



*Expanding Horizons*

CITY OF CONVERSE

P.O. Box 36

Converse, TX 78109

**CITY OF CONVERSE**  
**AN INFORMATIONAL GUIDE**  
**FOR**  
**PROSPECTIVE BUSINESS**  
**OPERATIONS**

# AN INFORMATIONAL GUIDE

## FOREWORD

The City of Converse encourages new businesses to consider Converse locations when studying possible business sites. Converse offers this informational packet to individuals or firms interested in locating a business within our City Limits. This packet gives both information and sources of additional information you may need before establishing a business, or expanding your present business.

Detailed information and data not covered in this document should be secured from the City Staff and other agencies listed throughout this handout or visit our website, [www.conversetx.net](http://www.conversetx.net). Blank lines have been added to provide a “check list” area, both to note information needed, and to note completed steps.

### Additional Helpful Information:

CPS Energy – provides all electricity and some gas service to Converse...	353-2322
Centerpoint Energy – gas service to majority of Converse .....	800-427-7142
Time Warner Cable .....	244-0500
Judson Independent School District .....	945-5100
8012 Shin Oak Dr. Live Oak, TX 78233	<a href="http://www.judsonisd.org">www.judsonisd.org</a>
Bexar County Appraisal District	<a href="http://www.bcad.org">www.bcad.org</a>
411 N. Frio San Antonio .....	224-8511
Judson Tax Office .....	945-5535
Converse Post Office .....	800-275-8777
9155 Schaeffer Road	
Randolph Metrocom Chamber of Commerce .....	658-2322
<a href="http://www.randolphmetrocomchamber.org">www.randolphmetrocomchamber.org</a>	
Voter Registration .....	1800-252-VOTE
	<a href="http://www.sos.state.tx.us">www.sos.state.tx.us</a>
Waste Management.....	368-5000

CITY OF CONVERSE

**403 S. Seguin Street**

City Manager ..... 658-5356 [cityhall@conversetx.net](mailto:cityhall@conversetx.net)  
Asst City Manager ..... 658-5356 [acm@conversetx.net](mailto:acm@conversetx.net)  
Economic Development Corp... 659-9163 [edcassistant@conversetx.net](mailto:edcassistant@conversetx.net)

**407 S. Seguin Street**

City Secretary .....658-5357 [citysecretary@conversetx.net](mailto:citysecretary@conversetx.net)  
Finance Department..... 658-5357 [finance@conversetx.net](mailto:finance@conversetx.net)  
Water Billing ..... 658-1965 [utbill@conversetx.net](mailto:utbill@conversetx.net)  
Building Department .....658-8285 [bldginspector@conversetx.net](mailto:bldginspector@conversetx.net)

**402 S. Seguin Street**

Police Department .....658-2322 [cpolicedept@satx.rr.com](mailto:cpolicedept@satx.rr.com)  
Animal Control Officer .....658-2322 Ordinance # 717  
Codes Compliance Officer ... 658-2322 [codecomp@conversetx.net](mailto:codecomp@conversetx.net)  
Municipal Court ..... .658-8021 [courtclerk@conversetx.net](mailto:courtclerk@conversetx.net)

**601 S. Seguin Street**

Library ..... 659-4160 [cconverse@satx.rr.com](mailto:cconverse@satx.rr.com)

**107 Station**

Fire/EMS ..... 658-8900 [cfdchief@conversetx.net](mailto:cfdchief@conversetx.net)  
Health Inspector ..... 658-8900 [ksagan@conversefd.com](mailto:ksagan@conversefd.com)

**9239 Converse Business Lane**

Water/Wastewater..... 658-3453 [cpublicworks@satx.rr.com](mailto:cpublicworks@satx.rr.com)

**8711 Business Court**

Street/Ground/Parks ..... .659-9513 [street-director@satx.rr.com](mailto:street-director@satx.rr.com)

City Engineer: Don McCrary  
Don McCrary & Associates, Inc.  
323 Breesport Street  
San Antonio, TX 78216  
(210) 349-2651

City Attorney: Ray Ortiz  
Jones, Andrews & Ortiz, P.C.  
10100 Reunion Place, Suite 600  
San Antonio, TX 78216  
(210) 344-3900

WILL YOUR BUSINESS ...

...be home based? If so, drop by the Building Department at 407 South Seguin Street to request a copy of Converse Ordinance # 617, which details restrictions and types of business not permitted within City Limits.

...require door-to-door soliciting? If so, you must secure a permit for solicitation with Converse. The Administrative Secretary can provide information on permit costs and guidelines. Call 658-5356.

...require construction or remodeling? If so, the following items need to be considered:

- \_\_\_\_\_ 1. Is the zoning correct for your needs? Zoning information can be secured from the Building Department, 407 S. Seguin Street, 658-8285 or [bldginspector@conversetx.net](mailto:bldginspector@conversetx.net)
- \_\_\_\_\_ 2. Check for proper platting of the property.
- \_\_\_\_\_ 3. Check for the availability of utilities needed for your business, or as required by the City.
- \_\_\_\_\_ 4. Call for line locations 1-800-DIGTESS & 658-3453

- Water/Sewer City of Converse Public Works  
9239 Converse Business Lane  
658-3453
- Electricity CPS Energy  
[www.citypublicservice.com](http://www.citypublicservice.com)  
353-2222 Residential  
353-3333 Business
- Gas Service - CPS Energy (see above)  
- Centerpoint Energy  
[www.centerpointenergy.com](http://www.centerpointenergy.com)
- Telephone -AT&T 1800-464-7928  
-Sprint 1800-776-0505

\_\_\_\_\_ 4. Contact the Building Department to determine what types of permits you need and a schedule of fees.

- \_\_\_\_\_ A. Building Permit
- \_\_\_\_\_ B. Electrical Permit
- \_\_\_\_\_ C. Plumbing Permit
- \_\_\_\_\_ D. Heating and Air Conditioning Permit
- \_\_\_\_\_ E. Sign Permit
- \_\_\_\_\_ F. Curb Cut Permit

\_\_\_\_\_ 5. Other fees normally collected on new construction prior to the issuance of a building permit:

- \_\_\_\_\_ A. Water Meter Fee
- \_\_\_\_\_ B. Capital Recovery Fee
- \_\_\_\_\_ C. Sewer Connection Fee
- \_\_\_\_\_ D. Inspection Fee
- \_\_\_\_\_ E. Plan Check Fee
- \_\_\_\_\_ F. Certificate of Occupancy
- \_\_\_\_\_ G. Water Impact Fee

Other Pertinent Information:

... Prior to opening your business, there are several other items you need to consider:

\_\_\_\_\_ Have all utility accounts been established? Water/Sewer/Garbage Collection accounts can be accomplished by contacting the Water Department at 658-1965.

\_\_\_\_\_ Will you be selling any food or beverage products? If so, contact the Health Inspector at 658-8900 to receive health information and/or schedule health inspections.

\_\_\_\_\_ Will your business be selling alcoholic beverages? If so, contact the Texas Alcoholic Beverage Commission at 731-1720.

\_\_\_\_\_ Will your business include any coin-operated machines? If so, contact the State Comptroller's office at 1-800-252-1385, and the City Secretary at 658-5357 or [citysecretary@conversetx.net](mailto:citysecretary@conversetx.net).

\_\_\_\_\_ Do you need a sales tax permit? Contact the State Comptroller's Office at 646-0399.

\_\_\_\_\_ If your business name is other than your legal name, have you contacted the Assumed Names Desk of the Bexar County Courthouse? 335-2197 or [www.countyclerk.bexar.landata.com](http://www.countyclerk.bexar.landata.com)

\_\_\_\_\_ Will your business be equipped with an alarm system? If so, contact the Police Department at 658-2322 for permit information. (Ord. # 706)

\_\_\_\_\_ Will your business involve door-to-door soliciting? If so, contact the Administrative Secretary at 658-5356 or [cityhall@conversetx.net](mailto:cityhall@conversetx.net) to obtain a solicitor's permit. (Ord. # 723)