

**BOARD OF ADA COUNTY COMMISSIONERS APPLICATION REQUIREMENTS
FOR THOSE SEEKING A PROPERTY TAX EXEMPTION FOR CERTAIN BUSINESS
PROPERTY PURSUANT TO IDAHO CODE § 63-602NN**

I. Application Requirements

- A. An applicant seeking an exemption for all or a portion of certain business property pursuant to Idaho Code § 63-602NN must submit to the Board of Ada County Commissioners the following information.
1. A short cover letter asking that the exemption be granted for a Defined Project pursuant to Idaho Code § 63-602NN, describing the years for which the application is being submitted, and for what portions of the facility the exemption is sought.
 2. Concurrently with the cover letter a written plan must be submitted describing these six matters:
 - a. A description of the commercial or industrial facility to be constructed and associated personal property to be installed, a schedule of construction, and an analysis outlining how the applicant proposes to comply with the “plant investment” test;
 - b. A description of the commercial or industrial uses of the facility;
 - c. An analysis on how the facility will meet the test of “tax incentive criteria”, i.e., will the investment be in personal property, an investment in buildings or structural components of buildings, or a combination of the two;
 - d. A statement indicating the first year for which the applicant requests the tax exemption period to commence and a description of when the project period test will commence (or how it has already commenced);
 - e. A description of the project site; and
 - f. A description of the derivation of sales revenues, i.e., will sales revenues be obtained from Ada County customers or out of Ada County customers.
 3. Concurrently with the cover letter a statement describing the proposed payroll for the first year of the tax exemption period showing the number of employees to be hired and total payroll broken into two categories:
 - a. Projected fully burdened labor costs for employees with benefits.
 - b. Projected fully burdened labor costs for employees without benefits.

- c. Projected fully burdened labor costs for construction labor with benefits.
 - d. Projected fully burdened labor costs for construction labor without benefits.
- B. The applicant must also agree in writing to sign the Ada County Business Property Tax Incentive Exemption Contract. A sample is posted on the Commissioners' website under business tax exemptions.

II. General Information

The exemption cannot be prorated for portions of a year.

The Board of Ada County Commissioners cannot grant the exemption retroactively.

Should the Board of Ada County Commissioners, in the exercise of its discretion, determine that the tax incentive criteria have been met and grant the exemption for all or a portion of the facility, it may do so for a maximum of five years from the date the tax exemption begins to run.

In order for an applicant to receive an exemption for the tax year in which the application is received, the application must be received by the Board of Ada County Commissioners no later than 5:00 p.m. on April 15th of that year. Applicants are, however, encouraged to submit an application for this exemption no later than December of the year preceding the year for which they might first qualify. Early application allows an applicant to provide any additional information that may be missing within the time limits granted the Board of Ada County Commissioners for decision making.

The legislature has authorized the Board of Ada County Commissioners to enter into an agreement with a successful applicant regarding continuing benefit requirements during the Project Period. Accordingly, applicants need only apply for this exemption the first year and do not have to file an annual application as would be required for other exemptions. Applicants will be required to provide annual labor estimates to the Board of Ada County Commissioners which will be used to establish the amount of the exemption for that tax year.