

**CITY OF CHICAGO**

Department of Planning & Development

Date: \_\_\_/\_\_\_/\_\_\_

**APPLICATION  
For Enterprise Zone Sales Tax Exemption Certificate**

**PROPERTY INFORMATION:**

To verify if an address is in an Enterprise Zone: [http://www.cityofchicago.org/city/en/depts/dcd/supp\\_info/enterprise\\_zone\\_program.html](http://www.cityofchicago.org/city/en/depts/dcd/supp_info/enterprise_zone_program.html)

Project Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Enterprise Zone: \_\_\_\_\_ Ward: \_\_\_\_\_

Project Name (if any) \_\_\_\_\_ Completion date: \_\_\_\_\_

Check One:  New Applicant  Recertification

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_ City, state, zip \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Check One:  Property Owner  Business Owner  General Contractor  Sub-Contractor

If you are a Sub or General Contractor, please provide the Owner's Certificate # \_\_\_\_\_

**STATE APPLICANT I.D.:** \_\_\_\_\_

To obtain State ID, please click on the following link: <https://www.revenue.state.il.us/app/ezci/sessionnotice.html>

- Click on Certificate Applicant and enter information.
- Applicant will receive confirmation e-mail from the State with the ID number

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

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

**RESIDENTIAL:**  Single-Family  Condominium  Multifamily - Number of Units: \_\_\_\_\_

**NON RESIDENTIAL:**  Warehousing  Manufacturing  Distribution  Commercial/Retail

**PROJECT INFORMATION:**

Describe a brief narrative of work: \_\_\_\_\_

Contract Amount (ONLY to General Contractors and Sub-Contractors) \$ \_\_\_\_\_ Jobs Created: \_\_\_\_\_ Jobs Retained: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ Est. Cost of Bldg. Materials \$ \_\_\_\_\_ Percent of contract that consists of Bldg. Materials \_\_\_\_\_

Unemployment Insurance Number (UIN): \_\_\_\_\_

Federal Employment Identification Number (FEIN): \_\_\_\_\_

North American Industry Classification System (NAIS Code): \_\_\_\_\_

Companies NAICS Code can be found at <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>

Please forward the required documents listed below in Option A, or B, as applicable, via email to [Joann.Worthy@cityofchicago.org](mailto:Joann.Worthy@cityofchicago.org)

**Option A: Property and Business Owners Applicant Attachments**

- Proof of ownership or site control (copy of the property title, Deed, or lease)
- Proof of identity (copy of the entity's articles of organization/Incorporation, for individuals a copy of Driver's License)
- Required building permits (if applicable)

**Option B: General /Sub-Contractor Applicant Attachments**

- Copy executed signed contract (if more than 10 pages, submit pages that include: parties involved, project address, contract amount, date, and signature page)

**Only purchases made after your certificate is issued are eligible for the exemption**

Please allow 10 business days for certificate to be processed.

## APPLICATION INSTRUCTIONS

1. Completion date, is the date the entire project is expected to be completed, not just the General or the Subcontractor's portion.
2. Owner Certificate#, is the property owner or the business owner's Enterprise Zone Certificate number. If the owner does not have a certificate, please have them contact the Zone Administrator to have them apply for a certificate.
3. Total Project Cost, is the sum of all cost including soft cost associated with the project.
4. FEIN, stands for Federal Employment Identification Number, which is required for any entity that has employees.
5. Estimated cost of building materials, are common building materials purchased in Illinois to be incorporated into the real property located in an EZ, (HVAC, plumbing systems and fixtures, lumber, drywall and built-in appliances). However, free-standing appliances or furniture are not eligible for sales tax exemption.
6. To obtain State Applicant I.D., please visit: <https://www.revenue.state.il.us/app/ezci/sessionnotice.html>  
Click on Apply for Certificate for Building Materials or Manage Your Account
  - 1) [Click on Certificate Applicant](#)
  - 2) Enter information
7. Jobs created, are the number of non-construction jobs for which persons are hired or are expected to be hired within one year as a result of the new investment at the EZ Obtain State Applicant I.D.
8. Jobs retained, are the number of jobs that will remain in the Enterprise Zone as a result of the EZ benefit. 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. Please Note: All purchases must be made after you've received your certificate, otherwise they are not eligible for exemption.
10. Please allow ten business days for your request to be processed.

### Recertification Instructions:

1. An applicant may request a recertification prior to the expiration date of applicant's Certificate as long as the project has active permits (if required). Recertification's last one year and an applicant may recertify twice before filling out a new Sales Tax Exemption 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 changed 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.
3. 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.