Commerce City Economic Development Division
7887 East 60th Avenue, Commerce City, CO 80022
Telephone: 303.289.3620
Fax: 303.289.3688
Website: http://www.c3ed.com

HOME IMPROVEMENT INCENTIVE PROGRAM

PROGRAM PURPOSE & DESCRIPTION:
This program was designed to incentivize property owners to make improvements to their residential properties and lessen the financial burden on property owners. Projects for home improvements, modifications or remodeling of all residential property types are eligible to apply for this incentive program.

If you are a Commerce City property owner and you plan to make a home improvement that requires a building permit, you are eligible for the following:

- A 50% rebate of City fees associated with the home improvement. City fees include building permit and plan check fees or other as determined. Impact and development fees and use tax are ***excluded*** from this rebate.
- An additional 10% rebate of City fees associated with the home improvement (as identified above) may be approved if Commerce City vendors/contractors are used for the home improvement project. Supporting documentation will be required.

Rebate will occur following completion of the final project inspection or issuance of a certificate of occupancy (CO), as appropriate. Home repairs resulting from "acts of God" and other natural causes are not eligible for this program.

Not sure if the home improvements you have planned will require a permit? Visit the Building Safety Division website for a list of common home improvements that require permits: http://www.c3gov.com/index.aspx?NID=103. If your project is not listed, or you have additional questions, contact the Building Safety Division at 303.289.3683.

ELIGIBILITY REQUIREMENTS:
Projects for home improvements, modifications or remodeling of all residential property types are eligible to apply for this incentive program. Impact fees and use tax are excluded. Home repairs resulting from "acts of God" and other natural causes are not eligible for this program. The City will conduct inspections of the project. Applicants who are delinquent in payment of property or sales taxes or any fee, assessment, judgment, lien or invoice owed to the City are ineligible to participate in this program.

APPLICATION PROCESS

STEP 1. To apply, the property owner must submit a completed Home Improvement Incentive application, a copy of the building permit and a copy of the final inspection report or CO, as appropriate, to: Commerce City Economic Development, 7887 East 60th Avenue, Commerce City, CO 80022. The application may be mailed, e-mailed, faxed or submitted in person. If applying for the additional 10% City fee rebate for using Commerce City vendors/contractors for the home improvement project, supporting documentation, such as copies of invoices, receipts and/or contracts, must be included with the application.

The application must be received before the close of business on December 31, 2012. The building permit must be issued between November 15, 2011 and December 31, 2012. The project must be completed and the final inspection report or certificate of occupancy, as appropriate, issued within twelve (12) months of submitting this incentive application. If work will not be completed and the final inspection or certificate of occupancy not issued before December 31, 2012, the expected project completion date should be noted on the application and a copy of the building permit should be submitted with the application. The City is not responsible for applications that are not received by the application deadline due to mail or electronic errors.

The building permit application may be accessed online at: http://www.c3gov.com/DocumentView.aspx?DID=205 or obtained from the Building Safety Division at the above address. Building permits are required for all building projects. The City will conduct inspections of the project. The applicant is strongly advised to apply for a building permit by December 1, 2012 to allow adequate time for review and necessary revisions to building plans.

STEP 2. The Economic Development Division will review submitted applications and supporting documents and contact the homeowner to request additional information, if needed. If approved, **the incentive will apply to building permit and plan check fees paid at the time the building permit was issued, excluding impact and development fees and use tax.**

STEP 3. Rebate of City fees will occur after final building inspection or issuance of CO, as appropriate. City fees include building permit and plan check fees or other as determined. **For the property owner to be eligible for a rebate, the final building inspection or issuance of CO must be completed on or before the expiration of the building permit and in no event later than twelve (12) months from the date the incentive application was submitted.**

STEP 4. If the application is submitted before the home improvement project is completed, the homeowner is responsible for contacting the Economic Development Division and providing proof of project completion once the final building inspection has occurred or the CO is issued, as appropriate. At that point, approved applications will be submitted to the Finance Department for payment.

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COMMERCE CITY HOME IMPROVEMENT INCENTIVE PROGRAM APPLICATION

PLEASE TYPE OR PRINT LEGIBLY

APPLICANT INFORMATION:

Property Owner: _____

Address: _____
Street Number *City* *State* *Zip Code*

Name: ***(if different from above)*** _____ ***Email:*** _____

Telephone: _____ ***Cell or Other #:*** _____

PROJECT INFORMATION:

Project Address: ***(if different from above)*** _____
Street Number *City* *State* *Zip Code*

Type of Property:

- ❑ ***Single-Family Detached***
- ❑ ***Single-Family Attached***
- ❑ ***Multi-Family***
- ❑ ***Townhome or Condominium***
- ❑ ***Mobile Home***

Completion Date: _____
Project must be completed within twelve (12) months of application!

CERTIFICATION

By signing below, I certify that I am the property owner and all information submitted on and with this application is true and correct. I further certify that I have reviewed and understand both the Application Process and the Eligibility Criteria and agree to comply with all requirements.

Applicant's Signature : _____ ***Date:*** _____