



## USE TAX REFUND POLICY AND PROCEDURES

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- The City of Gunnison requires a 4% use tax for the privilege of storing, using or consuming in this city any articles of tangible personal property purchased at retail.
- The use tax is included in the total building permit fees and is paid along with the other building fees at the time of permit issuance.

### USE TAX REFUND PROCEDURES:

In order to receive a refund, the following should be submitted to the City of Gunnison Finance Department at the below address:

City of Gunnison  
Finance Department  
P.O. Box 239  
201 W. Virginia Ave.  
Gunnison, CO 81230

- 1) **Certificate of Occupancy.** The original or a copy of the Certificate of Occupancy must be provided. This document may be obtained from the City of Gunnison Community Development Department. A temporary Certificate of Occupancy may also be used.
- 2) **Building Valuation Worksheet.** This worksheet is issued at the time of issuance of the building permit and can be obtained from the City of Gunnison Community Development Department.
- 3) **Building Material Receipts.** Only the receipts from purchases of approved building materials according to the below policy shall be submitted to the City of Gunnison Finance Department. All hard copies of receipts and invoices will be returned after the refund is processed.

### USE TAX REFUND POLICY:

- Only approved building materials purchased within the City of Gunnison are eligible for reimbursement of the sales tax amounts on those materials up to the dollar amount of the use tax paid at the time of permit issuance. Only locally purchased materials that are inherent to the construction of the structure and are necessary for completion of the project to obtain a Certificate of Occupancy will be considered acceptable for tax reimbursement.

- Approval of materials eligible for reimbursement shall be at the discretion of the Building Official and the Director of Finance.
- Itemized receipts and invoices must:
  - a) include a detailed description of the items purchased to determine eligibility for refund (*vendor billing statements will not be accepted*), and
  - b) be dated after the date of building permit issuance and before the issuance of the Certificate of Occupancy.
- Requests for use tax refunds will not be accepted if the documentation includes a large volume of receipts and invoices where:
  - c) City of Gunnison sales tax was not charged, or
  - d) Materials are not eligible for refund according to the below criteria.
- A claim for reimbursement shall be filed with the Director of Finance within three years after the issuance of a Certificate of Occupancy.

*Examples of materials that are **not** reimbursable:*

- tools and equipment (saws, drills, brushes, gloves, etc.)
- items that are consumed during construction (cutting edges, blades, cleaning products, etc.)
- appliances not required for a Certificate of Occupancy (i.e. clothes washer, dryer, etc.)
- furnishings
- decorations
- window drapes and blinds
- any other unapproved items not required for a Certificate of Occupancy

*Examples of materials that **are** reimbursable:*

- structural concrete
- sidewalk and driveway materials
- roofing, framing and foundation materials
- insulation
- windows and doors
- electrical and plumbing equipment
- interior and exterior finishes
- flooring
- required appliances and fixtures
  - hot water heater
  - furnace/heating source
  - toilet
  - tub/shower
  - kitchen and bathroom sink
  - exhaust fans
  - whole house mechanical ventilation
  - cooking appliances
  - refrigeration
  - electrical and lighting system including fixtures
  - smoke and carbon monoxide alarms
- landscaping and fencing materials, including grass, trees and gravel
- other items required for issuance of a Certificate of Occupancy

*For questions please call the Building Office at 970-641-8151 or the Finance Department at 970-641-8070.*