

INSTRUCTIONS REGARDING TAX ABATEMENT

1. Your completed portion of the Tax Exemption Application Form must be received back with the application for the building permit if you so desire a Tax Abatement.
2. When the project is complete the applicant **MUST** inform the Code Enforcement Officer as to date of completion. Explain to them that definitive proof of cost of the project must be provided before the next step can occur. This may be in the form of a Certified Notarized statement on contractor's letterhead or photocopies of cancelled checks with a tally sheet (the second method is preferred by the County Auditor). The cost should be broken down to reflect three (3) categories; the land acquisition cost, the actual structural cost, the landscaping cost and the final total cost together with any final payment due (1/2 of one percent of total project cost less previous payments) under this section before the issuance of the certificate of occupancy. A refund for overpayment shall be paid, if appropriate.
3. Failure to complete your portion of the Tax Exemption Application Form and returning it along with your building permit will disqualify you for a Tax Abatement.

Form #1

CITY OF GALLIPOLIS, OHIO
CONSTRUCTION AND ZONING DEPARTMENT
518 SECOND AVENUE
GALLIPOLIS, OHIO 45631
TELEPHONE (740)441-6022

APPLICATION FOR CONSTRUCTION OR ZONING PERMIT

PROJECT INFORMATION (By owner or Contractor)

Property Owner: _____
Property Street Address: _____
Owner's Mailing Address: _____
Daytime Phone Number: _____
General Contractor: _____
Contractor's Mailing Address _____
Estimated Total Project Cost: _____
Brief Project Description: _____

Signature of Owner or Contractor: _____

PERMIT INFORMATION (by Code Enforcement Officer)

	<u>Residential Fees</u>	<u>Commercial/Industrial Fees</u>
Base Fee(\$100-999 Project)	No Charge _____	No Charge _____
Base Fee(\$1000-\$9999 Project)	\$ 50 _____	\$ 50 _____
Base Fee(\$10,000-\$99,000 Project)	\$ 100 _____	\$ 100 _____
Base Fee(\$100,000+Project)	.1% of Projected Cost _____	.2% Projected Cost _____
	\$ _____	\$ _____
Hearing Fees	\$ 50 _____	\$ 50 _____
Flood Plain Project Fee	\$ 50 _____	\$ 50 _____
Demolition	\$ 50 _____	\$ 50 _____
Late Application Filing Fee	\$ 50 _____	\$ 100 _____
Total Fees:	_____	_____

Fees Paid By: _____ Check # _____ Receipt # _____ Date: _____

Application Acceptance Date: _____ Permit Approval/Denial Date: _____

Property Zone: _____ Project Permit # _____

Stipulations: _____

APPLICATION FOR CONSTRUCTION, ZONING OR OCCUPANCY PERMIT

PERMIT # _____

SECTION 1, PROPERTY INFORMATION

OWNER:

Street Address: _____

Mailing Address (if different): _____

Daytime Phone Number: _____

Lot or Parcel Number: _____

Current Property Zone: _____ Proposed Property Zone _____

Use of Existing Structure(s): _____

Estimated Total Project Cost: \$ _____ Final Total Project Cost \$ _____

SECTION 2, CONTRACTOR INFORMATION

Estimated Project Cost Final Project Cost

General Contractor: _____ \$ _____ \$ _____

Mailing Address: _____

Phone # _____

Federal ID # _____

Contractor # 1: _____ \$ _____ \$ _____

Mailing Address: _____

Phone # _____

Federal ID # _____

Contractor # 2: _____ \$ _____ \$ _____

Mailing Address: _____

Phone # _____

Federal ID # _____

Contractor # 3: _____ \$ _____ \$ _____

Mailing Address: _____

Phone # _____

Federal ID # _____

Total Cost \$ _____ \$ _____

SIGNATURE OF OWNER

Tax Dept. Permit Approval By: _____ Date _____

Tax Dept. Occupancy Permit Approval By: _____ Date _____

CITY OF GALLIPOLIS
APPLICATION FOR CONSTRUCTION, ZONING OR
OCCUPANCY PERMIT
CITY TAX PAYMENT (IN LIEU OF CITY TAX) AND
CONTRACTOR REGISTRATION FEE

Any contractor or subcontractor performing any work in the City limits must register with the Municipal Income Tax Department and pay an annual registration fee of twenty-five dollars (\$25.00). Such fee must be paid before the performance of work in any calendar year.

Before the Code Enforcement Officer may issue any permit to any person or firm, that person or firm shall provide proof of compliance with the provisions of the City Income Tax Ordinances. The Ordinance enables contractors whose business is located outside the city, to pay ½% tax on the total project cost in lieu of filing a City tax return and withholding City tax on employees. The owner shall estimate the project cost and ½% of the estimated cost shall be paid before a permit is issued. At the completion of the permitted project, the owner must submit a notarized verification of the project cost together with any contractors final payment due (1/2% of total project cost less previous payments) before the issuance of the certificate of occupancy.

On or before April 15th of each year, contractors who have paid for the prior year, the ½ of one percent for all jobs located within the City, may file a tax return and all required documents along with W-2's showing wages performed within the City. Upon receiving the returns the ½ of one percent already collected will be applied to the returns and any difference will be owed or refunded. If the contractor chooses not to file the necessary forms by April 15th and has paid the ½ of one percent of all jobs within the City, the account will be closed for the year and the monies collected will be considered the amount due.

For contractors whose business is within the city, the ½% tax on the project cost does not apply.