



Business Improvement Grant Program DOCUMENTATION CHECKLIST

Documentation to be provided by the applicant:

- _____ Establishment of business entity name (copy of Articles of Incorporation, dba, etc.)
- _____ Sales Tax information for the past year
- _____ Sales Tax information for the past five (5) years
- _____ Copy of lease agreement (if facility is leased)
- _____ Legal description of subject property (Deed of Ownership)
- _____ History of the building: Original Photos, Newspaper Articles in a timeline.
- _____ Appraisal Information for: Property, Business, etc.
- _____ Vicinity map of subject property: Recent Survey, topical/street view
- _____ Estimates of proposed improvements
- _____ Pictures of building's exterior, roof, and foundation.
- _____ Scale drawing by Texas Main Street Architect or registered design professional.
- _____ Documentation of approved financing
- _____ State sales tax reporting form for most current (three month, 1 year , 5 year if applicable)
- _____ Consultation with City of Gonzales Building Official
- _____ Consultation with City of Fire Official
- _____ Copy of permits for project