



PROJECT APPLICATION INSTRUCTIONS

Application forms must be completed by applicant and then certified by the Whiteside Carroll Enterprise Zone (2018) Administrator and Building Materials Exemption Certificates (BMEC) issued by Illinois Department of Revenue before you are eligible for sales tax exemption. Each contractor who is providing materials must provide and or complete the Building Materials Exemption Certificate Application form. **Do not order or purchase building materials before your BMEC's are issued.**

Information and Items Needed to Complete Applications

1. *Approved building permit*

*If your municipality does not require a permit for remodeling, an EZone Permit will be issued, at no charge. **A Permit is a requirement.***

2. *Enterprise Zone Project Application*

*"Estimated Start Date of Project" will be filled in by the zone administrator on the day your project is approved. **Please leave this blank.***

NAICS Number: May be obtained from: <http://www.naics.com/search.htm> or your tax preparer

Enterprise Zone Fee (Cost of Building Materials (#3) X .005(1/2 %) not to exceed \$50,000

3. *Building Material Exemption Certificate (BMEC) Application(s).* (One is needed for each contractor who will be purchasing or ordering materials for your project, for their portion of your project)

4. *Once all applications have been approved by the Enterprise Zone Administrator, the IDOR will issue, by email, all BMEC's so that you and your contractors may begin to purchase and/or order building materials for your project.*

If you have any questions in completing these application forms, contact:

Gary A. Camarano, Enterprise Zone Administrator

200 East Knox Street, Morrison, IL 61270

Phone: (815)772-5182 E-mail: econdev@whiteside.org