



To: City of Forest Hill business owners applying for a Game Room Permit

Dear Owner/Manager:

The Forest Hill City Council passed Ordinance #2020-02 regulating Game Rooms within the City. The regulations went into effect on April 1, 2020. Since that time, the Ordinance has been amended on November 18, 2025.

Applicants wishing to open a Game Room with six (6) or more machines must abide by the established ordinance and procedures. Properties must be located in a Heavy Industrial zoning district and a Specific Use Permit (SUP) will be required. If a Specific Use Permit is granted by the City Council, and upon the acceptance of your application to the City, you have 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 your duty, as the applicant, to ensure that the process is completed in the requisite sixty (60) days. Failure to obtain a permit can result in fines, possible revocation of a permit and/or your Certificate of Occupancy for your business.

Additionally and separate from a Game Room application, if you are operating a business within the jurisdiction of the City of Forest Hill and have five (5) or fewer gaming machines, you must register each machine annually. As with all businesses in the City, your building is subject to inspection at any time by the City's Code Officer or Building Official.

Copies of the Game Room Ordinance and regulations, application, and information about gaming machine registration can be obtained from the Forest Hill Permit Department, weekdays between 7:00am and 5:00pm. Should you have any questions, please do not hesitate to contact our Permit Department staff at 817-806-4561 or via email at [permits@foresthilltx.org](mailto:permits@foresthilltx.org).

Regards,

*Venus M. Wehle, PCED*

City Manager  
City Planner  
City of Forest Hill



# **GAME ROOM PERMIT PACKET**

**CITY OF FOREST HILL/  
TARRANT COUNTY GAME ROOM REGULATIONS**

**APPLICATION FOR GAME ROOM**

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## PROCEDURE FOR REQUESTING A GAME ROOM PERMIT

1. Specific Use Permit required for application.
2. Complete and submit the Game Room Permit form, the Owner Affidavit form (if applicable), and Certification form(s) provided by the City of Forest Hill.
3. Submit the following documents as part of the application:
  - A. SUP Ordinance:
  - B. A current Annual Fire Inspection Report from a Fire Safety Official showing compliance with all applicable Fire Safety Codes and showing all corrections have been made that were ordered by the Fire Safety Official;
  - C. A copy of the diagram and/or floorplan to include the designed occupancy load prepared by a licensed architect or engineer and approved by the City;
  - D. A true and correct copy of the assumed name certificate filed in the office of the Tarrant County Clerk, bearing the file mark or stamp that evidences its filing, if the Game Room will be operating under an assumed name;
  - E. A copy of the formative legal documents of the legal entity - i.e. the Articles of Incorporation;
  - F. A legible photocopy of the Applicant's driver's license or government-issued photo identification;
  - G. A copy of the current and valid lease agreement between the property owner of the property where the Game Room is planning to operate from, and the Applicant, with the Applicant listed as the Owner of the Game Room, or proof that the Applicant owns the real property where the proposed Game Room is planning to operate;
  - H. A complete and accurate list of all Owner(s), Operator(s), employee(s), independent contractor(s), agent(s), and any other individual(s), proprietorship(s), corporation(s), association(s), or other legal entity(s) acting for, or acting on behalf of the Game Room along with a photocopy of the individual(s) driver's license or government-issued identification or incorporation papers as applicable;
  - I. A copy of the State of Texas coin-operated machine occupation tax record(s) and the State of Texas coin-operated machine license or registration certificate(s) for each machine exhibited or displayed, or permitted to be exhibited or displayed, in the Game Room in a spreadsheet format. Records shall include information detailing each machine found on the

premises of the Game Room by identifying the machine by:

- i. the name of the manufacturer;
- ii. the serial number;
- iii. the type of machine;
- iv. the State of Texas Tax Stamp including the year of expiration of each tax stamp required;
- v. the name of the individual(s), proprietorship(s), corporation(s), association(s), and/or other legal entity(s) that own, receive profits from, and has registered the machine in their name with the Texas Comptroller along with a description of their ownership and financial interest in the machine;

J. The Game Room Applicant's Federal Employer Identification Number (FEIN);

K. A certification that none of the Owner(s), Operator(s), employee(s), independent contractor(s), agent(s), and any other individual(s), acting for, or acting on behalf of the Game Room have been convicted of any level of any of the offenses listed in Subsection 2.2(b)(1) of the Regulations; and,

L. A certification that all of the contents of the application, and the material presented above, are true and correct under the penalty of Perjury as defined by Section 37.02 of the Texas Penal Code. Additionally, any misrepresentation by the Applicant on his/her application is a third (3<sup>rd</sup>) degree felony offense as defined by Section 37.10 of the Texas Penal Code.

**4. DO NOT OPERATE GAME ROOM WHILE PERMITTING PROCESS IS BEING CONDUCTED.**

5. Inspections will be made for the property to ensure all building, fire, and safety regulations have been adhered to. Once inspections are complete, the applicant will be notified in writing of any and all corrections to be made. The applicant has sixty (60) days from the initial inspection to make corrections. Failure to complete all corrections in sixty (60) days shall result in denial of the Game Room application.

6. Payment for the permit of \$1,000.00.

7. Game Room permits are not transferable.

## GAME ROOM PERMIT

3219 California Parkway, Forest Hill, TX 76119

Phone: (817) 806-4561 Email: [permits@foresthilltx.org](mailto:permits@foresthilltx.org)



Form must be completed in ink or typed.

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Legal Description (subdivision/lot/block) :  
\_\_\_\_\_

### Game Room Owner (Applicant) Information:

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Business Tax ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Property Owner (PO) Information:

PO's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

PO's Address: \_\_\_\_\_

PO's Email: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Certificate of Occupancy Information:

# of gaming machines: \_\_\_\_\_ Building Square Footage: \_\_\_\_\_ # of Parking Spaces: \_\_\_\_\_

Business Hours: \_\_\_\_\_ # of Shifts: \_\_\_\_\_

# of Employees/Shift: \_\_\_\_\_

I certification that all of the contents of the application, and the material presented above, are true and correct under the penalty of Perjury as defined by Section 37.02 of the Texas Penal Code. Additionally, any misrepresentation by the Applicant on his/her application is a third (3rd) degree felony offense as defined by Section 37.10 of the Texas Penal Code.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

----- **FOR OFFICE USE ONLY** -----

**To be completed by City Planner:**

Use: \_\_\_\_\_

Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

Tract: \_\_\_\_\_ Abstract: \_\_\_\_\_ Survey: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Required Zoning: HI

Conforms to Zoning ( ) Yes ( ) No Existing Non-conforming ( ) Yes ( ) No

Specific/Temporary Use Permit Required ( ) Yes Landscaping Required ( ) Yes

Screening Fence Required ( ) Yes

Stipulations/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Fire Marshal:**

Occupancy Load: \_\_\_\_\_

Sprinkler System Required ( ) Yes ( ) No Sprinkler System Provided ( ) Yes ( ) No

Stipulations/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Building Official:**

Construction Type: \_\_\_\_\_ Occupancy Class: \_\_\_\_\_

# of Exits: \_\_\_\_\_

1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ 3<sup>rd</sup> Floor: \_\_\_\_\_

Stipulations/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**City of Forest Hill  
Game Room  
Property Owner Affidavit**

This is to certify that

\_\_\_\_\_, the stated undersigned, is/are the sole owner(s) of the property described in this application, and that I/we fully aware of the application being presented to the City Council.

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Owner signature

State of Texas     §  
County of Tarrant   §

BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared \_\_\_\_\_,  
known to me to be the person(s) whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

SEAL



**City of Forest Hill  
Game Room  
Owner Certification**

This is to certify that

\_\_\_\_\_, (Game Room Business Name) and \_\_\_\_\_, (Game Room Owner) certifies that none of the Owner(s), Operator(s), employee(s), independent contractor(s), agent(s), and any other individual(s), acting for, or acting on behalf of the Game Room have been convicted of any level of any of the offenses listed in Subsection 2.2(b)(1) of the Regulations being:

- A. gambling, gambling promotion, keeping a gambling place, communicating gambling information, possession of gambling devices or equipment, or possession of gambling paraphernalia, as described by Chapter 47 of the Texas Penal Code;
- B. forgery, credit card abuse, or commercial bribery as described by Chapter 32 of the Texas Penal Code;
- C. any criminal offense described by Chapter 34 of the Texas Penal Code;
- D. criminal attempt, conspiracy, or solicitation to commit any of the foregoing offenses; or any other offense to the laws of another state or of the United States that, if committed in this State, would have been punishable as one or more of the aforementioned offenses; and,
  - 1. less than two (2) years has elapsed since the date of the violation, or of the conviction, or of the date of release from confinement imposed by the conviction, whichever is the later date, if the violation or conviction was a misdemeanor offense; or,
  - 2. less than five (5) years has elapsed since the date of the violation, or conviction, or the date of release from confinement imposed by the conviction, whichever is the later date, if the violation or conviction was a felony offense.

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Owner signature

State of Texas     §  
County of Tarrant   §

BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared \_\_\_\_\_,  
known to me to be the person(s) whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

SEAL

**CITY OF FOREST HILL**  
**ORDINANCE NO. 2025-30**

**AN ORDINANCE OF THE CITY OF FOREST HILL, TEXAS, AMENDING THE FOREST HILL CODE OF ORDINANCES, AS AMENDED, BY AMENDING CHAPTER 9 "PLANNING AND DEVELOPMENT REGULATIONS", ARTICLE 9.02 "ZONING ORDINANCE", AT DIVISION 4 "SCHEDULE OF USES" BY AMENDING SECTION 9.02.081 "USES" TO PERMIT GAME ROOM USE ONLY IN HEAVY INDUSTRIAL ZONING DISTRICTS AND ONLY WITH AN SPECIFIC USE PERMIT; PROVIDING A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000.00) DOLLARS FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission and the governing body of the City of Forest Hill, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Forest Hill, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all persons interested and in the exercise of its legislative discretion, the City Council has concluded that the Code of Ordinances of the City of Forest Hill, Texas, as previously amended, should be further amended as set forth below.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, THAT:**

**SECTION 1.** The City of Forest Hill Code of Ordinances, as amended, is hereby amended by amending Chapter 9 "Planning and Development Regulations," Article 9.02 "Zoning Ordinance," Division 4 "Schedule of Uses," by amending Section 9.02.081 "Uses" to permit Game Room use only in Heavy Industrial Zoning Districts and only with a Specific Use Permit.

**SECTION 2.** In the event of an irreconcilable conflict between the provisions of another previously adopted ordinance of the City of Forest Hill and the provisions of this Ordinance, the provisions of this Ordinance shall be controlling.

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, or the Forest Hill Code of Ordinances, as amended hereby, which shall remain in full force and effect.

**SECTION 4.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Forest Hill Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 5.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Forest Hill Code of Ordinances, as amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 6.** This ordinance shall take effect immediately from and after its passage and publication in accordance with its provisions of the Charter of the City of Forest Hill, and it is accordingly so ordained.

**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS, THIS THE 18TH DAY OF NOVEMBER 2025.**

**APPROVED:**

  
Stephanie Boardingham, Mayor

**ATTEST:**

  
Amy L. Anderson, TRMC, CMC  
City Secretary

**APPROVED AS TO FORM:**

  
Courtney Goodman-Morris  
Asst. City Attorney