Permit Number: _____
Date Issued: _____

TO ALL BUILDING PERMIT APPLICANTS:

As a part of building permit issuance, you are required to pay a four percent (4%) use tax for the building materials you anticipate using in the course of your construction project.

The purpose and philosophy of use tax is to serve as an "in-lieu-of" sales tax to:

1. Make our local merchants more cost competitive because of lower sales tax rates charged elsewhere; and,
2. Capture tax revenues which might otherwise be lost to the Town due to purchase of construction materials outside of the Town but used in the Town.

Because two-thirds of general fund revenues are derived from sales tax, the Town has adopted a use tax to help pay for basic municipal services which you, as a property owner, deserve and expect from your Town. The payment of use tax is a credit against local sales tax you will pay either here in Grand Lake or in another municipality, up to (but not to exceed) the total amount of use tax paid.

You have two options available to you in order to realize your credit:

Option A. As you purchase building materials, you may present your building permit showing "Use Tax Paid" and NOT be charged up to 4% of the municipal tax on the items so purchased.

Option B. If a local sales tax is charged on your construction material purchases, save your receipts. Please note the building permit number, date of purchase, and construction site location for the purchases and present the receipts to the Town Clerk. After verifying the items submitted and computing the taxes paid, you will be reimbursed for the local sales tax paid up to (but not exceeding) the total amount of use tax paid.

ALL RECEIPTS MUST BE SUBMITTED TO THE TOWN WITHIN THIRTY (30) DAYS AFTER THE CERTIFICATE OF OCCUPANCY, A LETTER OF FINAL INSPECTION, OR OTHER DOCUMENT DENOTING ACKNOWLEDGMENT OF SUBSTANTIAL COMPLETION HAS BEEN ISSUED, OR THE PERMIT IS CLOSED FOR ANY OTHER REASON BY THE TOWN OF GRAND LAKE OR THE GRAND COUNTY BUILDING AND SANITATION DEPARTMENT.

Failure to submit all documentation for reimbursement within this period shall relieve the Town of any obligation to refund any use tax which would otherwise be due. A receipt should be obtained when a request for reimbursement is received by the Town. Mailed requests **must** be sent certified, return receipt requested.

Please feel free to ask any questions about use tax prior to signing the acknowledgment below.

I, _____, who is requesting a Building Permit for construction at the
(Print Name)
following site: _____

(legal description or street address)

have read the above and by my signature, agree and acknowledge that I understand the use tax refunding procedures of the Town of Grand Lake. I further understand, per Municipal Code 4-3-33, that if I do not submit receipts for the use tax paid for this permit within thirty (30) days after the Town of Grand Lake or the Grand County Building and Sanitation Department has closed this permit, I forfeit any right to claim a use tax refund for this Building Permit.

Signature_____