

MACOMB/BUSHNELL ENTERPRISE ZONE HOW-TO



START HERE

IS YOUR PROJECT LOCATED IN THE ZONE?

Ask the office where your project is located:

Macomb Community Development 309-833-4944

Bushnell City Hall 309-772-2521

Zone Administrator 309-837-4684

View the interactive map: <https://gis.wiu.edu/js/ez/>

DO YOU HAVE AN APPLICANT ID NUMBER ISSUED BY THE ILLINOIS DEPARTMENT OF REVENUE?

You must be registered with the Illinois Department of Revenue. If you have your applicant ID number, please proceed. If you do not have an applicant ID number, or are unsure if you have a number, please visit:

<https://www.revenue.state.il.us/app/ezci/SessionNotice.html>

Please note, this may take up to 72 hours to receive. If you purchase materials prior to filing an EZ application and obtaining a Building Materials Exemption Certificate you will not receive the sales tax exemption on those purchases.

DO YOU HAVE YOUR TOTAL ESTIMATED COST OF IMPROVEMENTS?

Please break out your total estimated cost of improvements into labor and materials for your portion of the project.

If you are the General Contractor, we require the total overall project costs broken out as well as your portion only (this does not include any subcontractor costs). We must also have a list of all subcontractors or companies working on the project.

This will also determine the cost of your project application fee. The cost of the project application fee is based on the total cost of building materials you provide, subject only to \$5000 or more.

Building Materials X 0.5% = Fee Amount

Example: \$30,000 X 0.5% = \$150 Fee

PROJECT APPLICATION FEE

Effective July 01, 2019, all contractors and subcontractors are required to pay and Project Application Fee due at the time of filing a Macomb/Bushnell Enterprise Zone Application. Your application will not be processed until the fee is paid. Therefore, you will not receive enterprise zone incentives.

The project application fee is 0.5% of the total cost of permanently affixed building materials (not to exceed \$50,000) and subject only to \$5000 or more.

Building Materials X 0.5% = Fee Amount

Example:

- *Materials: \$5000 (or below) = No Fee*
- *Materials: \$30,000 X 0.5% = \$150 Fee*

Make check payable to Macomb/Bushnell Enterprise Zone and include the application number on the check.

FILE YOUR MACOMB/BUSHNELL ENTERPRISE ZONE APPLICATION

If you have all the information above, please visit City Hall to file your Enterprise Zone application.

Macomb City Hall Community Development
Second Floor
232 East Jackson Street, Macomb

Bushnell City Hall
138 East Hail Street, Bushnell

NEXT STEPS

Once you submit your application at City Hall and pay your application fee, your application will then be processed by the Zone Administrator's office (MAEDCO). You will receive your Building Materials Exemption Certificate (BMEC) via the email listed on the application from the Illinois Department of Revenue. Be sure to check your spam folder. This can take up to 72 hours to receive. If you do not see your certificate, contact the Zone Administrator. Reminder: you cannot purchase materials prior to obtaining your certificate and you must provide a copy of the BMEC with the retailer to verify the purchase.

QUESTIONS?

Zone Administrator 309-837-4684
www.maedco.org > Enterprise Zone Tab