



# - APPLICATION -

## Enterprise Zone Sales Tax Exemption Certification

### City of Chicago, Department of Planning and Development

Gina M. Caruso, AICP  
 Enterprise Zone Administrator - Assistant Commissioner  
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TO: \_\_\_\_\_ FAX #: \_\_\_\_\_ FROM: \_\_\_\_\_

#### INSTRUCTIONS:

- 1) Complete the Property and Project Information (see below)
- 2) Attach documentation required in Option A or B, as applicable
- 3) Submit Application and Option A or B attachments via mail, drop-off, or fax to:  
 Glenda S. McGee, Loan Processing Officer  
 City of Chicago, DPD 121 N. LaSalle Room 703, Chicago, IL 60602  
 Fax: (312) 744-0759 PH: (312) 744-0920 Email: glenda.mcgee@cityofchicago.org
- 4) Once a completed package is in file, allow 2-4 business days for your Certification letter.
- 5) Letters valid for 1 (one) year from certification date and can be used by subcontractors. Renewals require an updated Application and attachments.

#### PROPERTY INFORMATION:

Enterprise Zone #: \_\_\_\_\_ Street Address: \_\_\_\_\_

Building Square Footage \_\_\_\_\_

**RESIDENTIAL:** Single Family \_\_\_\_\_ Condominium \_\_\_\_\_ # of Units \_\_\_\_\_

**COMMERCIAL:** # of Storefronts \_\_\_\_\_ # of Retail Tenants \_\_\_\_\_ # of Service Tenants \_\_\_\_\_

**INDUSTRIAL:** Warehousing \_\_\_\_\_ Distribution \_\_\_\_\_ Manufacturing \_\_\_\_\_

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

#### PROJECT INFORMATION:

Substantial Rehabilitation? Yes \_\_\_\_\_ No \_\_\_\_\_ New Construction? Yes \_\_\_\_\_ No \_\_\_\_\_

Total Rehabilitation Project Cost: \$ \_\_\_\_\_ Total New Construction Project Cost: \$ \_\_\_\_\_

Number of Jobs: Created: \_\_\_\_\_ Retained: \_\_\_\_\_

How did you hear about the Enterprise Zone Certification? \_\_\_\_\_

#### Option A: Individual Applicant Attachments

- A recorded copy of the Warranty Deed, Quitclaim Deed, or Trustee's Deed
- If the property is in a trust, a copy of the Trust Agreement
- If not the property owner, lease, right-of-entry or other evidence of site control
- Required building and other permits
- Copy of Owners Driver's License

#### Option B: Company Applicant Attachments

- Copy of Articles of Incorporation (for Corporations)
- Copy of Articles of Organization (for LLC or LP)
- A recorded copy of the Warranty Deed, Quitclaim Deed, or Trustee's Deed
- If not the property owner, lease, right-of-entry or other evidence of site control
- Required building and other permits

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| For DPD Use:    Date Received: _____ Date Completed: _____ Date Certification Sent: _____ Project No. _____ |
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