



## **DeKalb County Enterprise Zone Application Flowchart**

1. **File Enterprise Zone Project Application with Payment of Enterprise Zone Application Fee** - .5% of building material cost not to exceed \$50,000.
2. **Determination of Tax Abatement Qualifications** by Administrator.  
(Conditional letter of qualification from Administrator can be prepared if required by prospect.) If not eligible for Tax Abatement, proceed to Step 3.
3. **Initiate Applications for Municipal Approvals**, e.g. Annexation, Zoning, Subdivision, Site Plan and Building Permits.
4. **Advisory Board Review and Concurrence with Administrator** for Tax Abatement, subject to receipt of Building Permit and municipal approvals, e.g. annexation, zoning, subdivision, planning and engineering requirements (4-5 weeks or sooner if possible). If not eligible for Tax Abatement, proceed to Step 5.
5. **Building Permit Approval** (or certification by municipality or county that a building permit is not necessary for requested improvement).
6. **Building Materials Exemption Certificate (BMEC) –**
  - a. File Application with Copy of Building Permit
  - b. EZ Administrator Approval/Enter into IDOR Website
  - c. IDOR Issuance of BMEC to Contractors (via Email) (4-5 days)
7. **Draft, Review and Execute Memorandum of Understanding (MOU)** with company/developer of approved projects on behalf of Municipalities/Taxing Bodies. (MOU may be issued after groundbreaking/before completion, as it governs performance upon project completion and facility operation.)

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**bottom line**  **period**