



CITY OF SAN ANTONIO
**CENTER CITY DEVELOPMENT
 & OPERATIONS DEPARTMENT**

Commercial Decal Program – Registration Form

(Print) Business Name: _____
 Business Address: _____ Suite _____
 Business Phone: _____ City _____ State _____ Zip Code _____
 Make _____ Model _____ Year _____ License Plate # _____
 Color _____ State of Registration _____ Body Type _____
 Decal Holder: Last Name: _____ First Name: _____
 Name of Owner/Manager: _____

RULES AND REGULATIONS

- Require proof of ownership of business with complete application with a decal fee of \$30.00:
 - Office of the Secretary of State Certificate of Filing.** (*Certificate of Incorporation / Corporation (DBA), (LLC), (LLP) Assume Name Certificate*),
 - Include one of the following:** sales tax permit, Federal Tax Identification Number document and other licenses, or /and a Lease Agreement of business
 - Copy** of current vehicle insurance or registration with the **Vehicle Identification Number**
 - Picture I.D.** (*Note: At anytime, the department may ask to provide additional documents*).
- A new application form must be submitted each year with document (s) indicating proof of ownership and of valid/active business. Applicants employed by business will require employment documentation.
- If vehicle is sold or transferred; a written notice is require. One decal replacement will be issued within a year period along with a decal fee. Unauthorized transfer of decal may result in citation and impoundment of vehicle.
- Document misuse or abuse of the decal will result in a suspension of privileges for a period not to exceed one year.
Examples: Transferring decal from vehicle to another without proper notice and/or excessive parking citations.
- Vehicle is subject to citations and towing for overtime parking if parking exceeds for more than 30 minutes on a 30 minute Commercial Loading Zones or other parking violations.
- It is the decal holder’s responsibility to contact the Parking Division of any changes in vehicle status. **Decal holder is responsible for the renewal of decal. Expiration date on decal serves as notice.**

I hereby fully read and agree to abide by the above rules and regulations.

Signature _____

Please check appropriate purchases that apply:

Decal \$30.00 Certified Mail Delivery

Return application form along with appropriate documents to the Parking Division at 400 N. St. Mary’s, Suite 100 San Antonio, TX 78205. **Include additional \$8.14 for certified mail delivery.** For additional information contact us at (210) 207-8266

FOR OFFICIAL USE ONLY

Decal # _____ Date Issued _____ Expiration Date _____ Amount Paid \$ _____

Cash Check _____ Money Order# _____

VIN# _____ DL/ID # _____

Article Number Certified Mail _____ Transfer Replacement

Approval Signature: _____ Date _____