



Green Buildings Tax Credit Eligibility Application

Please submit the completed Application Form, Fee, and all Supporting Documents to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #:	_____

Application Process

Pursuant to Section 12-217mm of the Connecticut General Statutes (CGS), an applicant shall apply to receive a tax credit voucher by completing and submitting this form to the Connecticut Department of Energy and Environmental Protection (DEEP). The Office of Policy and Management (OPM) may issue the tax credit voucher after it determines that the applicant is likely to complete an eligible project within a reasonable time, as specified by the applicant in Part III of this application. The tax credit voucher shall state the first income year for which the tax credit may be claimed, the maximum amount of tax credit allowable, and the expiration date by which the eligible project must be completed. The aggregate amount of all tax credits in initial credit vouchers issued by OPM shall not exceed twenty-five million dollars.

The State reserves the right to request from the applicant additional information as part of its review and determination.

In accordance with CGS Section 12-217mm, an eligible building project must meet or exceed the gold building rating of the Leadership in Energy and Environmental Design for new commercial construction and major renovation projects, or an equivalent standard as determined by the Commissioner of Energy and Environmental Protection.

Part I: Application Fee Information

There shall be an application fee of \$10,000.00. **The application will not be processed without the fee.** The fees shall be non-refundable and shall be paid by check or money order to the Department of Energy and Environmental Protection.

Part II: Applicant Information

*If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of the State. If applicable, the applicant's name shall be stated **exactly** as it is registered with the Secretary of the State. This information can be accessed at [CONCORD](#).*

1. Applicant Name:

Mailing Address:

City/Town: _____ State: _____ Zip Code: _____

Business Phone: _____ ext.: _____

Contact Person: _____ Phone: _____ ext. _____

*E-mail: _____

Website (if available): _____

*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

Part II: Applicant Information (continued)

- i) check type of business entity:
 - corporation
 - limited liability company
 - limited partnership
 - limited liability partnership
 - statutory trust
 - Other: _____
- ii) provide Secretary of the State business ID #: _____ This information can be accessed at [CONCORD](#)
- iii) Check here if you are **NOT** registered with the Secretary of the State's office.
- Check if any co-applicants. If so, attach additional sheet(s) with the required information as requested above.

2. Billing contact, if different than the applicant.

Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Business Phone: _____ ext.: _____

Contact Person: _____ Phone: _____ ext. _____

E-mail: _____

3. Primary contact for departmental correspondence and inquiries, if different than the applicant.

Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Business Phone: _____ ext.: _____

Contact Person: _____ Phone: _____ ext. _____

*E-mail: _____

*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

Part III: Project Information

1. Project Type (check one of the following):

- New Construction
- Major Renovation
- Core/Shell or Commercial Interior Project

2. Project Location:

Name of Site : _____

Street Address or Location Description: _____

City/Town: _____ State: _____ Zip Code: _____

3. *Gross Square Footage of Building:

4. Date or Anticipated Date of Certificate of Occupancy:

5. *Project Development Costs submitted as eligible for the tax credit: \$

*Note: Allowable costs shall not exceed \$250 per square foot for new construction or \$150 for renovation or rehabilitation of a building.

Part III: Project Information (continued)

6. Energy Use *(to be eligible for a tax credit, a project shall meet the following: (check all that apply))*

Energy use does not exceed 70% of the energy use permitted by the state building code for newer construction.

Energy use does not exceed 80% of the energy use permitted by the state energy code for renovation or rehabilitation of a building.

Use of equipment and appliances that meet or will meet Energy Star Standards, if claimed, including but not limited to, refrigerators, dishwashers and washing machines.

7. Type of Expenses	Building Costs	*Allowable Costs
(a) Construction or rehabilitation costs	\$	\$
(b) Commissioning costs	\$	\$
(c) Architectural and engineering fees	\$	\$
(d) Site costs (e.g. temporary electric wiring, scaffolding, demolition, fencing, security)	\$	\$
(e) Carpeting, partitions, walls, wall coverings, ceilings, lighting, plumbing, electric wiring, mechanical, heating, cooling, ventilation	\$	\$
<i>Purchases of land, remediation costs, and the costs of telephone systems or computers are not allowable costs</i>		
Total Costs	\$	\$

*Allowable costs are the incremental costs incurred to achieve the LEED Gold standard

Part IV: Tax Credit Percentage

The tax credit is equal to the allowable costs multiplied by the applicable tax credit percentage. The tax credit percentage depends on the certification level of the project, as follows:

Type of Eligible Project	LEED Green Building Rating	Tax Credit Percentage
New Construction or Major Renovation	Gold	<input type="checkbox"/> 8%
	Platinum	<input type="checkbox"/> 10.5%
Core and Shell or Commercial Interior Projects	Gold	<input type="checkbox"/> 5%
	Platinum	<input type="checkbox"/> 7%

The tax credit percentage from the above table will be increased by 0.5% if the eligible project meets any **one** of the following requirements: *(please check all that apply)*

Is a mixed-use development as defined in CGS section 12-217mm (8);

Is located in a brownfield or enterprise zone as defined in CGS subsection 12-217mm (2) and (5);

Does not require a sewer extension of more than 1/8 mile; or

Is located within 1/4 mile walking distance of bus transit, or within 1/2 mile walking distance of adequate rail, light rail, streetcar or ferry services.

Part V: Supporting Documents

This application must be submitted in hard copy with the following additional required information in order for the application to be considered complete.

- LEED Certification Document, or a certification of equivalent, as determined by the Commissioner of Energy and Environmental Protection, from an independently-certified, 3rd party licensed architect or engineer.
- Detailed Project Budget, independently-certified by a 3rd party licensed professional engineer.
- Detailed Project Description, which includes documentation to support the requirements met under Part IV: Tax Credit Percentage of this form.
- Copy of the Certificate of Occupancy.
- Copy of the W-9 form filed with the Department of Revenue Services.

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