



APPLICATION

PROPERTY INFORMATION: Enterprise Zone Sales Tax Exemption Certification

Verify whether an address is in an Enterprise Zone at: www.cityofchicago.org/zoningmap

Application: http://www.cityofchicago.org/city/en/depts/dcd/supp_info/enterprise_zone_program.html

Enterprise Zone Property Address: Enterprise Zone: Ward:

Property Owner(s) Name: Address: City, state, zip

Applicant Name: Address: City, state, zip

Company Name or contact person: Address: City, state, zip

Company and or contact phone#: Email: Fax#: (You must provide an email address)

If applicant is a company, are you relocating into the Enterprise Zone? Yes No

Building Square Footage: Building Permit Number: Date Building Permit Issued (if applicable):

RESIDENTIAL: Single Family Condominium Multifamily of Units:

NON RESIDENTIAL: Warehousing Manufacturing Distribution Commercial - # of Tenants

OBTAIN STATE APPLICANT I.D. :

http://tax.illinois.gov/Businesses/Incentives/

- Click on Apply for Certificate for Building Materials or Manage Your Account
click on Certificate Applicant
enter information

PROJECT INFORMATION:

Describe a narrative description of the scope of work for the project:

Cost of Rehabilitation (hard costs): \$ Est. Cost of Site: \$

Cost of New Construction (hard costs): \$ Cost of Capital Equipment: \$

Total Project Cost: \$ Project Completion Date: Est. Cost of Bldg. Materials \$

Number of Jobs Created (non-construction): Retained: Current Employment:

Federal Employment Identification Number (FEIN): Unemployment Insurance Number (UIN):

NAICS Code:

If the applicant is a company, please note the six-digit NAICS Code that can be found at http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012

Attach documents required in Option A or B (as applicable) to the application and send via email to denise.roman@cityofchicago.org

Option A: Individual Applicant Attachments

- If the property owner, a recorded copy of the Warranty Deed, Quitclaim Deed, or Trustee's Deed
If the property is in a trust, a copy of the Trust Agreement
If not the property owner, lease, right-of-entry or other evidence of site control
Required building and other permits
Copy of Owners Driver's License

Option B: Company Applicant Attachments

- Copy of Articles of Incorporation (for Corporations)
Copy of Articles of Organization (for LLC or LP)
A recorded copy of the Warranty Deed, Quitclaim Deed, or Trustee's Deed
If not the property owner, lease, right-of-entry or other evidence of site control
Required building and other permits

EZ APPLICATION INSTRUCTIONS

1. Cost of Rehabilitation is the project's hard rehab construction costs to renovate an existing structure.
2. Cost of New Construction is the project's hard new construction costs to build the project.
3. Estimated Cost of Site includes cost of acquiring the property (the cost of buying the land, not the cost of renting, leasing, or making mortgage payments) and environmental cleanup costs. Only include payments for the Estimated Cost of Site if they're part of the project; if the property was purchased years before the start date of the project, the purchase price should not be considered to be a part of the current project costs.
4. Cost of Capital Equipment is the cost of machines used to make a product at the property (ex. an oven at a bakery), including both built-in and free-standing machines. It's not the machinery for construction (ex. cranes).
5. Total Project Cost is the sum of the costs above and soft costs associated with the project.
6. FEIN stands for Federal Employment Identification Number, which is required for any entity that has employees. Entities that only employ subcontractors are excluded.
7. Jobs created are the number of non-construction jobs for which persons are hired or are expected to be hired within 1 year as a result of the new investments at the EZ.
8. Jobs retained are the number of jobs that will remain in the Enterprise Zone as a result of the EZ benefits. Only list the number of jobs that will remain in the EZ when it can be documented that the business would close operations without the EZ benefits (attach documentation).
9. Current employment is the total number of employees in the company at that address.
10. Estimated cost of building materials are common building materials purchased in Illinois to be incorporated into the real property located in an EZ, for example, HVAC and electrical systems and components such as wiring, plumbing systems and fixtures, lumber, drywall, and built-in appliances, however, free-standing appliances are not eligible for sales tax exemption.

Recertification Instructions:

1. An applicant may request a recertification shortly before their Sales Tax Exemption Certificate's ("Certificate") expiration date or a few months after their Certificate expires as long as the project has active permits(if required). Recertifications last one year, and an applicant may recertify twice before filling out a new Sales Tax Exemption Certificate application ("Application").
2. The applicant should provide a narrative description of the scope of work remaining and include an updated estimate of the remaining costs of construction/rehab, and any other changes on the Certificate as needed. The applicant should submit via e-mail a copy of their existing Certificate with the needed changes marked on the Certificate and a copy of the front and back of any required permit(s) for the project. Otherwise, the applicant must complete a new Sales Tax Exemption application with all new attachments.
4. If the scope of work of the original project is not complete but the project has already received two recertifications, the applicant will need to complete a new application with the appropriate attachments.