



**Application for
EZ Building Materials Exemption Certificate**
City of Chicago Department of Planning and Development

Before completing this form, **carefully read** all instructions on page 2. **All form fields must be completed, and attachments must be included** for an application to be considered a **complete application**. Requests will be processed within 10 days of receipt of a complete application.

1) APPLICANT INFORMATION				<i>Required for all applicants</i>	
a. New App./Renewal*				b. Application Date	
c. Applicant Is				d. State Applicant ID	
e. If applicant is a company, are you relocating into the Enterprise Zone?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
f. Business Name			g. FEIN*		
h. Unemployment Insurance Number (UIN)					
i. Contact Name			j. Contact Phone		
k. Contact Email					
l. Mailing Address			m. City, State, ZIP		
2) PROJECT INFORMATION				<i>Required for all applicants</i>	
a. Project Name*			b. Enterprise Zone *		
c. Project Address			d. ZIP Code		
e. Project Description* <i>Contractors describe your scope; owners, full project</i>					
f. Est. Project Completion Date*			g. Est. Total Project Cost		
h. Est. Building Materials Cost			i. Est. Labor Cost		
3) PROJECT INFORMATION – TYPE A				<i>Required for Property/Business Owners Only</i>	
a. Est. Jobs at Project Initiation				b. Est. Jobs at Completion	
c. Building Permit Issue Date				d. Building Permit Number	
e. Building Square Footage				f. Num. of Residential Units	
g. Project Uses <i>check all that apply</i>		Residential: <input type="checkbox"/> Single-family <input type="checkbox"/> Condominium <input type="checkbox"/> Multifamily Non-Residential: <input type="checkbox"/> Commercial <input type="checkbox"/> Warehousing <input type="checkbox"/> Manufacturing <input type="checkbox"/> Distribution			
4) PROJECT INFORMATION – TYPE B				<i>Required for Contractors Only</i>	
a. Owner Certificate Number			b. Contract Amount		
c. Percent of contract that consists of building materials qualifying for exemption					
5) REQUIRED ATTACHMENTS				<i>Required for all applicants</i>	
Type A Application <i>Property/Business Owner</i>		Property/Business Owners must include the following as attachments to this application: <ol style="list-style-type: none"> 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) Building permit(s), if required (copy of permit, or proof one is being sought) 			
Type B Application <i>Contractors</i>		General/Sub-Contractors must include the following as attachments to this application: <ol style="list-style-type: none"> Copy of executed signed contract (must include: parties involved, project address, contract amount, date, and signatures) 			



Instructions for Completing Application for EZ Building Materials Exemption Certificate City of Chicago Department of Planning and Development

All Applicants must, before submitting this Application, complete the following steps:

1. Verify the **Project Address** is located in an Enterprise Zone by typing the address in the search bar on the [IL Interactive Enterprise Zones Map](#); insert the appropriate EZ into **Form Field 2b**.
2. Obtain a **State Applicant ID**:
 - a. Visit the [Illinois eServices Portal](#), click "Certificate Applicant" and "Register Now!" and complete the registration form.
 - b. You will receive an email from the State; note your **State Applicant ID** and include it in **Form Field 1c**.
3. Compile all the **Required Attachments** listed in **Section 5** of this application.

Contractors, before submitting this Application, complete the following steps:

1. Verify with the Property Owner that they have received an EZ Building Materials Exemption Certificate for the project, obtain their **Owner Certificate Number** and include it in **Form Field 4a**.
 - a. If the Property Owner does not have a certificate, they must submit this application as instructed within before any Contractor Certificates can be issued.
2. Obtain a copy of the signed contract for the project to attach to your application.

Eligibility Requirements:

For all information regarding eligibility for this program, please visit the State's website at: <https://dceo.illinois.gov/expandrelocate/incentives/taxassistance/enterprisezone.html>

Form Field Notes (if there is an * next to a form field, carefully read the corresponding note):

1a – For all requests for Renewal/Recertification, applicants must submit the application with Section 1 and Section 2 complete including the following: (1) a narrative description of the scope of work remaining in **Form Field 2e**, (2) an updated estimate of the remaining costs of construction/rehab in **Form Field 2e**, and (3) a copy of your existing Certificate with the needed change(s) marked on the Certificate.

1g – FEIN stands for Federal Employer Identification Number, if you are an individual use SSN

2a – For Contractors, must be identical to the Project Name on the Property Owner Certificate.

2b – Type the Project Address in the search bar on the [IL Interactive Enterprise Zones Map](#) and use note the Enterprise Zone for this Form Field

2f – For Property/Building owners, this is the entirety of the project; for Contractors, this is only for *your scope of work*

2e – For renewals, please use this field for the description of remaining work

2g – For renewals, please use this field for updated estimated remaining total costs

**Please submit requests via email to: ezadministrator@cityofchicago.org
Questions regarding only this application can also be directed to this email address.**

Please direct all questions regarding the [Illinois eServices Portal](#), [eligibility requirements](#), and all other Enterprise Zone incentives to the appropriate contact listed on [this City of Chicago Webpage](#).