



**CITY OF SAN ANTONIO  
COMMERCIAL DECAL PROGRAM**

(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**

1. Require proof of ownership of the business: **Office of the Secretary of State Certificate of Filing.** (*Certificate of Incorporation / Corporation (DBA), (LLC), (LLP) Assume Name Certificate*), **including** sales tax permit, Federal Tax Identification Number document and other licenses, or /and a Lease Agreement of business, copy of vehicle insurance or registration with the Vehicle Identification Number and picture I.D. (*Note: At anytime, the department may ask to provide additional required documents*). Complete application with a decal fee of \$30.00.
2. 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.
3. If the 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.
4. Documented 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 one vehicle to another without proper notice and/or excessive parking citations.
5. 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.
6. 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 regulation.

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 \$5.10 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# \_\_\_\_\_

Article Number Certified Mail \_\_\_\_\_  Transfer  Replacement

Approvals Signature: \_\_\_\_\_ Date \_\_\_\_\_