

REFUND OF BUILDING PERMIT FEES FOR BUSINESSES LOCATED IN DESIGNATED ENTERPRISE ZONES

The City of Lubbock may, at its sole discretion, refund building permit fees paid by businesses that locate within a designated enterprise zone. To qualify for this refund the business must create and retain at least twenty (20) new permanent jobs for a period of one year or add at least one million dollars (\$1,000,000) in real estate assessed valuation. This refund will be in the amount of the fee originally paid by the business for the construction or renovation of business facilities within a designated enterprise zone. This refund would be made upon the business' attainment of the job or investment requirement and submittal of an application and necessary documentation within a three-year period of the business' start of operation in a designated enterprise zone.

Definitions:

- A. Building Permit Fees – those fees paid to the City of Lubbock to obtain a permit to construct or renovate facilities located in a designated enterprise zone.

- B. Economically Disadvantaged – An individual who:
 - (1) was unemployed for at least 3 months before obtaining employment with a qualified business; or
 - (2) received public assistance benefits, such as welfare or food stamp payments, or a member of an employee's immediate family receiving Supplemental Security Income or Aid to Families with Dependent Children payments; or
 - (3) has a physical or mental disability; or
 - (4) is homeless; or
 - (5) is a foster child; or
 - (6) is on parole or entering the workplace after being confined in a unit or correctional facility of the institution division of the Texas Department of Criminal Justice or the Texas Youth Commission; or
 - (7) is an individual whose total family income meets the low income or moderate income limits developed under Section 8, United States Housing Act of 1937. Includes all income by employee, spouse, all dependents, and family members living with employee as of the employment date.

- C. New Permanent Job – A new employment position created over and above the company's current baseline that provides a qualified employee of a qualified business with employment of at least 1,820 hours of work annually.

- D. Qualified Business – A person, including a corporation or other entity that the governing body certifies to have met the following criteria:
- (1) the person is engaged in or has provided substantial commitment to initiate the active conduct of trade or business in the zone; and
 - (2) at least 25% of the businesses new employees in the zone are residents of any zone within the governing body's or bodies' jurisdiction or economically disadvantaged individuals; and
 - (3) a franchise or subsidiary of a new or existing business may be certified by the governing body of an enterprise zone as a qualified business if the franchise or subsidiary is located entirely in the zone and maintains separate books and records of the business activity conducted in the zone.
- E. Qualified Employee – An employee who works for a qualified business and who performs at least 50% of his service for the business within the enterprise zone.

Criteria:

- A. The business applying for refund must be located in a designated enterprise zone in the City of Lubbock.
- B. Building permit fees to be refunded must have been paid for construction or renovation of facilities within a designated enterprise zone.
- C. The business must meet one of the following criteria:
- (1) The business applying for this refund is a qualified business and will create and retain twenty (20) new permanent jobs for at least one year.
 - (2) The business will add at least one million dollars (\$1,000,000) in real estate assessed valuation.
- D. The business must file an application for the refund of fees which must contain the following information:
1. Name and address of the business,
 2. Name and contact address of the owner/manager making application

3. Telephone and fax numbers,
4. The date of the start of the operation in a designated enterprise zone, and
5. Employment information, including:
 - Total number of employees,
 - Number of employees that are zone residents,
 - Documentation such as names, address, and zipcodes, and
 - Employee time sheets
6. Amount of investment to be made, and
7. The date of building permit from the City of Lubbock

Process:

- A. Within three years, after the business' start of operation, the business owner/manager obtains an application from City of Lubbock, Business Development Department: 1625 13th Street, 2nd Floor, 775-2980 or 775-2019.
- B. The business owner/manager completes the application and returns it to the Business Liaison Officer (Zone Administrator), Business Development Department, with backup documentation that includes the following:

Employment option:

 - List of employees with addresses sorted by zipcode
 - Timesheets showing hours worked by each employee during the previous year.

Investment option:

 - Documentation of the addition of at least one million dollars (\$1,000,000) in real estate assessed valuation.
- C. Zone Administrator verifies that application is complete and all required documentation is present.

- D. Zone Administrator verifies documentation (employment, zone employment, investment, and amount of building permit fee paid) through audit and spot checks.
- E. Once all information is verified, Zone Administrator forwards a certification of the business' eligibility and the amount of the refund that is to be made to Market Lubbock, Inc. for a recommendation.
- F. Market Lubbock, Inc. forwards a recommendation to the City Manager on the designation.
- G. City Manager approves the designation and amount of refund and authorizes the Zone Administrator to draw a check for the amount to be refunded (out of the General fund).
- H. The Zone Administrator then does a DPR and Invoice for the amount to be refunded and forwards to accounting. Once the check is received it is copied and the copy put in the file and then the check is forwarded to the business.