

CITY OF SAN ANTONIO, TEXAS

FINANCE DEPARTMENT

COIN-OPERATED AMUSEMENT MACHINE LICENSING GUIDELINES

The San Antonio City Code, Article II, Section 31, establishes rules for the issuance and placement of licenses.

The City of San Antonio Code requires that all coin-operated amusement machines located within the City limits be licensed in accordance with the Code.



ANNUAL LICENSE FEE

For each coin-operated amusement machine displayed for operation in San Antonio, the annual license fee shall be \$15.00 for the period *June 1 through May 31*. License decals sold from *December 1 through May 31* shall be prorated and shall cost \$7.50.

There is no proration of the license fee for any reason on a coin-operated amusement machine that has been sealed for violation of the Code.

The Tax Assessor may not refund any part of a license after it is paid.

DISPLAY OF LICENSE

It shall be unlawful for any person to display, for operation within the City, a coin-operated amusement machine without having first paid for,

and attached thereto, a valid current license decal issued by the City Tax Assessor, thereby verifying the payment of the tax. License decals shall be displayed in a **conspicuous** manner, **visible** to the public, and consistent with the requirements of section 31-47 of the Code. (*see attachment requirements below*)

ATTACHMENT TO MACHINE

License decals shall be securely and permanently affixed directly to a permanent surface of the machine. License decals not properly attached will **not be valid**. It is unlawful to affix the license decal in a *less than permanent* manner that would allow the decal to be removed and/or reapplied to another machine. *License decals may not be affixed to the face of prior license decals*, and it is suggested that expired decals be removed prior to application of a new decal.

The license decal must be attached by use of the **adhesive** on back of the license following the **complete removal** of the protective backing. License decals shall not be affixed by the use of **tape** or other alternate means. Any license decal not affixed permanently to a machine, by use of the adhesive backing, shall be **voided** by a

Finance Department Investigator. Protective plastic may be placed over the license decal **only** after the decal has been properly affixed as described above. Any decal removed from a machine shall be immediately **voided**. License decals issued under the provisions of this article are **not transferable** from one coin-operated machine to another.

LOST OR STOLEN LICENSES

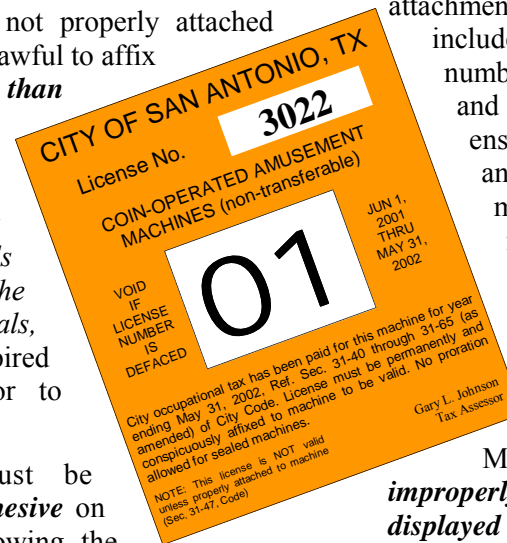
License decals that have been lost or stolen must be replaced by the purchase of new decals. Machines without a valid license are subject to being sealed.

VIOLATIONS

Coin-operated amusement machines are continually inspected and audited by the Finance Department Investigators for proper display and attachment of the license decal. On-going audits include identification of machines by serial number, description, state license number, and other means, for the purpose of ensuring the decals are affixed properly and are not transferred from the original machine. Inspection includes the removal of any protective covering to ensure the decals have been attached in compliance with the code, and may require the opening of the machine by the owner or operator where the decal has been placed inside.

Machines found to be **unlicensed or improperly licensed**, and/or decals **illegally displayed or transferred** from the *original* machine are in violation of the City Code. License decals found to be defaced to the extent that the serial number and/or date of license cannot be determined are automatically voided and must be replaced. All machines found to be

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in violation are subject to being **sealed** and/or made inoperable by a City Finance Investigator. Any law enforcement officer may write a citation for any violation, *regardless of whether the machine has been sealed by a Finance Department Investigator.*

Improperly attached license decals (decals attached with tape, removable adhesive or rubber cement, incomplete removal of protective backing, or placement over expired licenses) will be removed by the Investigator and the machine will be sealed.

Transferred Decals: Where an audit reveals that a decal has been transferred to a different machine, the decal will be confiscated and voided by the Investigator, and the machine will be sealed.

Counterfeit Decals: Decals found to be counterfeit will be confiscated for evidence by the Investigator, and the machine will be sealed. Operators displaying counterfeited decals will be prosecuted.

Sealed machines require the payment of a penalty, and/or fine of up to \$500 in each instance. A sealed machine may not be removed from the location, transferred to a new owner, or operated, until all such costs have been paid and a release obtained from a City Finance Investigator.

A seal may not be broken by anyone other than a City Finance Investigator. The Investigator will re-inspect the sealed machine prior to the seal being broken, in order to verify that the license decal has been properly affixed. Investigators will inspect the machine within two working days following payment of all costs and verified placement of license decal on the sealed machine.

Unauthorized breaking of the seal and/or operation of the machine without such release will result in the machine being re-sealed, additional fines, and may result in prosecution.

Purchase of Coin-Operated Amusement Machine License Decals requires no application or approval, and is not conditional upon the prior purchase of a state coin-operated license. License decals may be purchased using check, money order, Master Card, Discover, Visa, or American Express.

Decals can be ordered from the City of San Antonio Revenue Collections Division at:

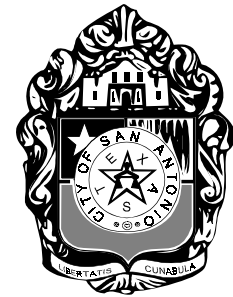
PO Box 839975
San Antonio, Texas 78283

(210) 207-8667

or FinanceCandR@sanantonio.gov

New license decals go on sale May 1st. All license decals, including those that are mailed, must be purchased **in advance** to allow sufficient time for placement on the machines **prior** to June 1st, and/or prior to the placement of machine on location. There is no "grace period" for placement of the decals on any coin-operated amusement machine at any time.

Questions and Inquiries
Contact the
Finance Department
(210) 207-8660



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RULES
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**City of San Antonio
Finance Department**

website: <http://www.sanantonio.gov/finance>