



# Application for Pool and Billiards License

Application Fee -- Non-Refundable

Annual Fee – \$50.00 Due January 1<sup>st</sup> of each year

## Section 1: Applicant Information: (OHMC 5.04)

Business Name:

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Applicant Name:

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Date of Birth:

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Physical Address:

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Mailing Address (if  
different from above):

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Phone:

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Email:

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If applicant is a Corporation,  
please state the managing or  
directing agent's name.\*

*\* Include documentation from the Corporation verifying that the listed managing or directing agent has authority to enter into the license for Pool and Billiards.*

## Section 2: Location and Number of Tables: (OHMC 5.04.020)

Physical Location of the  
desired Pool and/or Billiard  
Tables:

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Number of Pool  
Tables:

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Number of Billiard  
Tables:

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**Section 3: Prohibition of Minors (if alcohol available) and Hours of Operation (OHMC 5.04.050)**

- I acknowledge that no person or any licensee hereunder shall permit any minor under the age of 21 years to enter or loiter in any pool or billiard hall, if liquor is served or available on the premises.
- I acknowledge that no licensee here under shall keep a pool or billiard hall open between the hours of 2:00 a.m. and 7:00 a.m.

**Section 4: Acknowledgement of OHMC 5.04:**

*I acknowledge that I have read and understand Oak Harbor Municipal Code 5.04. The above information is true and correct and provided for the purpose of obtaining a Pool and Billiards License under Chapter 5.04 of the Oak Harbor Municipal Code.*

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

**Section 5: Instructions to Obtain Pool and Billiards License**

- **Step 1:** First-time applicants – Complete Application and pay application fee (\$50.00).
- **Step 2:** The City Clerk will inform you when your application will be added to the Council Agenda for City Council action.
- **Step 3:** Following Council review, the Clerk will contact you with the results.
- **Step 4:** If Council approves, you will receive a Business and/or Pool and Billiards endorsement in the mail.
- **Note:** *If the application is granted, the \$50.00 application fee will count as the first annual license payment.*
- **Step 5:** If Council denies the application, the \$50.00 application fee is non-refundable. The Clerk shall also return the application [copy] marked “license rejected.”
- **Renewal:** Must renew Pool and Billiards license annually. **Expires December 31<sup>st</sup>** of each year.

**SECTIONS 5 – 6 -- INTERNAL USE ONLY**

**Section 5: Police Department Investigation and Recommendations: (OHMC 5.04.020)**

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\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

**Section 6: Council Approval (OHMC 5.04.030)**

Conditions set by City Council (if any):

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Approval/Denial Date	Fees Paid or waived	Business License No. Issued

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Contact the City Clerk with questions at [athompson@oakharbor.org](mailto:athompson@oakharbor.org) or 360-279-4539.