

SMALL LOCAL BUSINESS ENTERPRISE PROGRAM (SLBE)

**RENEWAL APPLICATION CHECKLIST**

This checklist is to be used as a supplement to the online application. Hard copies will not be accepted. It is recommended that applicants PDF all the required documents prior to starting the online application. For additional information on the application process, please visit our website: <http://www.sandiego.gov/eoc/programs/slbe.shtml>.

**ALL DOCUMENTS ARE REQUIRED UNLESS OTHERWISE SPECIFIED**

	<b>Sole Proprietor</b>	<b>Partnership</b>	<b>Corp/ S-Corp/LLC</b>	<b>Required Copies of Documents</b>
<b>A</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> Current Rental Agreement for Office Space/Home (cover pg. & signature pg.) <i>N/A if principal place of business is an owned property</i>
<b>B</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> IF RENTED: Recent Rent Receipt or Rent Check IF OWNED: Current Property Tax Bill or Deed showing ownership
<b>C</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> Current <b>City of San Diego</b> Business Tax Certificate (payment receipt not acceptable), must be <u>active</u> (not pending) certificate - <a href="#">click here</a> to apply online) <i>Other jurisdictions not acceptable - must be City of San Diego</i>
<b>D</b>				<b>N/A for Renewals:</b> Business Resume of Key Owner(s)
<b>E</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> Evidence of Appropriate License Number and Classification (i.e.: Contractor, Architect, Engineer, Geologist, etc.) <i>N/A if none</i>
<b>F</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> <u>TRUCKERS ONLY:</u> Current DMV Vehicle Registration, Motor Carrier Permit, and Rental Agreement for the Local Parking Site
<b>G</b>				<b>N/A for Renewals:</b> Employer Identification Number
<b>H</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> Most current Payroll Records for <b>ALL</b> Offices including <u>Employees' Addresses</u> (i.e. payroll summary from Paychex, ADP, QuickBooks OR <a href="#">IRS Form 941</a> ) Note: Employee addresses are <i>required</i> and may be listed in a separate document <i>N/A if no employees</i>
<b>I</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> Most current California <a href="#">DE-9 Quarterly State Wage and Withholding Report</a> <i>N/A if no employees</i>
<b>J</b>				<b>N/A for Renewals:</b> Corporate License (must include date approved by the Secretary of State)

<b>K</b>				<b>N/A for Renewals: Any</b> (3) Local, Recent and Relevant Contracts, Quotes, or Proposals (For contracts: may provide cover pg., scope of work, and fully ex. signature pg. only) Note: <b>Does not need to be City/government contracts</b>
<b>L</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> Current Certifications (i.e. <a href="#">DBE</a> , <a href="#">DVBE</a> , <a href="#">MBE</a> , <a href="#">WBE</a> , <a href="#">Micro</a> ) <i>N/A if none</i>
<b>M</b>				<b>N/A for Renewals:</b> Passport, Driver's License, <b>OR</b> Birth Certificate (only one of these is necessary) <b>for each owner</b>
<b>N</b>	<b>X</b>			<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1040(s)** <i>(including Schedule C &amp; SE – State Return not required)</i>
<b>O</b>		<b>X</b>		<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1065(s)** <i>(including Schedule K-1 – State Return not required)</i>
<b>P</b>			<b>X</b>	<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1120(s)** <i>(including Schedule E, 4562, 1099, W-2s of owners – State Return not required)</i>
<b>Q</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> Signed <a href="#">IRS Form 4506-T</a> - Request for Transcript of Tax Return
<b>R</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> If Owner Has an Interest in <b>ANY</b> Other Business(es): (3) Most Recent* Complete Federal Income Tax Returns <i>N/A if none</i>
<b>S</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> If Owner's Spouse/Domestic Partner Has an Interest in <b>ANY</b> other Business(es): (3) Most Recent* Complete Federal Income Tax Returns <i>N/A if none</i>
<b>T</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> <b>SUPPLIERS ONLY:</b> Authorized Letters from ALL Manufacturers
<b>U</b>	<b>X</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/> <b>SUPPLIERS ONLY:</b> Current Copy of Inventory List

\* If you filed an Extension for the most recent tax year, please submit a copy of the Extension as well as your Federal income tax returns for the three (3) previous tax years. If your business has not yet filed taxes, please submit a Profit/Loss (P/L) Statement.

\*\*If your business is a State of California Department of General Services (DGS) **Micro-Business (SB-Micro) or Disabled Veteran Business Enterprise (DVBE)**, you will automatically [satisfy the income requirement](#) for SLBE, EXCEPT when the business seeking certification has multiple owners. If the business has multiple owners, the three-year average income shall be calculated to ensure the business income is within the SLBE program income limits. All other required documents must be submitted.