



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 including building permit issue date
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 time equivalent (FTE) employees at project (**excludes** construction jobs)
6. Starting date & completion date (The starting date must not be sooner than the application approval date)
7. Cost of remodeling, new construction, building materials, capital equipment, construction labor costs (both estimated and final/actual construction labor costs), 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 Parcel Number
12. Listing of all contractors/subcontractors
13. Enterprise Zone Fee= (Estimated cost of Building Materials x .005 (1/2%), not to exceed \$50,000.00. Check payable to DeKalb County Economic Development Corporation. Please consider having your bids for materials at the time that you apply. The upfront fee when making application, is based on estimates. However, upon final review of project costs, this fee may be increased, or reduced by the Enterprise Zone Administrator based on the final cost of the project. If overpayment of the collected fee varies by \$100.00 or more, DCEDDC will refund a part of the fee. If underpayment of the collected fee varies by \$100.00 or more, DCEDDC will remit an invoice which will be due and payable upon receipt for the excess amount.
14. **Within 30 days of project completion, the *final/actual costs of the project, are required to be given to the Enterprise Zone Administrator (DCEDDC) at the address, listed below.* If you have any questions about the application, please contact **Paul J. Borek, Enterprise Zone Administrator**, DCEDDC, 421 No. California Street, Building 1B, Suite #200, Sycamore, IL 60178. 815-895-2711#203 (office) 815-508-2427, borek@dcedc.org Fax 815-895-8713.**