CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT DEPARTMENT

SMALL BUSINESS
Resource Guide

www.sanantonio.gov/sbo

100 W. Houston St. Suite 1900, San Antonio, Texas 78205

CITY OF SAN ANTONIO

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City of San Antonio
Economic Development Department
Frost Bank Tower, 100 W. Houston St., Suite 1900
San Antonio Texas, 78205
(210) 207-8080
Website: www.sanantonio.gov/sbo

CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT
DEPARTMENT

Dear Entrepreneur:

Congratulations on choosing to start a new business and becoming an entrepreneur. The Small Business Resource Guide is the best tool you can use for getting your business to a well-informed, well-planned start. From its planning stages to grand opening, your business benefits from the practical information and advice to be found within this document. This guide is produced by the City of San Antonio's Economic Development Department. The Office is located at the Frost Bank Tower, 100 W. Houston St., Suite 1900, San Antonio, Texas 78205.

If you find any errors in this guide, please notify us immediately at (210) 207-8080.

Best Wishes,

Rene Dominguez
Director
Economic Development Department

LICENSING AND OTHER REQUIREMENTS

The Small Business Office is pleased to respond to your inquiry regarding information on licensing and other requirements to start a business in San Antonio. You are encouraged to consult with an attorney and an accountant. Additionally, you should make it a first step and priority to attend pre business workshops and events conducted by the business service providers listed in this booklet.

DEVELOPMENT SERVICES DEPARTMENT
Cliff Morton Development & Business Services Center
1901 S. Alamo St. (210) 207-1111
www.sanantonio.gov/dsd

COMMERCIAL LOCATION - Business owners considering locating in a commercial property must ensure that the property has the appropriate zoning for that particular type of business operation. To determine the zoning classification for your business, contact the Development Services Department at (210) 207-1111.

HOME OCCUPATION - A Home Occupation is defined by the Unified Development Code (UDC) as follows: "Any activity carried out for gain by a resident conducted as an accessory use in the resident's dwelling unit." The following conditions apply if your home is located within the city limits of San Antonio. If you are unsure you meet the following criteria, contact Development Services Department at (210) 207-1111.

(1) The appearance of the dwelling unit shall not be altered nor shall the home occupation be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, increased traffic or the emission of odors, sounds, or vibrations. The City's noise and nuisance regulations are also applicable.

(2) No outdoor display of goods or outside storage of equipment or materials used in the home occupation shall be permitted.

(3) The home occupation shall not involve the use of advertising signs on the premises or any other advertising media which calls attention to the fact that the dwelling unit is being used for a home occupation with the exception of a telephone number listing. One (1) nameplate not exceeding one (1) square foot in area shall be allowed provided the nameplate is nonilluminated and attached flat to the dwelling unit or visible through a window.

(4) The home occupation shall be conducted solely by the resident occupants of the dwelling unit. No person not permanently residing on the premises shall be employed for hire or as a volunteer.

(5) The home occupation shall be conducted ENTIRELY WITHIN THE DWELLING unit except for those necessary outdoor activities related to the care of children. No more than twenty five percent (25%) of the gross area of the dwelling unit shall be used for the home occupation. Use of accessory buildings, garages, or carports for a home occupation is prohibited.

(6) The use of electrical or mechanical equipment that would change the fire rating of the dwelling or create visible or audible interference in radio or television receivers or cause fluctuations in line voltage outside the dwelling unit is prohibited.

(7) The home occupation shall not involve the use of commercial vehicles for delivery of materials to and from the premises.

(8) No direct on premise selling of goods shall be allowed; however, phone soliciting is permitted. Direct on-premise selling of cottage foods and whole, non-cut produce is permitted.

(9) No certificate of occupancy is required for a home occupation.

(10) PROHIBITED USES:

The following uses are prohibited as home occupations:

1. Vehicle painting service or repair.
2. *Barber and beauty shops; however, both beauty and barber shops are permitted as a Specific Use Permit.
3. Animal hospitals, kennels, stables, hospitals, or obedience/training schools.
4. Restaurants, catering or the preparation of food for resale. Except for cottage foods and whole, non-cut produce.
5. Furniture repair or upholstering.
6. Teaching of music, art, dance, or exercise classes to more than two (2) students at any one time.

* Contact Development Services Department, (210) 207-1111 for more information and to obtain an application.
The process to obtain a Specific Use Permit starts by applying for a Special Exception with the San Antonio Board of Adjustment. Additionally, you should read your property deed restrictions or lease agreement to insure it does not prohibit a home occupation. Consult your insurance company to determine your insurance needs for operating an office in your home.

OUTSIDE OF SAN ANTONIO CITY LIMITS - Please call the city or town where your business will be located to determine its business requirements. See page 31.

COMMERCIAL LOCATION REQUIREMENTS

DEVELOPMENT SERVICES DEPARTMENT
Cliff Morton Development & Business Services Center
1901 S. Alamo St.
(210) 207-1111
www.sanantonio.gov/dsd

CERTIFICATE OF OCCUPANCY - Any building being used or occupied as a commercial structure must have a Certificate of Occupancy. The type of proposed business will determine if you need an on-site inspection or simply a name change on the existing certificate of occupancy.

CHANGE OF USE - If the proposed business is a different type of business than what currently operates in the building, then you will need a new Certificate of Occupancy to legally operate the business within the City of San Antonio. For example, if the property was a clothing store and you plan to make it a hair salon, the business will need a new Certificate of Occupancy.
Certain types of businesses will always require a Business Owner to apply for a new Certificate of Occupancy even if the proposed use of the space remains the same:

Alcohol Sales
Community Homes & Assisted Living Facilities
Live Entertainment
Boarding homes
Bed & Breakfasts
Salvage Yards & Metal Recycling Facilities
Transitional Homes
Head Shops

NO CHANGE OF USE - Not all business types will require a new Certificate of Occupancy. When a change of ownership or lessee occurs within an existing building or tenant-space, yet the type of use remains basically the same, a new certificate of occupancy is not necessary. All you need to do is fill out an Application to Update an Existing Certificate of Occupancy to request a name change on the existing certificate of occupancy. ***The current Certificate of Occupancy application fee is $212.*** Inspections are scheduled the following working day after the application has been processed and the fee has been paid. You must apply in person.

LICENSES, PERMITS AND REGISTRATIONS

LICENSES AND/OR PERMITS REQUIRED - There is no "General Business License" requirement in San Antonio. The type of permit or license needed is based on the specific type of business. See page 30. If your business is located in an incorporated town, please check with its City Hall for licensing and/or zoning requirements. See page 31. For more information contact the Small Business Liaison at (210)207-3903.

ADDITIONAL INFORMATION

FOOD SERVICE LICENSE - Every person seeking a license to establish, maintain, or operate a food service operation within the San Antonio city limits must apply with the San Antonio Metropolitan Health District, 332 W. Commerce St., (210) 207-8853 or 1901 S. Alamo St. (210) 207-0135. **Website: www.sanantonio.gov/Health/FoodLicensing**

BEER LICENSES AND LIQUOR PERMITS - The licensing division of the Texas Alcoholic Beverage Commission investigates and processes applications for all phases of the alcoholic beverage industry, including the manufacture, sale, purchase, transportation, storage, and distribution of alcoholic beverages. Contact the Texas Alcoholic Beverage Commission, 4203 Woodcock St., Suite 120, (210) 731-1720. **Website: www.tabc.state.tx.us**

FIRE INSPECTIONS & PERMITS - The San Antonio Fire Department's Office of the Fire Marshal conducts inspections for new and existing buildings and mobile food vendors, reviews and inspects fire protection systems, enforces applicable fire and building codes, and issues various permits for storage, handling and manufacture of combustible materials. The Office of the Fire Marshal is located at 1901 S. Alamo St. (210) 207-8410. **Website: www.sanantonio.gov/SAFD/Business-and-Inspections**

ALARM PERMITS - All alarm systems operating within the city of San Antonio are required to have a valid permit issued by the San Antonio Police Department – Alarms Investigation Office (AIO). The AIO receives all alarms information and issues a permit to the owner/occupant of the location of the alarm. Newly activated alarm users are required to report the installation of the system within 12 hours of completion. (210) 207-8282. **Website: www.sanantonio.gov/SAPD/Alarm-Permits.**

CONTRACTOR LICENSING AND REGISTRATION - The City of San Antonio requires all City and State licensed contractors be registered with Development Services Department prior to the issuance of any permit(s). First time contractors registering with the City will need to register in person at 1901 S. Alamo St. Registration requirements vary depending on the type of license or registration you hold. For more information call customer service at 210.207.1111. **Website: www.sanantonio.gov/dsd**

PEDDLER AND CANVASSER LICENSES - Retail sales of tangible property via door-to-door, for future delivery, or from a vehicle in a public street, will require a license. Applications are available at the San Antonio Police Department, 315 Santa Rosa Ave. Contact the San Antonio Finance Department at (210) 207- 8667. **Website: www.sanantonio.gov/Finance/taxeslicensesfees/permitslicenses**

DOWNTOWN BUSINESS DISTRICT - VENDING - Two programs exist for downtown street level food vendor permits, one for Alamo Plaza that only allows the sale of raspas/sno-cones, another for the Central Businesses District to vend hot dogs, raspas, and pre-packaged food items. The programs differ by location and permitted food items. Both programs do not permit roaming vending, but require the vendor to stay in a designated location. Also, another program allows for mobile food truck vending in the Downtown Business District with a permit. For more information call the Center City Development and Operations Department at (210) 207-3677.
Website: www.sanantonio.gov/ccdo/vending.aspx

BEXAR COUNTY CLERK
Paul Elizondo Tower
101 W. Nueva St., Suite 120
(210) 335-2223
Website: https://gov.propertyinfo.com/tx-bexar

ASSUMED NAME CERTIFICATE - If a business will operate as a sole proprietorship or a partnership, an Assumed Name Certificate or DBA (Doing Business As) for each name (or deviation of that name) that the business will use must be on file with each county clerk office in the county in which business will be conducted. If no business premises are maintained, the Assumed Name Certificate must be filed in the county where the business activity will be conducted.

If the business will operate as a corporation, limited partnership or limited liability company and the business will be identified by a name other than the name on file with the Secretary of State, an Assumed Name Certificate must be filed with the Secretary of State, and each county in which the business activity will be conducted.

Filing of an Assumed Name Certificate does not impart any real name protection. It is merely a formal process that informs the public as to who the registered agent of a business is and how official contact can be made. Most banks will not allow you to open a business checking account without an Assumed Name Certificate.

Filing an Assumed Name Certificate does not reserve the business name for your exclusive use. Requests for name searches are not accepted over the telephone. Filing must be renewed every ten (10) years.

For information on obtaining a trademark for your business name, contact the U.S. Patent and Trademark Office at (800) 786-9199. Website: www.uspto.gov

San Antonio Patent and Trademark Resource Center
San Antonio Central Library
600 Soledad St.
San Antonio, TX 78205
210-207-2500
Website: guides.mysapl.org/pt

TEXAS SECRETARY OF STATE
Statutory Filings Division, Corporations Section
James E. Rudder Bldg. 1019 Brazos St., Austin, Texas 78701
(512) 463-5555
Website: www.sos.state.tx.us

BUSINESS INCORPORATION - All businesses operating as corporations in Texas must file Articles of Incorporation with the Office of the Secretary of State of Texas. If the corporation conducts business under names other than that stated in the Articles of Incorporation, the corporation needs to file an Assumed Name Certificate with the county clerk in which the principal office and registered office of the corporation is located. You can also find out if a corporation is already using the name chosen.

OTHER BUSINESS ENTITIES - Other forms of business entities required to file with the Secretary of State include: Limited Partnerships, Limited Liability Partnerships, Limited Liability Companies, Professional Corporation, Professional Associations, and Non Profit Corporations. The Secretary of State provides a summary of requirements for the creation of these entities but does not provide forms for organizational documents except for registration of a limited liability partnership.

CERTIFICATE OF AUTHORITY - Corporations, limited partnerships and limited liability companies organized in other states or countries may transact business in Texas by obtaining a Certificate of Authority through the Office of the Secretary of State. The Corporation section of the Secretary of State can provide you the forms. An out of state business may consider the option of creating a Texas corporation, limited partnership, or limited liability company for transaction of business in Texas.

TEXAS SECRETARY OF STATE ONLINE ACCESS (SOSDirect) - Provides subscribers with a convenient way to file business entity formation documents and other required documents online. Business entity formation filings such as Articles of Incorporation, Articles of Organization, Certificates of Limited Partnership, Registration of a Limited Liability Partnership, Unincorporated Associations, Foreign Fiduciaries, and other Uniform Commercial Code documents can be filed online by using SOSDirect.
For more information, call (512) 475-2755 or go to www.sos.state.tx.us/corp/sosda/index.shtml.

FOREIGN CITIZENS DOING BUSINESS IN THE UNITED STATES - A citizen of a foreign country who wants to conduct business in the United States needs to obtain a “Visitor” Visa (B-1). Applicants for “Visitor” Visas should apply at the American Embassy or Consulate with jurisdiction over their place of permanent residence. Additionally, a foreign entrepreneur wanting to establish a business in the U.S. needs to file Form I-526, ”Immigrant Petition by Alien Entrepreneur,” with the U.S. Citizenship and Immigration Services (USCIS) office having jurisdiction over the area in which the new commercial enterprise will be principally doing business. For a business that will locate in San Antonio, go to the USCIS office located at 20760 US-281 Suite A, San Antonio, TX 78258. You must visit in person.

DOING BUSINESS IN MEXICO - To satisfy Mexican authorities or business entities as to the legitimacy of corporate documents establishing your business, it is necessary to obtain an “Apostille.” The Apostille certifies the authenticity of signatures, capacity of the person signing the corporate document and identifies seal/stamp that the document bears. Request for corporate documents requiring an Apostille should be directed to the Corporate Section of the Secretary of State of Texas. There is a $15 fee for the Apostille. **For documents issued by county officials, call the Corporations Section at (512) 463-5578.**

BUSINESS TAX REQUIREMENTS

INTERNAL REVENUE SERVICE
8626 Tesoro Drive
San Antonio, Texas 78217
210-841-2090
Business and Specialty Tax Line - 800-829-4933
Website: www.irs.gov

TAX IDENTIFICATION NUMBER (TIN) - You generally use your social security number (SSN) as your Tax Identification Number (TIN). However, a sole proprietor who pays wages must have an Employer Identification Number (EIN). Additionally, every partnership, corporation and non-profit organization must have an EIN. See below.

EMPLOYER IDENTIFICATION NUMBER (EIN) - A sole proprietor who pays wages must have an Employer Identification Number (EIN). Additionally, every partnership, corporation and non-profit organization must have an EIN. You will need to complete Form SS-4 (Application for Employer Identification Number). You can go online at www.irs.gov and apply for an EIN or call the IRS Business and Specialty Tax Line at (800) 829-4933 for assistance. You can also visit the IRS office listed above.

There are a number of taxes that businesses are required to pay such as federal business income tax and self-employment tax, among others. You can obtain tax-related forms and other information by requesting a Business Tax Kit. To order a Business Tax Kit, call 1-800-829-3676, or order your products online at www.irs.gov.

• **FEDERAL INCOME TAX** - Every business, except partnerships, must file an annual return. Partnerships, on the other hand, file an information return. The federal income tax is a pay-as-you-go-tax. You must pay the tax as you earn or receive income during the year. An employee usually has income tax withheld from his or her pay. If you do not pay your tax through withholding, you may have to pay estimated tax.

• **SELF-EMPLOYMENT TAX** - Self-Employment Tax is the Social Security and Medicare tax for individuals who work for themselves. Your payments of Self-Employment Tax contribute to your coverage under the Social Security System.

• **EMPLOYMENT TAXES** - If you have employees, you will need to get Publication 15, Circular E, Employers Tax Guide.

• **FEDERAL UNEMPLOYMENT TAX** - The Federal Unemployment Tax is part of a federal and state program under the Federal Unemployment Tax Act (FUTA) that pays unemployment compensation to workers who lose their jobs. You report and pay FUTA tax separately from your social security and Medicare taxes and withheld income tax.

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
10010 San Pedro Ave., Suite 410
San Antonio, TX 78216
(210) 342-2300
Website: www.comptroller.texas.gov

FOR TAX-RELATED QUESTIONS CALL 1-800-252-5555

SALES AND USE TAX PERMIT- Every sole proprietorship, partnership, corporation or other organization going into business should call the Office of the State Comptroller to determine if a Sales and Use Tax Permit is required for the product you sell, rent, lease or for the service you render. THERE IS NO FEE FOR A SALES AND USE TAX PERMIT; however, you may be required to furnish a bond or security. The Texas Comptroller of Public Accounts also has TAX EXEMPT INFORMATION. Under Texas law, the purchaser of a business is responsible for any sales tax owed by the previous owners. Additionally, the law requires a purchaser to withhold from the purchase price any amount needed to cover a sales tax debt.

YOU SHOULD HAVE THE FOLLOWING INFORMATION BEFORE GOING TO THE STATE COMPTROLLER:

1. Social Security Number (SSN):

a) Your SSN and address if you own the business, or
b) Each partner's SSN if the business is a partnership, or
c) SSN and address for each officer and director if the business is a corporation.

2. The Federal Employer Identification Number (EIN) assigned by the Internal Revenue Service if you hire employees or pay Federal Excise Tax.

3. Corporate Charter or Certificate of Authority Number assigned to your corporation by the Texas Secretary of State and the effective date of permission to do business in Texas, if the business is a corporation.

BOND REQUIREMENTS - You may be required to furnish the Comptroller a bond or security to insure payments of state, local and sales and use taxes. You have fourteen (14) days to furnish the required security; otherwise, the permit will automatically be canceled. A taxpayer may satisfy the bond or security requirements by furnishing the Comptroller with assignments of savings accounts or certificates of deposit in banks, savings and loan institutions and credit unions; cash; bank letters of credit; U.S. Treasury Bonds readily convertible to cash; or surety bonds. The bond or security will be returned if all sales tax due is paid on time for two (2) consecutive years. The bonding exemption will then be continued as long as a good tax payment record is maintained.

PENALTY FOR OPERATING WITHOUT A SALES AND USE TAX PERMIT - Anyone who operates a retail business in Texas without a Sales and Use Tax Permit or after a permit has been suspended, and each officer of any corporation who operates a business without a Sales and Use Tax Permit or with a suspended permit, is guilty of a crime. The fine is up to $500 a day for each day the business operates without a permit.

TEXAS FRANCHISE TAX - The Texas Franchise Tax is a privilege tax imposed on each taxable entity chartered/organized in Texas or doing business in Texas. The Texas Franchise Tax applies to partnerships (general, limited and limited liability), corporations, limited liability companies, business trusts, professional associations, business associations, joint ventures and other legal entities.

BEXAR APPRAISAL DISTRICT
411 N. Frio St.
(210) 224-8511
Website: www.bcad.org

REPORTING BUSINESS PROPERTY - The Texas Property Tax Code requires that all tangible personal property used or held for the production of income be rendered annually. The rendition forms, which are available on the Internet, are also available at the Bexar Appraisal District Office. Business owners must report all inventories, equipment and machinery. Although the Code does not specifically require it, the Bexar Appraisal District Office requests that business owners inform the Appraisal Office of any changes, especially the closing, sale or relocation of the property. A property owner has many rights, which are summarized in the Texas Comptroller of Public Accounts publication "Taxpayers' Rights, Remedies & Responsibilities."

HOME-BASED BUSINESSES - Contact the Bexar Appraisal District Office at (210) 224-8511 for more information on reporting your business personal property.

EMPLOYER REQUIREMENTS

TEXAS WORKFORCE COMMISSION
4801 NW Loop 410, Suite 510 (210) 256-3000
Website: www.twc.texas.gov

HIRING EMPLOYEES - Every sole proprietor, partnership, corporation, association, organization or other entity that employs one or more persons in Texas must file FORM C-1, "EMPLOYERS STATUS REPORT." For more information, call the office listed above and request a copy of the booklet "ESPECIALLY FOR TEXAS EMPLOYERS." This booklet provides valuable information on workplace issues from understanding the agency and the law, to taxes, and the appeals process. You can also download a copy of the booklet as well as get a wealth of information by accessing the Texas Workforce Commission website at www.twc.state.tx.us.

UNEMPLOYMENT TAXES - The Texas Workforce Commission collects all unemployment taxes for workers employed in Texas. For more information regarding these taxes, to obtain an Employer Identification Number, and for information on tax credits, contact the Texas Workforce Commission.

EMPLOYEE VS. INDEPENDENT CONTRACTOR - Do not make assumptions about whether or not an individual is an independent contractor, regardless of what that person might claim to be. The IRS and Texas Workforce Commission use 20 common law factors to evaluate the relationship between you as an employer and the individual(s) you pay for providing service. Complete Form SS-8 to the IRS to have IRS make the determination. You can obtain the form by calling the IRS at (800) 829-3676 or visit the website www.irs.gov.

SPECIALLY FOR TEXAS EMPLOYER" PUBLICATION - The Texas Workforce Commission's Office of the Commissioner Representing Employers produces a handy reference book entitled "Especially for Texas Employers" to provide information on important workplace issues. The content includes chapters on: the basic legal issues relevant to hiring, pay and policy, work separation, post-employment problems, and employment law-related websites.

Especially for Texas Employers online - www.twc.state.tx.us/news/efte/tocmain2.html
Especially for Texas Employers PDF FILE - www.twc.state.tx.us/news/efte/efte.pdf
Request a print version via e-mail: tax.statusesptxemp@twc.state.tx.us

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)
Small Business Assistance Program
P.O. Box 13087
Austin, Texas 78711-3087
(800) 447-2827
(210) 403-4039 in San Antonio
Website: www.tceq.texas.gov

ENVIRONMENTAL REGULATIONS Call the TCEQ Small Business Assistance Program if your business falls within any of the categories listed below:

Auto Body Shop Auto Repair Auto Salvage Yard Car Wash Clean Texas Marina Concentrated Animal Feeding Operations Cultured Marble Dry Cleaners Electronic Recycling Fiberglass	Fleet Maintenance Foundries Gas Stations Manufacturing Medical Facilities Metal Finishers Oil & Gas Facilities Petroleum Storage Tank Facilities Printers Power Wash Public Water Supplies	Recyclers Reinforced Plastics Salvage Yards Sand Blasting Saw Mill Operations School Bus Operators Small Airports & Tenant Operations Spray Painting Surface Coating Waste Water Treatment Plants Wood Products Manufacturing Wood Refinishers

WE RECOMMEND THAT YOU CONSULT A CERTIFIED PUBLIC ACCOUNTANT (CPA) AND/OR AN ATTORNEY TO ENSURE THAT ALL REQUIREMENTS ARE SATISFIED BEFORE BEGINNING YOUR BUSINESS OPERATIONS. CONTACT THE FOLLOWING AGENCIES FOR REFERRALS:

SAN ANTONIO CPA SOCIETY
(210) 828-2722 - Website: www.sacpasociety.com

SAN ANTONIO BAR ASSOCIATION
(210) 227-1853 - Website: www.sanantoniobar.org

IMPORTANT TELEPHONE NUMBERS

WATER SERVICE - SAN ANTONIO WATER SYSTEM	**(210) 704-7297**
ELECTRIC/GAS - CPS ENERGY	**1-800-773-3077**
TELEPHONE - AT&T	**1-800-499-7928**

TEXAS DEPT. OF INSURANCE - CONSUMER HELP LINE 1-800 252-3439
website: www.tdi.texas.gov/business/index.html
Provides information on health insurance for employers, liability and property insurance, and more.

COMMERCIAL CONSTRUCTION

Introduction and Permit Categories

Commercial construction projects will be in one of the following categories: new construction (NS), interior finish-out (IF), remodel work (R), demolition (D), or miscellaneous commercial (MC). The importance of the category is to determine the scope of review.

• New Construction- erecting a structure from the ground up or an addition to an existing structure. Initial plan review process time is 45 calendar days.

• Interior Finish-Out- completion of a shell building or interior remodeling of an existing building and may include interior demolition. The process time is 20 calendar days.

• Remodel- interior and exterior work including parking lots. Plan review process time is 15 calendar days.

• Demolition- partial or total demolition of an existing structure. Plan review process time is same day.

• Miscellaneous Commercial- mezzanines, store front replacement, awnings, controlled access gates, marquees, etc.

No Plans Permit

Several categories of minor commercial construction permits do not require plan review. However, the applicant must identify the location of work to be performed with address or legal description. Categories of commercial permits not requiring plans include:

• Electrical replacement and repairs of less than 100 KVA (Kilo Volt Amp), single phase or 150 KVA, 3-phase.

• Electrical annual mechanical permit for mechanical work.

• Plumbing replacement and repair of plumbing work. However, it must be performed by a licensed plumber.

• Mechanical replacement and repairs of any heating, ventilating, cooling or refrigeration system. However, it must be performed by a licensed mechanical contractor.

For more information regarding building permits, download the City of San Antonio "***Small Business Building Permits Guide***" at **http://docsonline.sanantonio.gov/FileUploads/dsd/SmallBusinessBrochure.pdf**

Development & Business Services Center

1901 S. Alamo St.
Monday - Friday
7:45 a.m. to 4:30 p.m.
(210) 207-1111

BUSINESS DEVELOPMENT PROGRAMS

SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY PROGRAM (SBEDA) - (210) 207-8080

The SBEDA program promotes the utilization of small, minority, and woman-owned business enterprises (S/M/WBEs) in all areas of City contracting. The Small Business Office, which administers the SBEDA Program, conducts outreach to vendors regarding SBEDA, reviews S/M/WBE availability on solicitations to recommend contract-specific goals and/or incentives established by SBEDA.
Website: www.sanantonio.gov/SBO/Compliance

INDUSTRY AND INTERNATIONAL DEVELOPMENT DIVISION - (210) 207-8100

The International Business Development Division is ready to assist local companies to expand into foreign markets. Through programs like the San Antonio Export Leaders Program, local companies can take advantage of our established international business expertise, community-wide support and relationships, to help increase international sales and exports. The Division also promotes San Antonio globally as a place to conduct business and serves as a link to foreign investors to secure investments in our community to create well paying jobs. **Website: www.sanantonio.gov/IID**

SMALL BUSINESS LIAISON - (210) 207-3903

The Small Business Liaison is the first person to call if you are in the planning stages of starting a small business in San Antonio. The Small Business Liaison will guide you through the licensing, permitting, and regulatory process, and provide you with all the information that will make it easy to open a particular business in the City of San Antonio. The Small Business Liaison is located at Launch SA, inside the Downtown Central Library, 600 Soledad St., 78205. **Website: www.sanantonio.gov/SBO**

SMALL BUSINESS ADVOCACY COMMITTEE

The Small Business Advocacy Committee is composed of 11 members appointed by the Mayor and each City Councilmember for two-year terms. The Committee functions as an advisory group by assisting the City Manager and City Council in reviewing programs that promote small, minority and women-owned business participation on City of San Antonio contracts.
Website: www.sanantonio.gov/SBO/SmallBusinessAdvocacyCommittee.aspx

CENTER CITY DEVELOPMENT & OPERATIONS DEPARTMENT (210) 207-1041
100 E. Houston St. Suite 1900. Website: www.sanantonio.gov/ccdo

The Center City Development and Operations Department (CCDO) was created in 2008 to facilitate and initiate the development and redevelopment of neighborhoods, businesses and cultural resources within the Community Revitalization Action Group (CRAG) area to foster thriving neighborhoods for the benefit of residents, visitors and businesses.

In addition to assisting with development projects, the department also oversees the operations of downtown, including:

- Maintenance of the River Walk
- Management of vending programs in the Downtown Business District, including River Walk novelties and street level mobile food programs
- Coordination of large downtown events such as the annual New Years Eve Celebration Rock'n Roll Marathon, Fiesta, river parades and other special events
- Operation and maintenance of the City's parking facilities downtown, including garages, lots, meters and pay stations plus downtown and citywide parking enforcement
- Leasing and asset management designed to maximize the efficient use of existing real estate assets and when appropriate, to lease assets surplus to the City's use or acquire leasehold interest in property necessary for the City's operation.
- Operation and maintenance of special venues including La Villita and Market Square

SAN ANTONIO FOR GROWTH ON THE EASTSIDE (SAGE) - (210) 248-9178
220 Chestnut St. Website: www.sagesanantonio.org
Through partnerships, alliances and leveraging resources, SAGE helps Eastside businesses expand and grow while supporting new businesses joining our community.

- **Store-Front Grant Program**
  Programs to provide qualified businesses an opportunity to improve their businesses with matching grants of up to $10,000. Grants must be matched dollar for dollar by the business owner and are given to business owners who own their property. Store-Front Grants are provided to businesses located in the SAGE service area.

- **SAGE Grow Eastside Fund**
The new SAGE Grow Eastside Fund is designed for existing small businesses looking to move to or expand within the Eastside Promise Zone. The loans, typically ranging from $250,000-$500,000, offer longer terms, lower down-payments and lower interest rates than traditional loans.

- **CHOICE Facade Improvement Program**
The CHOICE Facade Improvement Grand Award maximum amount is $25,000 per qualifying project in the target area and $20,000 per qualifying project outside of the target area in the broader CHOICE footprint. The maximum grant amount includes the $5,000 environmental assessment fee.

- **SAGE Equity Fund**
The SAGE Equity Fund operates like a venture capital fund, making equity investments in businesses that are expanding or locating in the Eastside Promise Zone. It was created in 2014 with a grant from the U.S. Department of Health and Human Services Community Economic Development (CED) Program, as a new source of capital to support business development on the Eastside.

WESTSIDE DEVELOPMENT CORPORATION - 210-501-0192
630 S.W. 41st St. Website: www.westsidedevcorp.com

Fosters economic development, promotes the development and redevelopment of real estate within its target area, creates viable urban communities, and preserves the character, culture and history of the Westside.

- **Business Growth Grant**
The WDC Business Growth Grant Program is for businesses and non-profit social enterprises that need assistance to grow their business. A qualified business or social enterprise may be eligible for a matching grant of up to $5,000 as defined in the "use of grant" section of the guidelines.
- **WDC Loan Program**
The Westside Development Corporation makes business loans for proyects in its target area at low or below market interest rates. Loan amounts range from $15,000 - $50,000.

Business Credit Building University
The WDC Business Credit Building University (BCBU) is for small businesses, the self-employed and entrepreneurs, who want to build their credit capacity to access capital, now or in the future, for business growth.

SOUTHSIDE FIRST - ECONOMIC DEVELOPMENT COUNCIL - (210) 533-1600
3315 Sidney Brooks, Ste. 200. Website: https://www.southsidefirst.org/
Southside First Economic Development Council is an initiative launched by the South San Antonio Chamber of Commerce Foundation to be the voice of economic prosperity, community bridging and responsible development for the Southside (South San Antonio/South Bexar County). The 15-member board reflects a cross-section of community members, businesses and Southside institutions. Its primary role is to be a convener and to assist in facilitating programs, services or partnerships that move forward the Council's goals of investment, engagement and accountability.

PROGRAMS AND SERVICE PROVIDERS

SMALL BUSINESS ADMINISTRATION - SAN ANTONIO DISTRICT OFFICE - (210) 403-5900
615 E. Houston St., Suite 298. Website: www.sba.gov/offices/district/tx/san-antonio
Provides financial assistance, business counseling, training, and government contracting help to small businesses that are located in its area of operation. This includes small businesses that are seeking business counseling and the capital needed to start and grow their businesses. The District Office serves 55 counties in Central and Southwest Texas.

SAN ANTONIO SCORE - (210) 403-5931
615 E. Houston St., Suite 293. Website: www.sanantonio.score.org
Dedicated to entrepreneur education and the formation, growth, and success of the nation's small business. San Antonio SCORE serves as a unique resource within the local business community by providing efficient and effective delivery of pro bono, high quality technical and managerial mentoring and guidance to prospective and existing small businesses and non-profit organizations in the greater San Antonio area. San Antonio SCORE relies on the services of some 40 business men and women with real-world experience and a strong belief in the importance of small business. San Antonio SCORE offers a variety of affordable business workshops covering a wide range of sound business management practices.

UTSA INSTITUTE FOR ECONOMIC DEVELOPMENT
501 W. Cesar E. Chavez Boulevard. Website: www.iedtexas.org
The UTSA Institute for Economic Development has several programs to assist potential and existing business owners. Please call the appropriate number below for an appointment or for additional information on each program.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC) - (210) 458-2460
Offers integrated services to meet the needs of experienced small business owners as well as individuals interested in starting a business. This SBDC is active in San Antonio and the 10 counties surrounding Bexar County, providing professional, confidential one-on-one business advising services at no charge. In addition to personalized advising services, the SBDC offers low-cost training workshops for both experienced and prospective business owners. These workshops cover a variety of topics to help entrepreneurs start or grow businesses.

San Antonio MBDA Business Center (MBDA) - (210) 458-2480
Helps growing minority business enterprises increase profits and employment in today's marketplace by providing targeted management and technical assistance services. The program assists businesses in the San Antonio area with a variety of manage-ment assistance services, including financial analyses, loan and bond packaging, strategic planning, government contracting, Minori-ty Business Enterprise, Disadvantaged Business Enterprise, HUB and 8(a) certifications, marketing, public relations and advertising services.

SBDC RURAL BUSINESS PROGRAM - (210) 458-2020
Provides technical assistance, training, and information assistance to businesses, local governments, communities, and agencies engaged in economic, business and community development activities. The program helps rural communities improve their level of collaboration and utilization of regional assets, develop projects leading to the creation of jobs, improving the quality of life, and encouraging public/private partnerships.

PROCUREMENT TECHNICAL ASSISTANCE CENTER - (210) 458-2458
Provides assistance to small business owners wanting to expand their business into federal, state, county, regional and local contracts with government agencies and military installations. The Contracting Resource Center provides direct assistance to small business employers in the areas of employment practices, emergency preparedness, regulatory compliance, jobsite safety, drug-free workplace and effective HR management. The center also assists veterans, active duty military, National Guard and reservists and their dependants and spouses to realize the dream of owning a successful business.

SOUTHWEST TRADE ADJUSTMENT ASSISTANCE CENTER (STAAC) - (210) 458-2495
Assists U.S. manufacturing and service firms in Texas, Louisiana and Oklahoma that are hurt by foreign competition to regain profitable growth. By providing management consulting and strategic business planning services to manufacturers and service firms, the STAAC helps businesses compete in a global marketplace. Working in tandem with the U.S. Economic Development Administration, STAAC helps these firms define their needs and secure and coordinate professional consulting services.

PROGRAMS AND SERVICE PROVIDERS

LAUNCH SA - (210) 598-6623
600 Soledad St. - Website: www.launchsa.org
The goal of Launch SA is to make entrepreneurship easier, and to strenghten the support infrastructure for small business owners . Launch SA is for entrepreneurs by entrepreneurs. Launch SA connects to a network of partner organizations throughout San Antonio for entrepreneurs and small businesses that want to:

- **Develop the entrepreneurial mindset**
- **Launch new ventures**
- **Accelerate existing businesses**
- **Enhance employee engagement through training and community participation**
- **Promote partnerships and collaboration**
- **Educate entrepreneurs on proper business tenets**

WOMEN'S BUSINESS CENTER - (888) 215-2373
600 Soledad St. - Website: www.liftfund.com/wbc/
A program of LiftFund that provides assistance and training to women, minorities and the economically disadvantaged to promote financial independence. Training and counseling services include: business plan development, financial operations of a business, preparing and presenting financial statements, managing cash flow, securing business credit from lending sources, and preparing loan packages.

LIFTFund (888) 215-2373
2007 W. Martin St. - Website: www.liftfund.com
A non-profit organization that helps small business owners with limited access to capital have a chance to live their dreams. LiftFund provides small business loans and minority business loans for women, startups, and entrepreneurs. LiftFund partners with SBA lenders and other lending institutions to provide small business loans and microloans in Texas and throughout the South Eastern USA.

- **MICRO LOANS**
  Loans from $500 to $100,000
- **MID/LARGE LOAN PROGRAMS**
  Economic Development Administration, EDA Loan Fund
  Loans up to $250,000
- **MACRO LOANS (SBA 504)**
  Loans from $200,000 to $4 million

Maestro Entrepreneur Center (MEC)

MEC is a private, non-profit business center for the accelerated development of existing small, minority, woman and veteran owned businesses in the San Antonio Metro Area. Qualifying businesses will be provided office space at flexible rates and an extraordinary network of business leaders and resources to assist them in growing to the next level. The MEC is a collaboration partnership with the Maestro Leadership Foundation and the San Antonio Hispanic Chamber of Commerce's Hispanic Leadership Development Foundation, a 501(C)(3). It is a 24,200 ± SF facility located in a federally designated HUBZone area of San Antonio and the accelerator is a two year program.

Website: http://maestrocenter.org/

Services & Facilities

MEC includes incubation space of 24,200 SF for professional offices, commercial kitchen/kitchen incubator, warehouse and industrial office space. It includes:

- 24 Hour Access
- Shared Receptionist
- Usage of Shared Small and Large Conference Rooms
- HUBZone address for Federal Certification
- Fiber-optic Internet
- Usage of Shared Training Classrooms
- Electricity, Water, Landscaping, and Janitorial Services
- Property, Tax & Maintenance

Roadrunner Incubator at UT San Antonio

The Roadrunner Incubator, located at UTSA's Center for Innovation and Technology Entrepreneurship (CITE), is an incubator for early-stage UTSA student companies from the $100K competition and the entrepreneurship program. The incubator hosts and nurtures new UTSA technology ventures while connecting them to the broader San Antonio Entrepreneurial Ecosystem. Successful new companies launched in the Incubator will quickly transition out into the broader technology-based regional business ecosystem.

Website: https://business.utsa.edu/cite/utsa-roadrunner-incubator/

Services & Facilities

- Industry Partnership Program with UTSA researchers, core facilities, specialized equipment, and lab
- Access to UTSA IP and joint commercialization efforts
- Strategic business plans from UTSA's Management of Technology and MBA students
- Mentoring and training programs, entrepreneur boot camp, office and lab space, market research assistance, and advice about/access to private and government funding resources

UTSA New Venture Incubator

The UTSA New Venture Incubator (NVI), located at UTSA's Center for Innovation and Technology Entrepreneurship (CITE), is focused on supporting the translation of research into products and services from target companies that are licensing/commercializing UTSA IP, collaborating with UTSA researchers on sponsored research programs, and UTSA student/faculty startups operating in San Antonio.

Website: http://research.utsa.edu/research-funding/commercialization/new-venture-incubator/

Services & Facilities:

- Industry Partnership Program with UTSA researchers, core facilities, specialized equipment, and two wet labs
- Access to UTSA IP and joint commercialization efforts
- Strategic business plans from UTSA Management of Technology and MBA students
- Provides office space with business services, a conference room, library access, business consulting, and advice about/access to private and government funding resources
- Successful ventures graduate from the NVI into the broader technology-based regional business ecosystem.

Geekdom

Geekdom has several incubator programs focused on the technology field. It is a collaborative co-working space where entrepreneurs, technologists, developers and creative people help each other build businesses and collaborate together. Located on the 7th floor of the Rand Building on Houston St., it is home to 200 start ups and boasts of 45,000 sq feet.

Website: http://www.geekdom.com/

Services and Facilities:

- 45,000 Sq. Ft.
- No Long-Term Leases/Contracts
- Dedicated Desks & Offices (Rates Vary)
- Free Wi-Fi
- Month-to-Month Memberships (Community or Dedicated Tech Start-up) which includes various benefits per type.

San Antonio Clean Energy Incubator

The San Antonio Clean Energy Incubator (SACEI) is a collaborative partnership between UTSA's Texas Sustainable Energy Research Institute (TSERI), the Texas State Energy Conservation Office, UTSA's Institute for Economic Development, the San Antonio Clean Tech Forum, the Mission Verde Alliance, and UT's Austin Technology Incubator. SACEI's mission is to develop new companies and foster new business activity related to clean technology in San Antonio in ways that can be expanded to Texas, the nation, and the world, in order to promote socioeconomic prosperity.

Website: http://texasenergy.utsa.edu/research/san-antonio-clean-energy-incubator

Services & Facilities:

- Business planning and mentoring, support in conducting business and research, and fundraising assistance
- Access to lab and office facilities, capital sources including investors and government, and business development opportunities
- Experienced staff and extensive networking with private and public partners and business leaders

Avenida Guadalupe El Parian Business Incubator

The program is in partnership with Avenida Guadalupe, located at 1410 Guadalupe. The El Parian Business Center is in the heart of the San Antonio Westside community.

Website: http://avenida.org

Services & Facilities:

- Prime location in the Avenida Guadalupe business corridor with free parking
- Benefits include tax credits and business certification per City of San Antonio designation
- Shared location with over 10 businesses including: a restaurant, vision center, Medicare insurance provider, hair salon, place ment agency, local newspaper, caterer, youth services, affordable care act advisors, Medicaid provider, social media trainer, and other retail opportunities.
- Ready 2 Learn Computer Center providing classes and services to Tenants and community
- Office equipped with alarm system
- Spaces available at affordable rent rates with close proximity to downtown
- Partnership with local organizations including the West Chamber of Commerce

LiftOff

LiftFund has transformed its former headquarters building into LiftOff, a collaborative workspace for small business owners. Located less than 3 miles from downtown San Antonio with easy access to interstates 10 and 37, the 11,547 square foot building will house approximately 20 small business in both private and open area offices. LiftOff will provide new and existing business owners with affordable and flexible work space, as well as a supportive environment where they can receive assistance from peers, mentors, and business advisors from the LiftFund Women's Business Center.

Website: https://liftoff.liftfund.com/

Services & Facilities:

- Private and open format offices from 150 sf to 3,000 sf
- 24 hour access
- Shared conference room, kitchenette, and breakroom
- Copy/Print/Scan service
- Customer lobby/ waiting area
- WiFi
- Ample parking for tenants and visitors
- Access to capital through LiftFund loan programs
- Peer networking and collaboration
- Business consultations and trainings from the WBC
- Located inside the Eastside Promise Zone

VelocityTX

VelocityTX is a non-profit innovation superhub that provides a continuum of entrepreneur assistance services including funding all within one organization. In addition to working with entrepreneurs and investors, VelocityTX works to build the entrepreneurial ecosystem through partners who share a common vision for making the world a better and safer place through entrepreneurial success.

Website: https://velocitytx.org

Services & Facilities:

- Use of VelocityTX facilities (conference rooms, open work space, etc.) as available.
- Ability to participate in Velocity360 to develop new markets, ideas, etc.
- Office Hours with professional services partners (attorneys, CPAs, etc.)
- Access to subject matter experts and business mentors.

Incube Labs

With operations in San Jose, California and San Antonio, Texas, InCube Labs, LLC is a life sciences research lab focused on developing medical breakthroughs that dramatically improve patient outcomes. The company collaborates with universities and entrepreneurs in Texas and around the country to help identify promising innovations and bring them to market. In 2010, InCube Labs received $9.2 million through the Texas Emerging Technology Fund and moved three of its most promising startups from California to Texas: Fe3 Medical Inc., Corhythm Inc., and Neurolink Inc. In May 2013, InCube Labs launched two new life sciences companies in San Antonio - Theracle and iBridge Medical - to join the existing three companies.

Website: https://www.incubelabs.com

Services & Facilities

- 20,000 sq. ft. facility includes wet labs, a machine shop, and two Class 100 clean rooms
- Capabilities include electronics, MEChanical engineering, material science, software/firmware, embedded systems, cell biology, pharmacology, physiology, protein and polymer chemistry, tissue engineering and regenerative medicine, implantable devices, remote patient monitoring, as well as clinical development and manufacturing
- InCube Labs' venture fund, InCube Ventures, has a diversified portfolio of early, mid, and late-stage life sciences companies

RealCo

RealCo is a long term accelerator that invests in, and accelerates B2B tech startups. Realco works with a small number of companies – around 5-10 per year – to make it r a truly personalized experience. RealCo focuses on quality over quantity also means that we can flex to accommodate companies at various stages of maturity. They are located in downtown San Antonio, TX, in an entrepreneurial coworking space called Geekdom.

Website: https://realco.com

Services & Facilities

- Access to capital, strategic business planning, venture development assistance, seminars, and coaching
- Business services such as marketing research, business accounting, legal, and personnel recruitment
- Connections to service providers, investors, industry experts, and the San Antonio entrepreneurial community

The Workery

The Workery is a shared workspace and community open to freelancers and small businesses located in Tobin Hill. They offer monthly classes and workshops aimed at helping our members continue developing skills and exploring new interests. Topics range from business and leadership skills to wellness and parenting.

Website: http://www.theworkerysa.com/

Services & Facilities

- 4,000 sq. ft. facility that includes access to a conference center, community kitchen, outdoor workspace, mailbox, high speed internet and workspace.

International Business Development Center

The International Business Development Center (IBDC)business accelerator provides support to foreign companies seeking to establish or expand the market for their products in the United States. The program facilitates the expansion to the North American market by offering office facilities, training, business counseling, and a series of value-added services designed to assist new companies to develop the infrastructure to distribute their products.

Website: http://www.sanantonioedf.com/

Services & Facilities

- Virtual, private, and semiprivate offices
- Offices are furnished, with access to internet, printer and copier
- Prestigious commercial address
- Access to conference room

SAN ANTONIO ELECTRONIC PROCUREMENT SYSTEM (SAEPS/CVR) – (210) 207-0118
FINANCE DEPARTMENT - PURCHASING DIVISION
Riverview Towers, 111 Soledad St., 5th and 11th floors
Website: https://www.sanantonio.gov/purchasing/saeps

Every manufacturer, supplier, vendor and service provider who wants to do business with the City of San Antonio MUST register with the City via the Central Vendor Registration (CVR). The registration process is divided into various steps, all completed electronically via the internet. Once registered, firms will receive emails regarding relevant solicitations issued by the City and may submit a response to solicitations online. The data included in this registry is used to set both annual benchmarks (aspiration goals) and contract-specific small, minority, and women-owned business goals.

BEXAR COUNTY PURCHASING DEPARTMENT - (210) 335-2211
1103 S. Frio St. - Website: https://www.bexar.org/581/Purchasing-Procurement
Provides procurement services for Bexar County departments and information on how to conduct business with Bexar County. The Purchasing Department utilizes electronic methods in procuring with its Contract Management and Diversity system which provides searchable information regarding utilization of small, minority and women-owned businesses by business description. Bexar County also seeks HUB/DBE participation in all contracts. In order to get on the County Bidder's List, you may request an application from: County of Bexar, Purchasing Department, County Courthouse, San Antonio, Texas 78207.

CPS ENERGY PURCHASING, CONTRACTS, AND SMALL BUSINESS DEVELOPMENT - (210) 353-2474
145 Navarro St., 9th Floor
Website: https://www.cpsenergy.com/en/work-with-us/procurement-and-suppliers.html
Ensures that small, minority, woman-owned businesses have the maximum opportunity to participate as contractors and suppliers to CPS Energy. Business orientation packets containing lists of products and services required by CPS Energy, as well as utility purchasing policies are available upon request.

VIA METROPOLITAN TRANSIT (VIA) - (210) 362-2170
800 W. Myrtle - Website: https://www.viainfo.net/procurement
Contractors interested in learning of available contracting opportunities may call the VIA Bid Line at (210) 362-2001. VIA also offers an annual contracting workshop for Disadvantaged Business Enterprises and takes part in many other workshops, seminars, and networking events in the San Antonio area.

SAN ANTONIO WATER SYSTEM (SAWS) SMALL, MINORITY, AND WOMEN-OWNED BUSINESS PROGRAM (SMWBP)
(210) 704-7908, 2800 U.S. Hwy 281 North - Website: www.saws.org/business_center/
Ensures all sectors of the business community have a fair and equitable chance to participate in contracting opportunities offered by SAWS.

UNIVERSITY OF TEXAS AT SAN ANTONIO PURCHASING OFFICE - (210) 458-4068
One UTSA Circle - Website: www.utsa.edu/hub
Supports, encourages and assists Historically Underutilized Businesses (HUBs) to seek procurement and contracting opportunities offered by UTSA. The UTSA Purchasing Office is available to help businesses learn how to conduct business with UTSA and the State of Texas. HUB objectives are to encourage and assist participation, provide equal opportunities for all businesses and support economic growth and new business opportunities in San Antonio.

SAN ANTONIO HOUSING AUTHORITY - (210) 477-6262
818 S. Flores St. - Website: https://www.saha.org/index.php/doing-business-with-saha
Encourages participation of Minority Owned Business Enterprises (MBE), Women Owned Enterprises (WBE), Small Business Enterprises (SBE) and Disadvantaged Business Enterprises (DBE). Participation may be through direct sales by subcontracting, or a business partnership agreement. Small Businesses as defined by the U.S. Small Business Administration are also encouraged to participate in San Antonio Housing Authority purchasing and contracting activities.

SMALL, MINORITY AND WOMEN-OWNED BUSINESS

SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY
3201 Cherry Ridge St., Building C-319
(210) 227-4722
Website: https://sctrca.org

The South Central Texas Regional Certification Agency (SCTRCA) is a non-profit corporation representing several public and private entities in the South Texas area. These entities are committed to enhancing participation for disadvantaged, minority, women, and veteran owned businesses in public/private contracting and purchasing activities. Firms interested in certification and participation in the vendor database must complete a Certification Application. For more information or to request an application, call the SCTRCA at (210) 227-4722. The application is also available online at the website listed above.

Certification Applications
Applications are available in PDF format and can be found using the links below. Adobe Acrobat Reader, or a similar PDF viewing program, is required to open the files. Please note that you must submit a hardcopy application with a signature.
You may be able to e-mail the San Antonio Area Application; please contact the SCTRCA for instructions.

Certification for San Antonio Area - African American/Asian American/Disabled Individual/Emerging Small/Hispanic American/Minority/Native American/Small/Veteran/Woman-owned Business Enterprise (AABE/ABE/DIBE/ESBE/HABE/MBE/NABE/SBE/VBE/WBE)
APPLICATION -- https://sctrca.org/smwvbes-certifications/

Certification for Federal and Statewide Recognition - Airport Concessionaire Disadvantaged Business Enterprise (ACDBE), and Disadvantaged Business enterprises (DBE)
APPLICATION -- https://sctrca.org/acdbedbe-disadvantage-business-enterprise/

AGENCIES AND PARTNERS CURRENTLY ACCEPTING SCTRCA CERTIFICATION:
City of San Antonio, Bexar County, Edwards Aquifer Authority, San Antonio Housing Authority, San Antonio Water System, VIA Metropolitan Transit, San Antonio River Authority, Brooks City-Base, San Antonio Independent School District, University Health System, Alamo Community College District, and Port Authority San Antonio.

BUSINESS AND ECONOMIC DEVELOPMENT INCENTIVES

City of San Antonio
Economic Development Department
100 West Houston St., Suite 1900
P.O. Box 839966, San Antonio, Texas 78283-3966
(210) 207-8080
https://www.sanantonio.gov/edd

The Economic Development Department (EDD) uses community resources and incentives to provide the catalyst for employment generating investments by the private sector. The goal of the City's economic incentives and business development programs is to minimize the cost of expanding or locating a business in San Antonio. The City is focused on providing powerful new resources and incentives to grow the economy in the region, revitalize targeted areas of the City and promote strong, balanced growth throughout the community. **You can download the Incentives Guide at: www.sanantonio.gov/Portals/0/Files/EDD/IncentiveProgramGuide.pdf**

CITY OF SAN ANTONIO INCENTIVES

ECONOMIC DEVELOPMENT BRIEFING TEAM

The City of San Antonio, together with various public service utility companies, formed the San Antonio Site Development Briefing Team to provide an overview of the site development process. This team facilitates the process by serving as the direct, immediate line to key decision-makers who can troubleshoot and resolve problems encountered in the development and permitting process, such as issues related to local subdivision, uniform building, and the uniform fire codes.

TAX ABATEMENT

Tax abatement, also known as Tax Phase-In, helps new or expanding companies gain a stronger foothold during their initial years. The program is targeted to specific industries. Under the City's guidelines, an abatement of up to 100% of real and/or personal property taxes can be used for improvement for a maximum term of 10 years. The Tax Phase-In Program is an economic development tool designed to:

- Promote local business expansion
- Attract new businesses to San Antonio in targeted industries
- Encourage development in targeted areas of the community
- Create high-skill, high-wage job opportunities
- Assist the City in achieving its overall economic development strategy

ECONOMIC DEVELOPMENT INCENTIVE FUND

San Antonio has created a fund that can be used to provide economic development grants and loans to companies seeking to create jobs and investment in San Antonio. This program is considered in combination with or as an alternative to other incentive programs.

FOREIGN TRADE ZONE (FTZ)

The City of San Antonio operates a general purpose Foreign Trade Zone (FTZ) under the supervision of the U.S. Customs Service. A FTZ is a secured area considered to be outside of U.S. Customs territory. Both domestic and foreign goods can be placed in the Zone without formal customs entry payment of duties or government excise taxes. A business using the Zone can thus reduce its costs significantly and thereby improve cash flow and return on investment. This cost savings stimulates the local economy by expanding international trade and increasing employment, particularly in manufacturing and goods-handling industries.

FREEPORT EXEMPTION

The City of San Antonio, Bexar County and two local independent school districts (Judson ISD and San Antonio ISD), allow personal property tax exemptions for companies that deal with goods-in-transit or inventories used in the manufacturing process. Exemption of up to 100% of personal property taxes on goods-in-transit or inventories used in a manufacturing process and the inventory items are moved out of state within 175 days. For assistance please contact the Bexar County Appraisal District, Personal Property Department, at (210) 242-2468.

BUSINESS AND ECONOMIC DEVELOPMENT INCENTIVES

INNER CITY REINVESTMENT INFILL POLICY (ICRIP)

It is the policy of the City of San Antonio to promote growth and development in the heart of the City, specifically in areas that are currently served by public infrastructure and transit, but underserved by residential and commercial r eal estate markets. It is the intent of this policy to coordinate public initiatives within targeted areas in order to stimulate private investment in walkable urban communities that are the building blocks of a sustainable region. To accomplish the objectives of the Inner City Reinvestment / Infill Policy (ICRIP), the entire range of public incentives is made available under this policy, including regulatory, procedural, and financing incentives. To apply for City fee waivers and SAWS impact fee waivers, call the Center City Development Office at (210) 207-8162.

CUSTOMIZED WORKFORCE TRAINING/INDUSTRY WORKFORCE ASSISTANCE

Through an agreement established with the Alamo Colleges in March 2001, the Economic Development Department offers customized training assistance through the Alamo Colleges as an incentive to businesses seeking to relocate, retain, or expand their operations within San Antonio.

TAX INCREMENT FINANCING

Used to publicly finance needed public improvements and enhanced infrastructure in a defined area. The cost of improvements to the area is repaid by the contributions of future tax revenues by each participating taxing unit that levies taxes against the property.
Website: www.sanantonio.gov/planning/TIF/

DEVELOPMENT FINANCING PROGRAMS

The City of San Antonio has created non-profit corporations for the purpose of financing certain types of development through bonds or loans. The Industrial Development Authority (IDA) can issue taxable and tax-exempt bonds to acquire land and construct industrial or manufacturing facilities with a development cost under $10 million. The Health Facilities Development Corporation (HFDC) can issue tax-exempt bonds for non-profit organizations toward the development of health care facilities. The Education Facilities Corporation (EFC) may issue tax-exempt bonds for capital improvements at institutions of higher education, as well as accredited schools, providing primary and/or secondary education services.

TEXAS INCENTIVES

STATE ENTERPRISE ZONE PROJECT DESIGNATION

An economic development tool that allows the community to partner with the State to offer a package of local and state tax and regulatory benefits to assist businesses seeking to locate, expand or retain jobs in economically distressed areas. Within the City of San Antonio, all census tract block groups in which at least 20% of the residents have an income at or below 100% of the federal poverty level now qualify as State Enterprise Zone.

SKILLS DEVELOPMENT FUND

A Texas premier job–training program providing training dollars for Texas businesses and workers. Administered by the Texas Workforce Commission, success is achieved through collaboration among businesses, public community and technical colleges, local workforce development boards and economic development partners.

TEXAS ENTERPRISE FUND

Provides the state's leaders with a "deal closing fund" that has the flexibility and financial resources to help strengthen the state's economy. The fund can be used for a variety of economic development projects including infrastructure and community development, job training programs and business incentives.

FEDERAL INCENTIVES

HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZONE)

HUBZone Certification provides federal contracting assistance for qualified small businesses that are located in historically underutilized business zones. Qualifying businesses may earn awards that have been set aside for companies located in HUBZone areas, sole source awards for specialized companies, and awards through full and open competition for any business within or outside a HUBZone area.

U.S. DEPARTMENT OF LABOR
Occupational Safety & Health Administration (OSHA)
210-472-5040
https://www.osha.gov
Assures safe and healthful workplaces. Each OSHA Area Office in states under federal jurisdiction has a Compliance Assistance Specialist (CAS). CAS's put on seminars and workshops for small businesses and other groups. They promote OSHA's cooperative programs, OSHA's training resources, and the OSHA website.

U.S. DEPARTMENT OF LABOR
Wage and Hour Division (WHD)
210-308-4515 https://www.dol.gov/whd

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

Drug Free Workplace Requirements
1-800-522-0550
(512) 343-9595

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) - 1-800-669-4000
Enforces Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination; this includes the "Americans with Disabilities Act," and discrimination involving race, gender, genetic or national origin, age, pregnancy, sex or religion.

TEXAS WORKERS' COMPENSATION COMMISSION - (210) 593-0070
State-regulated insurance system that provides covered employees with income and medical benefits if they are injured on the job or have a work-related injury or illness. Except in cases of gross negligence, workers' compensation insurance limits an employer's liability if an employee brings suit against the employer for damages. In Texas, private employers can choose whether or not to carry workers' compensation insurance coverage. Texas employers who do not carry workers' compensation insurance coverage are required to report their non-coverage status and work-related injuries and illnesses to the Texas Department of Insurance, Division of Workers' Compensation.

WORKER'S COMPENSATION COMMISSION OMBUDSMAN - 1-800-252-7031
Assists persons involved in worker's compensation claims or suffering from work-related injury or illness.

TEXAS WORKFORCE COMMISSION (TWC) - (210) 258-6600
Oversees and provides workforce development services. For employers, TWC offers recruiting, retention, training and retraining, and outplacement services, as well as valuable information on labor law and labor market statistics.

TEXAS COMMISSION ON HUMAN RIGHTS - (512) 437-3450
Investigates and resolves complaints of employment discrimination; the commission also provides technical assistance to employers for equal opportunity training.

AREA

CHAMBERS OF COMMERCE

Alamo Asian American Chamber of Commerce
P.O. Box 12082
San Antonio, TX 78212
(210) 802-6937
www.alamo-aacc.org

Alamo City Black Chamber of Commerce
600 HemisFair Plaza Way, Suite 406-10
San Antonio, TX 78205
(210) 486-2125
www.alamocitychamber.org

Alamo Heights Chamber of Commerce
P.O. Box 6141
San Antonio, TX 78209
(210) 900-3105
www.alamoheightschamber.org

Christian Chamber of San Antonio
6609 Blanco Rd. Suite 300
Castle Hills, TX 78213
www.christianchambersa.org

Greater Boerne Chamber of Commerce
121 S. Main St.
Boerne, TX 78006
(830) 249-8000
www.boerne.org

Greater New Braunfels Chamber of Commerce
P.O.Box 311417
New Braunfels, TX 78131
(830) 625-2385
www.chamberinnewbraunfels.com

Greater San Antonio Chamber of Commerce
602 E. Commerce St.
San Antonio, TX 78205
(210) 229-2100
www.sachamber.org

North San Antonio Chamber of Commerce
12930 Country Pkwy.
San Antonio, TX 78216
(210) 344-4848
www.northsachamber.com

Northwest Chamber of Commerce
P.O. Box 380193
San Antonio, TX 78268
(210) 920-5822
www.nwsachamber.org

Randolph Metrocom Chamber of Commerce
1001 Pat Booker Rdoad, Suite 206
Universal City, TX 78148
(210) 658-8322
www.randolphchamber.org

San Antonio Hispanic Chamber of Commerce
200 East Grayson St. Suite 203
San Antonio, Texas 78215
(210) 225-0462
www.sahcc.org

San Antonio LGBT Chamber of Commerce
P.O. Box 15120
San Antonio, TX 78212
(210) 504-9429

San Antonio Women's Chamber of Commerce
600 Hemisfair Plaza Way, Building 514
San Antonio, TX 78205
(210) 299-2636
www.sawomenschamber.org

Seguin Area Chamber of Commerce
116 N. Camp
Seguin, TX 78155
(830) 379-6382
www.seguinchamber.com

South San Antonio Chamber of Commerce
7902 Challenger Dr.
San Antonio, TX 78235
(210) 533-1600
www.southsachamber.org

The Chamber (Schertz-Cibolo-Selma Area)
1730 Schertz Parkway
Schertz, TX 78154
(210) 619-1950
www.thechamber.info

West San Antonio Chamber of Commerce
907 Billy Mitchell Blvd.
San Antonio, TX 78226
(210) 299-1266
www.westsachamber.org

BUSINESS START-UP RESOURCES

The decision regarding business structure is a decision that a person should make in consultation with an attorney and accountant, and taking into consideration issues regarding tax, liability, management, continuity, transferability of ownership interests, and formality of operation. Generally, businesses are created and operated in one of the following forms:

SOLE PROPRIETORSHIP: The most common and the simplest form of business is the sole proprietorship. In a sole proprietorship, a single individual engages in a business activity without necessity of formal organization. If the business is conducted under an assumed name (a name other than the surname of the individual), then an assumed name certificate (commonly referred to as a DBA) should be filed with the office of the county clerk in the county where a business premise is maintained. If no business premise is maintained, then an assumed name certificate should be filed in all counties where business is conducted under the assumed name.

GENERAL PARTNERSHIP: Created when two or more persons associate to carry on a business for profit. A partnership generally operates in accordance with a partnership agreement, but there is no requirement that the agreement be in writing and no state filing requirement. If the business of the partnership is conducted under an assumed name (a name that does not include the surname of all of the partners), then an assumed name certificate (commonly referred to as a DBA) should be filed with the office of the county clerk in the county where a business premise is maintained. If no business premise is maintained, then an assumed name certificate should be filed in all counties where business is conducted under the assumed name.

CORPORATION: Created by filing articles of incorporation with the Texas Secretary of State. The Secretary of State provides a form for articles of incorporation that meets minimum state law requirements. Online filing of articles of incorporation is provided through SOSDirect.

LIMITED LIABILITY COMPANY: Created by filing articles of organization with the Texas Secretary of State. The Secretary of State provides a form for articles of organization which form meets minimum state law requirements. Online filing of articles of organization is provided through SOSDirect.

LIMITED PARTNERSHIP: Partnership formed by two or more persons and having one or more general partners and one or more limited partners. The limited partnership operates in accordance with a partnership agreement, written or oral, of the partners as to the affairs of the limited partnership and the conduct of its business. While the partnership agreement is not filed for public record, the limited partnership must file a certificate of limited partnership with the Texas Secretary of State. The Secretary of State provides a form for the certificate of limited partnership that meets minimum state law requirements. Online filing of the certificate of limited partnership is provided through SOSDirect.

REGISTERED LIMITED LIABILITY PARTNERSHIP: In order to limit the liability of its general partners, a general or limited partnership may opt to register as a limited liability partnership. The Secretary of State provides a form for registration as a limited liability partnership. Online filing of the registration is provided through SOSDirect.

The information on this page should not be considered a substitute for the advice and services of an attorney and tax specialist in deciding on the business structure.

Source: http://www.sos.state.tx.us/corp/businessstructure.shtml (Texas Secretary of State website).

BY THE CITY OF SAN ANTONIO (LISTED BY DEPARTMENT)

ANIMAL CARE SERVICES (210) 207-4738
www.sanantonio.gov/Animal-Care/Home
Animal Exhibit Permit
Pet Shop Permit
Commercial Kennel Permit
Commercial Cattery Permit
Pet Grooming Permit

CODE ENFORCEMENT SERVICES (210) 207-7881
www.sanantonio.gov/ces
Donation Container Permit
Used Mattress Permit
Scrap Tire Facility License
Scrap Tire Transporter Permit (over 4 scrap tires) Used Auto Parts Recycler Facility
Metal Recycling Entity License

CULTURE & CREATIVE DEVELOPMENT
(210) 207-6777
www.filmsanantonio.com
Video Taping, Film Production and Still Photography in City Parks Permit

DEVELOPMENT SERVICES DEPARTMENT
(210) 207-1111
www.sanantonio.gov/dsd
Boarding Home Registration
Billboard Operator License
City Commercial Sign Operator License
City Electrical Journeyman Renewal License
City Mechanical License
Demolition License
Residential Building Contractor Registration
Home Improvement Contractor Registration
House Mover License
Sidewalk & Curb Contractor License
Plumbing State License Registration
Irrigator Registration
Mechanical State License Registration
HVAC-Agent Registration
State Electrical Contractor Registration
City Electrical Master
State Sign Contractor Registration
Tree Maintenance License

CENTER CITY DEVELOPMENT & OPERATIONS
(210)207-3677
www.sanantonio.gov/ccdo
Downtown Mobile Food Vending Permit
Private Property Vending Permit (Riverwalk Only)
Riverwalk Vending Permit
Sidewalk Café Permit

FINANCE DEPARTMENT (210) 207-8667
www.sanantonio.gov/finance
Alcoholic Beverage, Liquor License
Canvasser License
Coin Operated Amusement Machine License
Foot Peddler License
Truck Peddler License

METROPOLITAN HEALTH DISTRICT (210) 207-0135
www.sanantonio.gov/health
Food Service Establishment License
Mobile Food Vendor License
Temporary Food Service Establishment
Mobile Park License
Rendering Establishment License
Rendering Materials Collector License
Rendering Storage License
Care Facilities Permit
Swimming Pool Permit
City Public & Charter School Permit
Dog Friendly Dining Permit
Food Manager/Handler License
Air Pollution License

SAN ANTONIO FIRE DEPARTMENT (210) 207-8410
www.sanantonio.gov/safd
Blasting Permit
Burning Bonfire Permit
Nightclub Permit
Fire Alarm Permit
Fixed Pipe Permit
Spray Booth Permit
Sprinkler Permit
Fast-Track Permit
Gaseous Permit
Portable Outdoor Gasfire Permit
Storage Tank Permit
Open Flame & Candle Permit
Pyro & Fireworks Permit

SOLID WASTE MANAGEMENT DEPARTMENT (210) 207-6428
www.sanantonio.gov/swmd
Solid Waste Hauler Permit

POLICE DEPARTMENT (210) 207-7378
www.sanantonio.gov/sapd
Alarm Permit
Boot Operator Permit
Charter Service Permit
Group Cycle Permit
Horse Carriage Permit
Limousine Permit
Pedicab Permit
Sexually Oriented Business Permit
Taxicab Permit
Tour Service Permit
Transportation Network Company Permit

IMPORTANT

TELEPHONE NUMBERS

Animal Care Services	207-4738
Aviation	207-3450
Center City Development Ope rations	207-6912
Dept. City Attorney	207-8940
City Auditor	207-2853
City Clerk	207-7253
City Council Offices	207-7040
City Manager's Office	207-7080
Code Enforcement Services	207-7881
Communications & Public Affairs	207-7234
Convention & Visitors Bureau	207-6700
Convention, Sports & Entertainment	207-8500
Facilities Cultural Affairs	207-8483
Customer Service/311	207-6000
Development Services	207-8259
Downtown Operations	207-3677
Economic Development	207-8080
Environmental Policy	207-6103
Finance	207-5734
Fire/EMS	207-8400
Grants & Monitoring	207-7060
Health	207-8731
Historic Preservation	207-8316
Human Resources	207-6506
Human Services	207-8141
Information Technology Services	207-8301
Intergovernmental Relations	207-8109
International Relations Office	207-8100
Library	207-2644
Management & Budget	207-8360
Mayor's Office	207-7060
Military Affairs	207-2712
Municipal Court	207-8970
Parks & Recreation	207-8480
Planning & Community Development	207-0147
Police	207-7484
Public Works	207-8025
Purchasing	207-7260
Solid Waste Management	207-6470
Transportation and Capital Improvements	207-8140

Alamo Heights	(210) 822-3331
Balcones Heights	(210) 735-9148
Bandera	(830) 460-7170
Castle Hills	(210) 342-2341
Castroville	(830) 931-4070
China Grove	(210) 648-4923
Cibolo	(210) 658-9909
Converse	(210) 658-5356
Elmendorf	(210) 635-8210
Floresville	(210) 393-3105
Fair Oaks Ranch	(210) 698-0900
Garden Ridge	(210) 651-6632
Grey Forest	(210) 695-3261
Helotes	(210) 695-5033
Hill Country	(210) 494-3671
Village Hollywood	(210) 494-2023
Park Hondo	(830) 741-5077
Kirby	(210) 661-3198
Leon Valley	(210) 684-1391
Live Oak	(210) 653-9140
Lytle	(830) 709-3692
Marion	(830) 914-2391
Olmos Park	(210) 824-3281
Pleasanton	(830) 281-8502
Poteet	(830) 276-3806
St. Hedwig	(830) 667-9568
Shavano Park	(210) 493-3478
Schertz	(210) 658-7477
Selma	(210) 651-6661
Somerset	(210) 622-5611
Terrell Hills	(210) 824-7401
Universal City	(210) 659-0333
Von Ormy	(210) 449-6788
Windcrest	(210) 655-0022