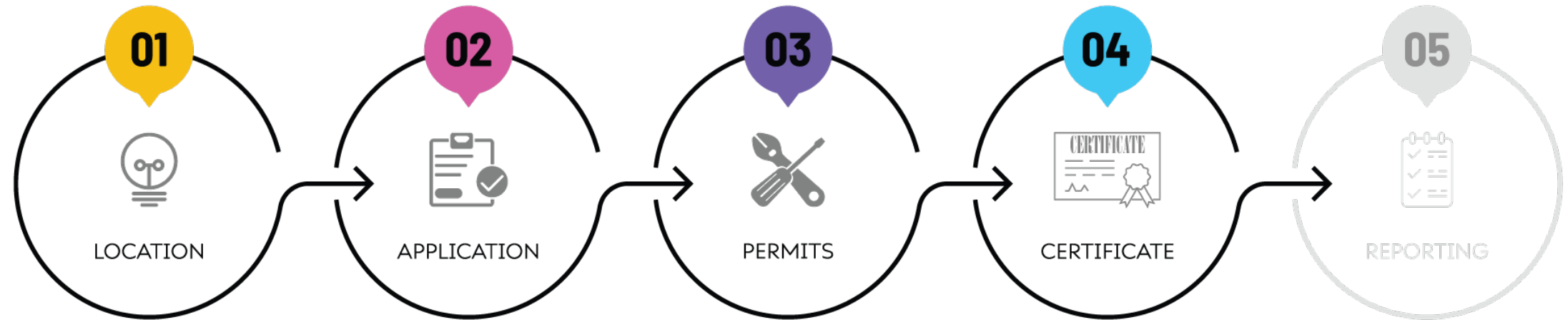




# PROCEDURES & PROCESS



# ENTERPRISE ZONE APPLICATION PROCESS



Determine if your property is within the Belvidere/Boone County Enterprise Zone, by visiting Growth Dimensions Economic Development website at [www.growthdimension.org](http://www.growthdimension.org) or by calling them at **815-547-4252**.

If your property is determined to be in the Enterprise Zone, complete and return the Enterprise Zone Application to Growth Dimensions.

By Email:  
[office@growthdimensions.org](mailto:office@growthdimensions.org)

By Mail or In-Person:  
**982 Belvidere Road  
Belvidere, IL 61008**

Note: Each contractor and/or subcontractor will submit a application, if they are purchasing building materials on behalf of the business property owner.

*Processing fee is due at the time of application submittal.*

Contact the Building Department of local municipality to obtain building permits, as needed. Provide Growth Dimensions Economic Development with Building Permit Issue Date.

*Enterprise Zone Application required to receive 50% permit discount.*

Growth Dimensions will issue an *EZ-1 Building Materials Exemption Certificate* for each contractor and/or subcontractor.

Growth Dimensions will send a copy of each certificate to the property business owner, as well.

Growth Dimensions will work with business owners, contractors and sub-contractors through project completion and reporting.



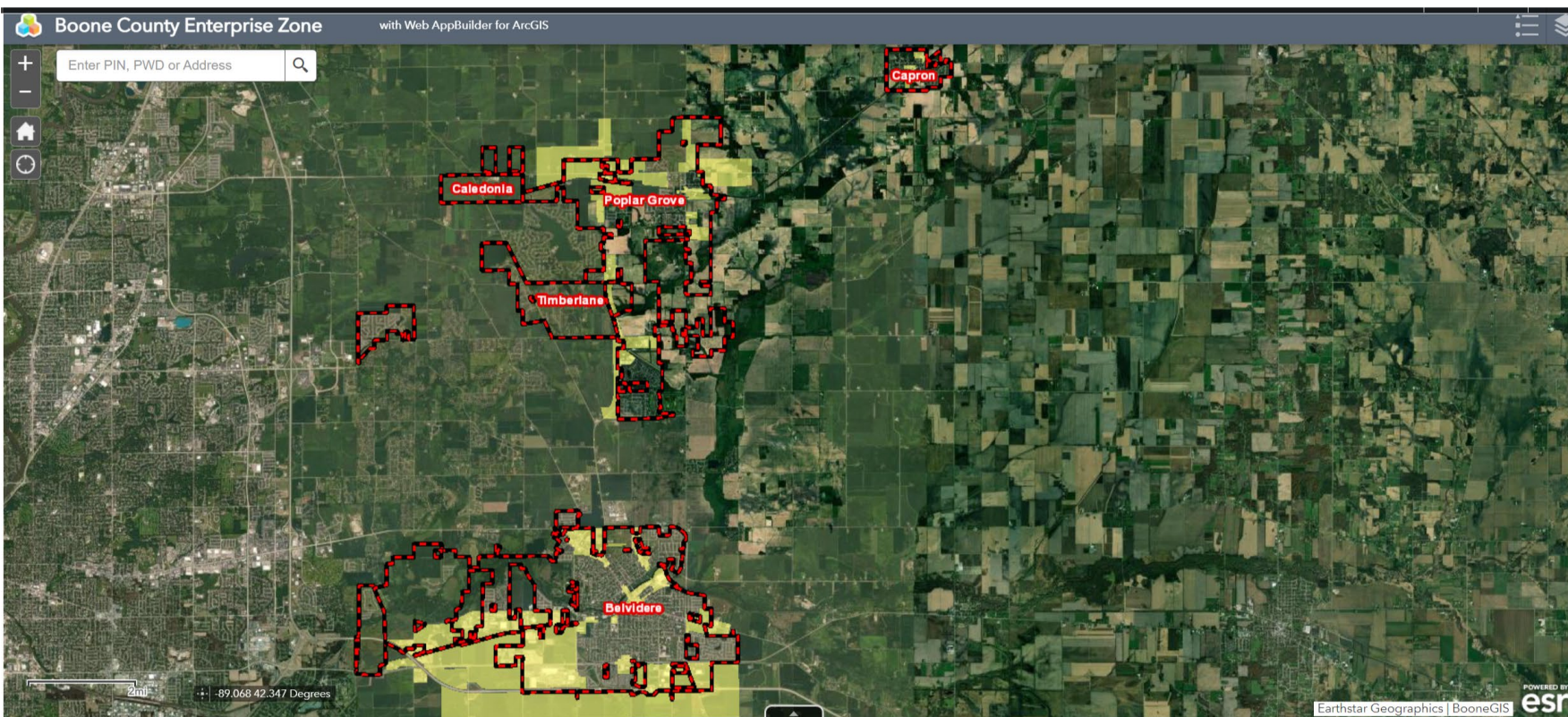
01



LOCATION

# ARE YOU LOCATED IN THE ENTERPRISE ZONE?

<https://www.growthdimensions.org/site-selection/enterprise-zone>



- Yellow designates areas within the Enterprise Zone
- Enter the Property ID or Address



APPLICATION

Internal Use  
Project ID: \_\_\_\_\_

Managed by:



**Enterprise Zone (EZ) Project Information**

**APPLICATION**

Name of EZ Project: \_\_\_\_\_

EZ Project Address: \_\_\_\_\_ Suite (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

EZ Property Identification Number: \_\_\_\_\_ [Find your PIN](#)

Description of EZ Project: \_\_\_\_\_

Project Classification (choose one):  Industrial  Commercial

Building Permit Issue Date

Is this project a result of a move from a different location?  Yes  No

If yes, provide City and State of Previous Address: \_\_\_\_\_

Estimated Project Completion Date: \_\_\_\_\_ Square Feet Added (if applicable): \_\_\_\_\_

**Enterprise Zone (EZ) Business & Property Owner Information**

Legal Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Unemployment Identification Number (UIN), if applicable: \_\_\_\_\_

Business' NAICS Code: \_\_\_\_\_ [Find your NAICS Code \(Business Type\)](#)

Name of Business Owner: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Business Contact (if different from owner): \_\_\_\_\_

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

Business Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Enterprise Zone Business Employment Estimates**

Number of full-time employees or full-time equivalent (FTE) working at the project site prior to construction (do not include construction-related workers): \_\_\_\_\_

Number of **new** full-time or FTE employees to be created upon completion of the full project (do not include construction-related workers): \_\_\_\_\_

Number of full-time or FTE employees to be **retained** upon completion of the full project (do not include construction-related workers): \_\_\_\_\_

# COMPLETING THE APPLICATION

<https://www.growthdimensions.org/site-selection/enterprise-zone>

**ENTERPRISE ZONE APPLICATION | BELVIDERE/BOONE COUNTY ENTERPRISE ZONE #4**

Internal Use  
Project ID: \_\_\_\_\_

**Contractor / Sub-Contractor Information**

Contractor Business Name: \_\_\_\_\_

Contractor Business Address: \_\_\_\_\_ Suite (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Unemployment Identification Number (UIN), if applicable: \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How many construction workers / laborers will your company utilize for this project? \_\_\_\_\_

**Cost Estimates**

Are the costs outlined below for the entire project or a specific job as part of the project?  Project  Job

**CONTRACTOR / SUB-CONTRACTOR COSTS**

Contract Amount (not including labor costs)..... (a) \_\_\_\_\_

Estimated Construction Labor Costs..... (b) \_\_\_\_\_

**CAPITAL COSTS**

Estimated Cost of New Construction..... (c) \_\_\_\_\_

Estimated Cost of Renovation/Rehabilitation..... (d) \_\_\_\_\_

Estimated Cost of Site/Site Improvements..... (e) \_\_\_\_\_

Estimated Cost Capital Equipment..... (f) \_\_\_\_\_

Total Estimated Capital Investment..... (g) = \$ 0.00 (b+tw f)

**ESTIMATED SALES TAX EXEMPTION**

Estimated Cost of Qualifying Building Materials..... (h) \_\_\_\_\_

Estimated Sales Tax is 8.25%..... x 0.0825

Estimated Amount of Sales Tax Exemption for Qualifying Building Materials..... (i) = \$ 0.00 (h) \* 0.0825

Building materials that are eligible for sales tax deduction include items that are permanently affixed to real property such as lumber, mastic, glued-down carpet, paint, wallpaper and similar affixed items. Estimated sales tax shown is the rate for Boone County, Illinois, as of June 1, 2012. Sales tax rates may change dependent on the Illinois taxing jurisdiction in which materials are purchased.

**FEE CALCULATION**

Estimated Cost of All Building Materials..... (j) \_\_\_\_\_

EZ Processing Fee is 0.5%..... x 0.005

Total EZ Processing Fee\*..... (k) = \$ 0.00 (j) \* 0.005 (max. \$50,000)

\* All applications will be processed once Growth Dimensions receives the Enterprise Zone fee. Fees are subject to change based on construction material actual numbers. Applications will be processed in the order they are received. Incomplete applications will not be processed until all required information has been submitted. By signing below, you acknowledge that you will pay the processing fee and understand that failure to do so will result in delays or non-issuance of the build-out building permit rates. Additionally, you acknowledge that you will return to Growth Dimensions at the end of your project to close out your project. You also acknowledge that you are required to report with the Illinois Department of Revenue and follow their reporting guidelines.

Name of Entity Responsible for Payment of Fee: \_\_\_\_\_

Applicant Name

Belvidere/Boone County Enterprise Zone Representative

Applicant Signature & Date

EZ Representative Signature & Date

BUILDING MATERIALS EXEMPTION CERTIFICATE NUMBER

\*By signing above, the project owner(s) acknowledge this form was completed truthfully. Project owner(s) will report statements and incentives annually at <http://www.growthdimensions.org>. (By May 31st) Upon completion of the project, project owner(s) shall complete and return the Project Closing Form, which provides investment and job creation final totals. Failure to meet these requirements may result in incentive(s) suspension.

## IDENTIFIES

- Activities
- Costs
- Investments
- Job Creation



03



PERMITS

# RECEIVING A BUILDING PERMIT

## BOONE COUNTY

Administration Building  
1212 Logan Ave. Suite 101  
Belvidere, Illinois 61008  
Phone: 815-544-6176

[https://www.boonecountyil.gov/government/departments/building\\_zoning/index.php](https://www.boonecountyil.gov/government/departments/building_zoning/index.php)

## CITY OF BELVIDERE

City Hall  
401 Whitney Blvd. Suite 300  
Belvidere, Illinois 61008  
Phone: 815-547-7177

<https://belvidere.portal.iworq.net/portalhome/belvidere>

## VILLAGE OF POPLAR GROVE

Village Hall  
200 N. Hill Street  
Poplar Grove, IL 61065  
Phone: 815-765-3201

<https://form.jotform.com/221175087354052>

## VILLAGE OF CAPRON

Village Hall  
250 W. Main Street  
Capron, IL 61012  
Phone: 815-569-2351

<https://villageofcapron.net/villageofcapron/webform/building-permit>



CERTIFICATE

# BUILDING MATERIALS EXEMPTION CERTIFICATE

- ✓ Verify that the information printed on this certificate is correct. If the information is not correct, contact the person responsible for submitting the original application for this certificate.
- ✓ If you are a certificate holder with multiple, ongoing exempt projects, be certain to use the certificate that matches the project for which you are purchasing materials.
- ✓ You must have your certificate number and project information at the time of sale when making exempt purchases. Form EZ-1, Building Materials Exemption Certification, has been created as an easy resource for you to use to ensure that all pertinent information has been provided to the retailer.

## Building Materials Exemption Certificate

### Certificate holder:

SAMPLE COMPANY, INC.  
222 MOCKUP WAY  
TULSA, OK 74135

### Project:

SAMPLE CONSTRUCTION PROJECT  
1234 NEW BLVD.  
POPLAR GROVE, IL 61065

### Name of Zone or High Impact Business:

BELVIDERE/BOONE COUNTY (2016)

**NOTICE:** This certificate may be used only in conjunction with the purchase of building materials by the certificate holder identified on this certificate and for the project identified on this certificate. Any misuse of this certificate will result in the assessment of taxes and penalties on the purchase and an additional **monetary penalty** equal to the local sales taxes on the purchase.

The entity identified on the certificate must by law report annually to the Department of Revenue the amount of exempt building materials purchased under the certificate. Please go to the "Business Incentives Reporting and Building Materials Exemption Certification" tab at [tax.illinois.gov](http://tax.illinois.gov) for reporting deadlines.

### Certificate number:

22EZC0000XXXX

### Expiration date:

05/01/2022



Illinois Department of Revenue

## EZ-1 Building Materials Exemption Certificate

### Step 1: Identify the seller

The seller must keep this certificate.

Name \_\_\_\_\_ Address \_\_\_\_\_  
Number and street  
Phone (\_\_\_\_) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### Step 2: Identify the purchaser and purchaser's certificate number

Name SAMPLE COMPANY, INC. Phone 444-555-5550  
Address 222 MOCKUP WAY Date of purchase \_\_\_\_/\_\_\_\_/\_\_\_\_  
Number and street Month Day Year  
TULSA OK 74135 Building materials exemption certificate number of the purchaser:  
City State ZIP 22EZC0000XXXX

### Step 3: Location or address of the real estate into which building materials will be permanently incorporated

Name of Zone or High Impact Business BELVIDERE/BOONE COUNTY (2016)  
Project Name SAMPLE CONSTRUCTION PROJECT  
Location \_\_\_\_\_ Address 1234 NEW BLVD.  
Number and street  
1234 NEW BLVD., POPLAR GROVE, IL 61065 **OR** POPLAR GROVE, IL 61065  
City State ZIP

### Step 4: Identify the building materials you are purchasing

Description of building materials purchased \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Step 5: Sign below

I certify that the building materials described above will be permanently incorporated into real estate in the location indicated above as rehabilitation, renovation, and/or new construction for this project and that I am the person who applied for and received from the Zone Administrator the building materials exemption certificate number listed in Step 2 above.

Purchaser's signature \_\_\_\_\_ Date \_\_\_\_\_

**Note to seller:** It is the seller's responsibility to verify that the purchaser's building materials exemption certificate number is valid and active. You can confirm this by using the "Verify Building Materials Exemption Certificates" tool on our website at [tax.illinois.gov](http://tax.illinois.gov). Click on the "Business Incentives and Building Materials Exemption Certification" link for access to all tools and information regarding these exemptions, including Informational Bulletin FY 2013-16.



# MORE INFORMATION

## GROWTH DIMENSIONS ECONOMIC WEBSITE

[www.growthdimensions.org/site-selection/enterprise-zone](http://www.growthdimensions.org/site-selection/enterprise-zone)

## CONTACT GROWTH DIMENSIONS

Phone: 815-547-4252

Email: [office@growthdimensions.org](mailto:office@growthdimensions.org)

