

INDUSTRIAL TAX EXEMPTION PROGRAM TIMELINE

1. Advance Notification
Advance Notification must be filed prior to the start of construction, purchasing or hiring. However, if filing for projects within the calendar year and under \$5,000,000 then no advance is required.
2. Disclosure Authorization
This document is required if a consultant or someone other than a company employee is the contact person.
3. Application
Application is due ninety (90) days after completion of the project or once a building or equipment is operational. The application may be filled out online, or you may download a copy to mail in.
4. Approval
Upon receipt of the Application and fee, the Application is reviewed by LED. Upon acceptance, the application is processed and then presented at the next Board meeting.
5. Contract
When the Application is approved by the Board, contracts will be mailed to the applicant. Sign all three (3) original contracts, have signatures witnessed by two (2) persons and return the signed contracts. The contracts will be sent to the Governor's office for signature. The executed contracts will be distributed as follows: (a) one original will be retained by LED, (b) one original will be sent to the applicant and (c) one original will be forwarded to the Assessor's office.
6. Project Completion Report
The Project Completion Report is due to be filed within ninety (90) days of the completion of the project or receipt of the fully executed contract, whichever is later.
7. Affidavit of Final Cost
The Affidavit of Final Cost is due to be filed within ninety (90) days of the completion of the project or receipt of the fully executed contract, whichever is later.
8. Renewal Contract and Data Form
Renewal contract is to be filed 6 months prior to the expiration of the first term of the contract.
Renewal data form to be filed with the Renewal Contract.

ITEP FEES:

Advance: \$100

Application: Minimum \$200, Maximum \$5,000

Affidavit of Final Cost: \$100

Renewal Fee: \$50