



## **Buda Economic Development Corporation Small Business Permit Fee Reimbursement Program**

The Buda EDC Small Business Fee Incentive Program is part of the Buda Economic Development Corporation's Strategic Plan, and is designed to provide an incentive to allow small businesses that are opening in Buda or expanding their operations but don't qualify for existing incentive programs, such as the Buda Improvement Grant.

The Small Business Fee Incentive Program is sponsored, funded, and monitored by the Buda Economic Development Corporation Board of Directors who may amend, adjust, or eliminate the program at any time. The award decisions of the Buda Economic Development Corporation Board of Directors are final. Small Business located within the City Limits of Buda and Limited Purpose Annexation areas are eligible for this program. A Small Business is defined as an independently owned and operated business, which is organized for profit, and is not dominant in its field.

### **Scope**

The Buda Economic Development Corporation has allocated \$17,500 for the Small Business Fee Incentive Program for FY 2016-17. Incentives are competitive and will be awarded on a first come/first serve basis until funds are depleted.

Incentives are to be used only for commercial property. If the property is zoned for both residential and commercial use, incentives may only be used for the commercial property portion of the property.

Projects must support new and expanded business development.

### **Program Criteria**

Total Permit Fee Reimbursements shall not exceed \$3,500 per project or 60% of the total permit fees paid, whichever is lesser. Permit Fees will be reimbursed once the business is open and operating within the City Limits of Buda or a Limited Purpose Annexation area. Businesses must be open a minimum of 30 (thirty) hours a week and must be a target industry identified in the Buda Economic Development Strategic Plan: Hospitality & Tourism, Office Space, Retail & Entertainment, and Light Industrial.

Businesses must have at least one full-time employee and must be either a new business or an existing business that is expanding. Expanding shall be defined as adding 50% more employees or 25% new square footage.

Permits eligible for this program include:

- New commercial or commercial remodel building permit
- Certificate of Occupancy
- Commercial Electrical Permits
- Grease Trap Application and Inspection
- Commercial Inspections
- Commercial Mechanical Permits
- Commercial Plumbing Permits
- Commercial Sprinkler Permits
- Sign Permit
- Offsite Infrastructure Permits
- Plan Review Fee
- Plat
- Preliminary Plan Review Fee
- Site Inspection Fees
- Site Plan Review
- Sprinkler Permits

Any fees charged to the business that are a result of re-inspections, additional plan reviews, or temporary certificate of occupancy will not be eligible for reimbursement. Business are strongly encouraged to submit complete plans that meet the guidelines of the City of Buda and request inspections, walk-thru's, and certificates of occupancy only when the work has been completed and the requirements have been met in order to reduce the number of fees paid and time utilized by City Staff on projects.

### **Application Requirements**

In order to be considered for incentives, a completed application must be submitted to the Buda EDC Offices at 203 Railroad Street Suite 3-A, Buda, TX 78610. A completed application must include:

- Application
- Proof of Commercial Lease (if applicant is not the property owner)
- Copies of all municipal approvals, permits, and itemized receipts of fees paid, documented and signed by the appropriate municipal agent.



**Buda Economic Development Corporation  
Small Business Fee Incentive Program Application**

**Section 1. Business Information**

Business Name:

Federal Employer ID Number:

Mailing Address:

Telephone:

Fax:

Contact Person:

Email:

Industry Classification/Product of Service Provided:

**Section 2. Employment and Site Location Information**

Does this business have an existing place of operation in the City of Buda?

If yes: Current Square Footage:

Current Number of FTE employees:

If yes, will this business will locate to a new facility or expand at current location?

Square Footage of New Facility:

Number of FTE Employees at Facility:

Average Salary Paid to Employees:

Business Hours:

Estimated Annual Taxable Retail Sales:

Estimated Value of Property subject to Property Tax At Location:

### **Section 3. Require Permits & Review Fees**

Please provide a comprehensive list of ALL eligible permits and fees and the costs associated with each permit.