



## ENTERPRISE ZONE CERTIFICATION APPLICATION

This form contains information required by the Illinois Department of Commerce and Economic Opportunity (DCEO). It must be **fully-completed** and returned to Zone Administration Office with the application fee before any Enterprise Zone benefits can be granted. Questions concerning this form can be directed to the EDC offices at 309-452-8437 or [nora@bnedc.org](mailto:nora@bnedc.org).

**\*\*DO NOT PURCHASE MATERIAL PRIOR TO A TAX EXEMPT CERTIFICATE BEING ISSUED\*\***

### ENTERPRISE ZONE PROJECT INFORMATION

Name of Business/Company (if different than project): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Address of proposed project: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

General Description of Project (including rehabilitation, remodeling of existing structures, new construction, major paving or new equipment): \_\_\_\_\_  
\_\_\_\_\_

Project Classification: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Mixed-Use \_\_\_\_\_

Expected Start date of Project: \_\_\_\_\_ Complete Date: \_\_\_\_\_

Permanent Index Number(s) (PIN): \_\_\_\_\_

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

Building Permit Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Estimated Cost of Site: \_\_\_\_\_

Estimated Cost of Building Materials: \_\_\_\_\_

Estimated Cost of Capital Equipment: \_\_\_\_\_

Estimated Labor Cost: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

**ALL LINES MUST BE FILLED IN**

**JOB CREATION**

Please quantify the number of jobs to be created/retained as a result of this project. Please provide an estimated number of jobs to be created/retained by the tenant/final user of the property.

- a. number of full time equivalent current jobs retained (if existing facility) \_\_\_\_\_
- b. number of full time equivalent jobs created \_\_\_\_\_
- c. number of construction jobs \_\_\_\_\_

“Retained” means the number of jobs that will remain in the Zone as a result of the new investment being made.  
 “Created” means the number of full-time jobs (1,950 work hours annually) for which persons are hired or are expected to be hired within two years as a result of the new investment.  
 “Construction Jobs” means the number of construction workers employed for this project.

**ALL LINES MUST BE FILLED IN**

**CERTIFICATION FEE CALCULATION:**

By law, the Enterprise Zone Administrator is authorized to collect a certification fee from any applicant for construction or renovation in the Enterprise Zone in order to be certified as eligible for enterprise zone benefits. Such certification fee shall accompany enterprise zone application forms and shall be 0.5 per cent (1/2 of 1 percent) of the cost of building materials of a project determined at the time of certification of the project by the Enterprise Zone Administrator, provided, however, no fee shall exceed \$50,000.00.

A. Estimated building materials cost	
B. Certification Fee Rate	.5%
<b><u>Certification Fee (A x B)</u></b>	

*Please submit project certification fee with this completed form. The EDC will not process Enterprise Zone Building Materials Exemption certificates until the certification fee is paid. Make checks payable to: BN Economic Development Council*

Does this project involve a move from another location? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please indicate city and state): \_\_\_\_\_

Signature of Owner/Developer:

\_\_\_\_\_  
 NAME TITLE DATE

**Return completed form to:**  
 BLOOMINGTON/NORMAL/MCLEAN COUNTY ENTERPRISE ZONE  
 C/O Bloomington-Normal Economic Development Council Attn: Nora Harrison  
 200 W. College Ave. Suite #402, Normal, IL 61761 [nora@bnedc.org](mailto:nora@bnedc.org)

## **DEFINITION OF TERMS**

Project Name:	The name of the project to which this purchase applies.
Street Address:	The common street address of the project itself
Project Contact Person:	The name of the person providing information related to the project
General Description of Project:	1-2 lines describing nature of project, ultimate use and scope of work
Permanent Index Numbers:	PIN (parcel) numbers for project. Include all parcels to be used
Federal Employer ID Number:	FEIN used on tax forms; number belonging to the company undertaking the project
Building Permit Number:	Number listed on building permit.
Cost of New Construction:	Estimated cost of materials and labor to build project (if applicable)
Cost of Rehab. / Remodeling:	Estimated cost of materials and labor to rehab/remodel project (if applicable)
Cost of Site:	Estimated cost to purchase and prepare site for new construction (if applicable)
Cost of Capital Equipment:	Estimated cost to purchase new capital equipment (if applicable)
Total Project Cost:	Estimated total cost of project including all materials, labor, soft costs etc.
Certification Fee:	The EDC by law collects an administration fee for each certification it issues for the Enterprise Zone.