

How do I obtain Urbana Enterprise Zone incentives?

1. Determine if your project is eligible

- Review eligibility criteria and confirm the property is within the Enterprise Zone: <https://urbanaininois.us/ez>
- Contact the Economic Development Services Division at 217-384-2372, if you have questions.

2. Obtain a valid Building Permit

- Apply online here: <https://urbanaininois.us/permit-forms>
- Contact the Building Safety Division at **217-384-2443** with questions.

3. Complete the Master Application for Enterprise Zone Incentives

- To receive incentives, the Master Application must be submitted within 90 days the date the building permit is issued.
- Only one Master Application is required per project
- Applications may be completed on Urbana's Civic Serve portal at: <https://urbanail.civicserve.com/>

4. Complete supplemental Sales Tax Exemption Certificate Forms (Form A)

- Each entity seeking a Sales Tax Exemption certificate (contractors, subcontractors, etc.) must complete a new Form A and email it to ezone@urbanaininois.us
- If the application is approved by staff, it will be forwarded to the Illinois Department of Revenue. The Department of Revenue will issue directly to the vendor a sales tax exemption certificate by email within 72 hours of receiving the application.
- To receive Sales Tax Exemption Certificates, a Form A must be completed prior to purchasing materials.
- A Form A will be emailed to each contractor once they are listed by the developer in the Civic Serve application software.

5. Complete Supplemental Property Tax Abatement Forms (Form B)

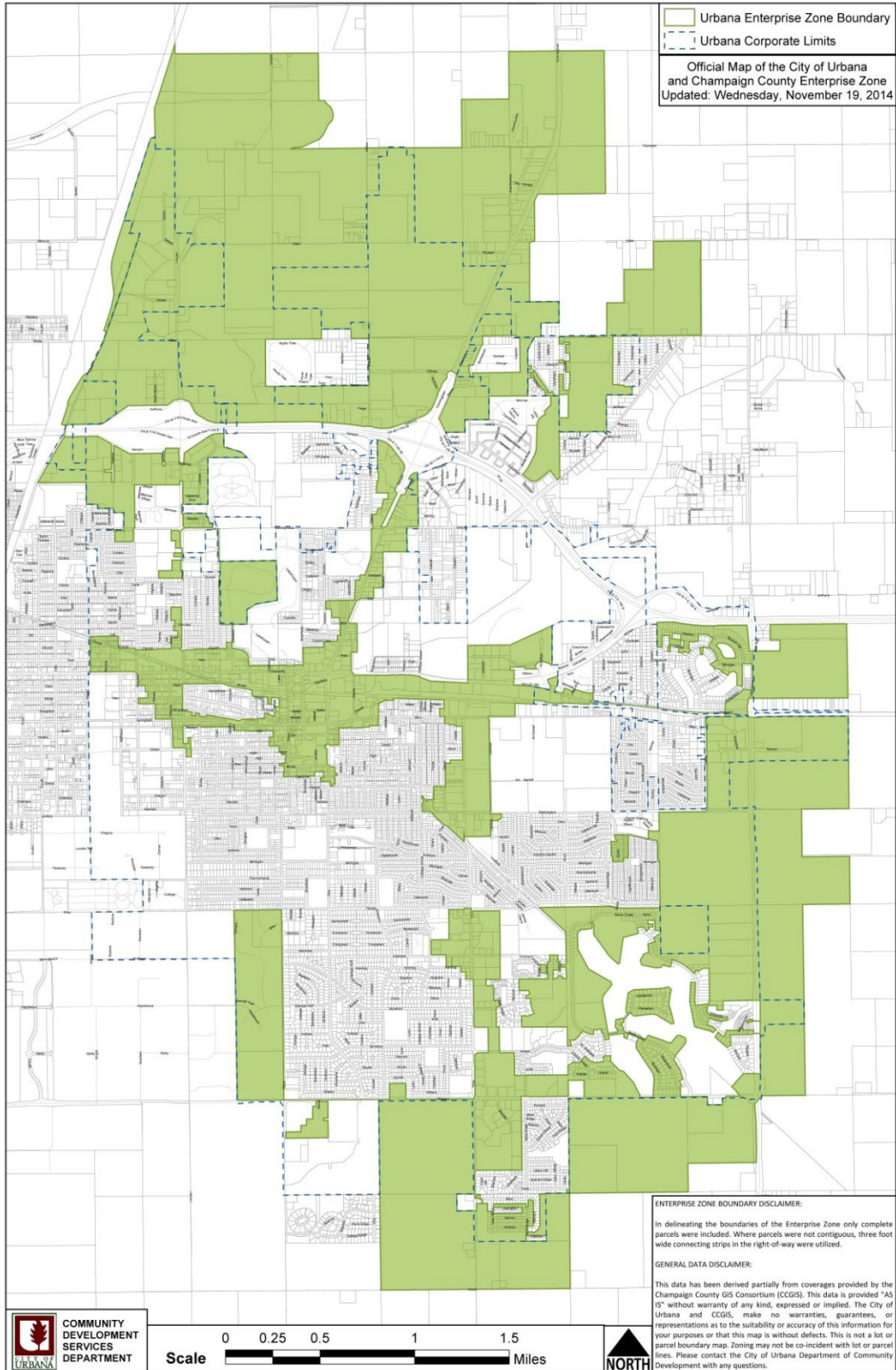
- Each property-owning entity must fill out and sign their own Form B.
- The property owner will be contacted directly by staff if the application for abatement is approved. Property Tax Abatements *typically* appear on the tax bill that is issued two calendar years after the completed project is FULLY assessed.
- To receive Abatements, Form B must be completed within 90 days date of issue of building permit.
- Form B is available on Urbana's website at: <http://urbanaininois.us/EZ>

6. Submit all required fees (see attached Fee Document)

- The City accepts cash or checks at the Community Development offices located at 400 S. Vine St.
- To receive Abatements, fees must be paid within 90 days of the building permit date of issue.
- To receive Sales Tax Exemption Certificates, fees must be paid prior to purchase of materials.



Urbana Enterprise Zone Map – Interactive map available at urbanaillinois.us/ez





Urbana Enterprise Zone City of Urbana Fees

The City of Urbana will collect Enterprise Zone fees from the property owning entity for administration of the Zone. Fees for Property Tax Abatements must be submitted within 90 days of receiving a building permit. The City will administer Sales Tax Exemption Certificates after submittal of Sales Tax Exemption Certificate Fees. The following fees apply to projects located within the City of Urbana corporate boundaries. Projects located outside the City of Urbana corporate boundaries may be subject to these fees if they require a City building permit, must conform to City code, and/or are the subject of an annexation agreement with the City of Urbana.

Service	Fee*
Sales Tax Exemption Certificate	0.5% of total eligible construction material costs, not to exceed \$50,000. Free if materials cost is less than \$5,000
Property Tax Abatement	5 year abatement: \$260
	6 year abatement: \$624
	7 year abatement: \$728
Enterprise Zone Boundary Amendment	Requests to approve a Boundary Amendment must be approved by City staff prior to fee assessment. 0.5% of estimated total construction material costs, not to exceed \$1,500.

*A single project’s combined enterprise zone fees may not exceed \$50,000 per state statute.

Examples of Sales Tax Exemption Fees At Given Building Materials Cost Levels

Fees are calculated at 0.5% of total eligible building material costs for the project. Building materials that are eligible for the sales tax deduction include items that are permanently affixed to real property such as lumber, mortar, glued-down carpets, paint, wallpaper, and similar affixed items.

Construction Materials Cost of the Project	City of Urbana Enterprise Zone Fee
< \$5,000	Free
\$5,000	\$25
\$10,000	\$50
\$100,000	\$500
\$1 million	\$5,000
\$5 million	\$25,000
\$10 million	\$50,000
> \$10 million	\$50,000