brazoria County Game Room Regulations (“Regulations”), as authorized by Local Government Code Chapter 234, the Brazoria County Commissioners Court has designated the Brazoria County Sheriff as the Game Room Permit Administrator for game rooms located within the unincorporated areas of Brazoria County. The Brazoria County Sheriff is authorized to further designate peace officers and/or Brazoria County employees who are employed by the Sheriff’s Office to aid the Sheriff as the Game Room Permit Administrator.

Pursuant to the Regulations, the “Game Room Permit Administer shall supervise, control, and operate the Permit Office. The Game Room Permit Administer shall investigate, deny, issue, attach conditions to, administratively suspend, or revoke Game Room permits pursuant to these Regulations and any applicable state law(s).”

Any violation of the Regulations or state law(s) shall be grounds for denial, revocation, or suspension of a permit to operate a game room in the unincorporated areas of Brazoria County. If a game room's permit has been revoked, denied, or suspended, the game room shall not operate during the pendency of any appeal from the revocation, denial or suspension.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 Regulations.

The following is the Application Process:

A person who intends to obtain a Game Room permit in the unincorporated areas of Brazoria County shall file in-person a Game Room Permit Application (“Application”) with the Brazoria County Sheriff’s Office, which is located at 3602 County Road 45, Angleton, Texas 77515.

A copy of the Application can be obtained from the Brazoria County Sheriff's Office website: <https://www.brazoriacountytx.gov/departments/sheriff-s-office>.

The Application must be completed and notarized, with all the requested and supporting documents attached. The required documents are listed in Section 2.1 (d) of the Regulations.

- A **non-refundable application fee of \$500.00 must be paid to the Brazoria County Treasurer’s Office** in the form of a money order or cashier’s check (PAY TO THE ORDER OF: Brazoria County Treasurer). **(No personal checks or cash will be accepted**, and please DO NOT sign/endorse the back of the money order or cashier's check).
- A receipt from the Brazoria County Treasurer’s Office showing that the non-refundable application fee of \$500.00 has been paid must be attached to the Application.
- A receipt showing payment of the application fee is NOT a Game Room permit.

The Brazoria County Sheriff's Office will accept Applications Monday thru Friday, 8:00 a.m. to 4:00 p.m., except holidays. The Brazoria County Sheriff's Office phone number is (979) 849-2441.

The Brazoria County Sheriff's Office will mail (by certified mail) or hand-deliver a receipt to the Applicant within fourteen (14) days of submission of a complete Application. A receipt showing Application submittal and payment of the Application Fee is NOT a Game Room Permit.

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

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 Applicant must be present in person during these inspections. Furthermore, it shall be the responsibility of the Applicant to provide an interpreter if necessary during these inspections.

After the initial inspection, the Applicant will be informed of what corrections must be made to the proposed Game Room in order to comply with the Regulations.

A re-inspection may be performed and the Applicant may again be informed of what corrections must be made to the proposed Game Room in order to ensure compliance with the Regulations.

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. (The Game Room Administrator may, but is not required to, issue up to one (1) ten (10) day extension on a case-by-case basis.)

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

If after the third and final inspection the Applicant's proposed Game Room fails to comply with the Regulations, the Game Room Permit Administrator shall deny the application.

If the Game Room Permit Administrator determines to deny a Game Room permit, the Game Room Permit Administrator shall document the denial and provide to the Applicant Notice of the denial within twenty-one (21) days of the determination. ("Notice" is defined in the Regulations.) The Notice of the denial shall provide the reason(s) for the determination.

Appeals Process: If the Game Room Permit Administrator denies an application, the Applicant may make a written request for a hearing before the Commissioners Court. All requests for hearings must be in writing and delivered to the Brazoria County Game Room Permit

Administrator and to the County Judge on behalf of Commissioners Court within fourteen (14) days of the Notice of the denial to the Applicant. The Applicant waives the right to a hearing if the request is not timely received by both the Game Room Permit Administrator and Commissioners Court. Submit the written request for a hearing to both of the following:

- Brazoria County Sheriff's Office
Attn: Game Room Application Appeals
3602 County Road 45
Angleton, Texas 77515
- Brazoria County Judge
Brazoria County Commissioners Court
Attn: Game Room Application Appeals
111 East Locust Street, Suite 102A
Angleton, Texas 77515

The hearing, which shall be conducted as stated in the Regulations, shall be held within sixty (60) days of the receipt of a written request for a hearing by the Commissioners Court.

The Commissioners Court may uphold or reverse the denial, suspension, or revocation of a Game Room permit. The Commissioners Court shall issue a written order based on its determination within twenty-one (21) days after the hearing.