



## DeKalb County Enterprise Zone

### PROJECT APPLICATION INSTRUCTIONS

Application forms must be completed by applicant, certified by the DeKalb County Enterprise Zone Administrator; and sales tax certificates issued by Illinois Department of Revenue before project is eligible for sales tax exemption. Each contractor providing materials must complete and submit the sales tax application form. You are advised not to purchase building materials before sales tax certificates are issued. Further, we request that all of the required documentation be submitted together.

### Supporting Documentation Required

1. Approved building permit
2. Enterprise Zone Business Name
3. Project address
4. Sales Tax Certificate Application: Information on each contractor that will be purchasing building materials sales tax exempt, incorporated into real estate within the DeKalb County Enterprise Zone by: rehabilitation, remodeling or new construction, must complete the required form provided to receive the sales tax exemption. You must apply to the DeKalb County Enterprise Zone Administrator to receive the tax exemption from Illinois Department of Revenue. You may copy the blank for each contractor providing building materials sales tax exempt. Each contractor and or project owner who has been issued sales tax certificate by IDOR, by law, must report the value of purchases made using the certificate on each project. Reporting is January 1 through May 31st of each year for the previous year's purchases at the IDOR website: <http://tax.illinois.gov/>.
5. Number of full and part time employees at project address including construction jobs.
6. Starting date & completion date (The starting date must not be sooner than application approval date)
7. Cost of remodeling, new construction, building materials, capital equipment and site cost and preparation.
8. Company FEIN #
9. Illinois Unemployment Insurance number
10. NAICS Number (<http://www.naics.com/search.htm>) or your tax preparer
11. Real Estate PIN (parcel number)
12. Listing of all contractors/subcontractors.
13. Enterprise Zone Fee (Cost of Building Materials x .005(1/2%) not to exceed \$50,000.00. Check payable to DeKalb County Economic Development Corporation.

If you have any questions in completing the application forms, please contact:

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