THE CITY OF SAN DIEGO

SMALL LOCAL BUSINESS ENTERPRISE PROGRAM (SLBE)

RENEWAL APPLICATION CHECKLIST

	Sole Proprietor	Partnership	Corp/ S-Corp/LLC	Required Copies of Documents
A	X	X	X	☐ Rental Agreement for Office Space/Home (cover page and signature page) **N/A if principal place of business is an owned property*
B	X	X	X	☐ Current Rent Receipt or Cancelled Check (if owned; current property tax or deed showing ownership)
C	X	X	X	☐ Current City of San Diego Business Tax Certificate
D				**N/A for Renewals**: Resume of Key Owner(s)
E	X	X	X	☐ Appropriate License Number and Classification (i.e., Contractor, Architect, Engineer, Geologist, etc.) **N/A if none*
F	X	X	X	☐ TRUCKERS ONLY: Current DMV Vehicle Registration, Motor Carrier Permit, Rental Agreement for the Local Parking Site
G				**N/A for Renewals**: Employer Identification Number
H	X	X	X	☐ Current Payroll Tax Records for ALL Offices including Employees' Addresses (employee addresses may be listed in a separate document) **N/A if no employees*
I	X	X	X	☐ Current California DE-9 Quarterly State Wage and Withholding Report (if not filed electronically, must be signed) **N/A if no employees*
J				**N/A for Renewals**: Corporate License
K				**N/A for Renewals**: 3 Local Contracts, Quotes, or Proposals
L	X	X	X	☐ Current Certifications (i.e. DBE, DVBE , MBE, WBE) **N/A if none*
M				**N/A for Renewals**: Passport, Driver's License, OR Birth Certificate
N	X	X	X	☐ Bond Letter Stating Limits for Single Project and Aggregate Program **N/A if not intending to bid as a Prime Contractor*
O	X			☐ 3 Most Recent Complete Federal Income Tax Returns (1040) (*including* Schedule C & SE – State Return not required)
P		X		☐ 3 Most Recent Complete Federal Income Tax Returns (1065) (*including* Schedule K-1 – State Return not required)
Q			X	☐ 3 Most Recent Complete Federal Income Tax Returns 1120(s), (*including* Schedule E, 4562, 1099, W-2s of owners – State Return not required)
R	X	X	X	☐ If owner has an interest in any other business(es): 3 Most Recent Complete Federal Income Tax Returns **N/A if none*

S	X	X	X	☐ If owner's spouse/domestic partner has an interest in any other business(es): 3 Most Recent Complete Federal Income Tax Returns **N/A if none*
T	X	X	X	☐ SUPPLIERS ONLY: Authorized Letters from ALL Manufacturers
U	X	X	X	☐ SUPPLIERS ONLY: Current Copy of Inventory List

Note

If your business is a DGS State of California Certified *Disabled Veteran Business Enterprise (DVBE) or Micro Business (MB)*, you are not required to submit Federal Income Tax Returns.

- **Certificate must be valid, http://www.bidsync.com/DPXBisCASB**
- **Certified firms will automatically satisfy the income requirement for the *SLBE certification.* However, if you would like to be considered for *ELBE certification*, you must still submit your Federal Income Tax Returns.**

Please upload a copy of your certificate in place of your Federal Income Tax Returns on page 5 of the online application.

ALL DOCUMENTS ARE REQUIRED UNLESS OTHERWISE SPECIFIED