

**AMUSEMENT MACHINE LICENSE PROCEDURES  
FOR THE BUILDING DIVISION**

AMUSEMENT MACHINES CONSIST OF PINBALL MACHINES, TENNIS GAMES, AND MACHINES THAT ARE COIN OPERATED. Excluding Skee Ball, Shuffleboard, Pool Tables, Juke Boxes and Dart Games.

It is the responsibility of the OWNER OF THE GAMES to obtain the licenses and pay the fees.

The Application Form and Listing Sheets are obtained from the City Clerk's Office. THE APPLICATION FORM NEEDS TO BE COMPLETELY FILLED OUT, SIGNED BY THE APPLICANT AND APPROVED BY THE POLICE DEPARTMENT BEFORE SUBMITTING TO THE BUILDING DIVISION. The LISTING SHEET will be for ONLY ONE LOCATION, will list the brand name, serial number and type of game (video, pinball, etc.) for all games AT THIS LOCATION ONLY. The APPLICATION FORM needs to be copied and attached to each LISTING SHEET for multiply locations.

When the necessary forms are completed, the Building Division will accept them for Zoning and Electrical approvals. A Special Inspection Request will be filled out and the fee for the Electrical Inspection collected (SEE FEES BELOW).

**ZONING APPROVAL REQUIREMENT – RENEWALS:**

Two (2) copies of a SCALED DIAGRAM detailing the following:

1. The business floor plan where the machines are located.
2. The permanent location of each game.
3. The dimensions in feet of each game from all aisle ways, counters, tables and/or chairs, booths, other games, etc. Must have 6 or 8 foot clearance from game to all doors and exit discharges.
4. Nine (9) foot clearance from game to all doors and exit discharges.
5. OPERATORS SIDE OF MACHINE AND ELECTRICAL OUTLETS MUST BE MARKED ON PLANS.

**ZONING APPROVAL REQUIREMENT – NEW LOCATIONS OR ADDITIONAL GAMES:**

All of the above requirements for renewals PLUS two (2) copies of a SCALED SITE PLAN showing the following:

1. The property with the size of the building indicated.
2. Type of business operated in the building.
3. Dimensions of all parking spaces and total number of spaces.
4. Dimensions of maneuvering lanes.

ELECTRICAL INSPECTION FEES are as follows:

1 – 3	Machines . . . . .	\$ 40.00
4 – 9	Machines . . . . .	60.00
10 – 19	Machines . . . . .	100.00
20 or more	Machines . . . . .	165.00

If you have a rejection for any reason the Building Division will notify you, you need to take care of the rejection and call for re-inspection.

When all the approvals are completed by the Building Division your forms will be sent to the City Clerk's Office for processing.