

## 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 qualified materials must complete and submit their own Contractors Building Materials Sales Tax Exemption Application form. You are advised not to purchase building materials before sales tax certificates are issued. Further, we request that all 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. For Building Materials Sales Tax Exemption Certificate Application: Information on each contractor that will be purchasing qualifying building materials 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. Contractors apply to the DeKalb County Enterprise Zone Administrator to receive the tax exemption from Illinois Department of Revenue (IDOR). Each contractor and/or project owner who has been issued a sales tax certificate by IDOR, by law, must report the value of purchases made using the certificate on each project. Reporting is due by May 31 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 building materials and 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.

**Within 30 days of project completion, the final/actual costs of the project are required to be given to the Enterprise Zone Administrator (DCEDC).**

**Please submit all project applications to the address or email listed below:**

DCEDC  
2179 Sycamore Road, Unit #102  
DeKalb, IL 60115

[account-enterprisezone@dcedc.org](mailto:account-enterprisezone@dcedc.org)

If you have any questions about the application, please contact:

**Mark Williams, Enterprise Zone Administrator**

[williams@dcedc.org](mailto:williams@dcedc.org)

815-895-2711 ext. 203 (office)

815-218-1095 (cell)

815-895-8713 (fax)

OR

**Andrea Van Drew, Enterprise Zone Assistant**

[avandrew@dcedc.org](mailto:avandrew@dcedc.org)

[account-enterprisezone@dcedc.org](mailto:account-enterprisezone@dcedc.org)

815-895-2711 ext. 204 (office)

815-895-8713 (fax)

**\*\*Full-time Equivalent Jobs (FTE's) are calculated by dividing the total number of hours worked by persons at the project site, whether salaried or hourly, by 1,820 hours.**

**DEKALB COUNTY ENTERPRISE ZONE – PROJECT APPLICATION**

Project #	<i>(Issued by E-Zone Administrator)</i>
<b>Legal Operating Business Name:</b>	
Mailing Address:	
City/State/Zip Code:	
Owner/Primary Contact:	
Office Phone # and Cell Phone #	
Email Address ( <b>Required</b> ):	
Federal Employer Identification Number:	
IL Unemployment Number:	
NAICS Code Number:	
Type of Business: ( <b>select only one</b> ) Commercial or Industrial	
Product(s) or Service:	
<b>**# FTE</b> Covered Employees (non-construction) at Project Initiation:	
<b>**Estimated # FTE</b> Covered Employees (non-construction) at Project Conclusion:	
<b>**Actual # FTE</b> Covered Employees (non-construction) at Project Conclusion:	
# of Jobs Created (non-construction) at Project Site Within Two Years:	
# of Jobs (non-construction) Retained:	
Does this Project Involve a Move from Another Location?	
<u>If yes</u> , indicate the City & State of Previous Location:	
Average Hourly Wage Rate \$:	
Starting Hourly Wage \$:	
Does the Operating Business own the Real Estate? Yes or No	
<u>If no</u> , name, address, phone & email of Real Estate Property Owner(s):	
<b>Project Name:</b>	
Project Address:	
Project Contact:	
Office Phone # and Cell Phone #	
Email Address ( <b>Required</b> ):	
Project Start Date:	
Estimated Completion Date:	
Description of Project (i.e. rehab, expansion, new location, new construction):	
Size of Project / Square Feet:	

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PROJECT COSTS		
*Actual Costs required upon project completion:	Estimated Costs	*Actual Costs
Site Cost:		
Construction/Remodeling		
A. Building Materials (attach detailed list):		
B. Labor Cost:		
<b>Total Construction Costs:</b>		
Capital Equipment (M&E):		
Furnishings:		
<b>Total Project Costs:</b>		
<b>Enterprise Zone Administration Fee:</b>		
Documented Cost of Building Materials:		
<i>Fee not to exceed \$50,000.00</i>	\$	x .005 = \$
<b>Please make check payable to DCEDC</b>		
<p><b>A copy of the approved Building Permit, ParcelNumber, and the E-Zone Application Fee is <u>required</u> at the time of application before the project can be submitted to the IDOR.</b></p>		
<b>Building Permit Issue Date:</b>		
<b>Property Parcel Number:</b>		
<p>Please attach a separate Contractor Application form - <b>Addendum A</b> - for <u>each</u> contractor purchasing materials in connection with this project, including a <u>Construction Materials list</u>-i.e. HVAC, electrical, site work, concrete, building materials, etc. Projected costs for each item must include labor costs.</p>		
<b>X</b>		
Signature Project Representative	Title:	Date:

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