



Construction Permit Project Cost Reconciliation Report

Civic Center
9500 Civic Center Drive
Thornton, Colorado 80229

Financial Services
303-538-7400
www.ThorntonCO.gov

The payment of use tax on Thornton’s construction permit is an estimate, as a result there is typically a difference between the actual cost of the materials used on the project and the amount originally estimated. In order to reconcile these differences the General Contractor may (within 90 days of the issuance of the final Certificate of Occupancy) submit this complete “Project Cost Reconciliation Report” providing an accounting of actual materials/equipment/rental costs, including any supplied by sub-contractors. If such costs show that total use tax was underpaid, the General Contractor will be allowed to pay such tax within the 90 day period without any interest or penalty charges. If the total taxable cost indicates that use tax was overpaid, the General Contractor may apply for a refund. **All projects for which a building permit is required are subject to audit by the City.** If an audit reveals that use tax was underpaid, the tax, along with associated interest and penalty, will be assessed.

General Contractor Name: _____

General Contractor Address: _____

General Contractor Phone: _____

Permit Number: _____

Project Address: _____

Worksheet

1. Project Materials/Equipment/Rental Cost (final)
 - Include subcontractors’ materials,
 - equipment rentals &
 - fabrication labor\$ _____
2. Use Tax Due (line 1 X 3.75%) \$ _____
3. Use Tax Prepaid (on building permit) \$ _____
4. Difference (line 2 minus line 3) \$ _____

If line 4 is greater than zero, additional use tax is due and must be remitted within 90 days of the issuance of the final certificate of occupancy.

If line 4 is less than zero, you may apply for a refund, contact the City for a Claim for Refund form.

Signature Title Date

Contact Email Address

Please mail this form, along with any additional tax due to the address above.