



Project Cost Report/Use Tax Return

7501 Village Square Drive #100
Castle Pines, CO 80108

Phone 303-705-0227
FAX 303-688-9414

Permit # (if applicable)

The valuation of a project when the building permit is issued uses **projected** building costs. The purpose of this report is to determine the **actual** value of the project that is subject to use tax and provide a means for you to submit any underpayment of taxes or to request a refund of taxes. If you owe use tax on a project that did not require a permit, fill out sections 1, 6, and 7.

- 1. Contractor's Name: _____ Contact: _____
Address: _____
City, State, Zip: _____ Phone: _____
- 2. Job Site Address: _____ Work Performed: _____
- 3. Building Permit Original Valuation..... \$ _____
- 4. Total Final Contract (see below) \$ _____
- 5. Material valuation used for calculation of tax deposit (50% of Line 3) \$ _____
- 6. Final Material Valuation (see below)..... \$ _____

If line 6 is greater than line 5, proceed to line 7.

If line 6 is less than line 5, proceed to line 8.

- 7. Underpayment of tax:
Line 5 x 3.75% (2.75% city plus 1% county)..... \$ _____
Line 6 x 3.75% (2.75% city plus 1% county).....\$ _____
Difference – Additional Tax Due..... \$ _____
- 8. Overpayment of tax:
Line 5 x 3.75%..... \$ _____
Line 6 x 3.75%.....\$ _____
Difference – Refund Due..... \$ _____

Please mail this form along with the FINAL JOB COST SUMMARY and any additional tax due to the above address.

Signature **Title** **Date**

Total Final Contract (Line 4)

The total final contract is the total amount billed on this project. It should include all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent equipment or fixtures furnished for the project. The final contract amount should include profit and overhead.

Final Material Valuation (Line 6)

The following examples of material should be included in calculating the final material valuation. **This list is not all-inclusive.** For specific questions call the City Building Department at the number listed above.

Asphalt	Doors	Foundation & Fill Material	Insulation	Roofing
Bricks	Driveway	Framing	Masonry	Sand & Gravel, Pipe & Conduit
Cabinets	Drywall	Garage Doors	Paint	Sidewalks, Curb & Gutter & Drainage
Carpet, linoleum and tile	Electrical	Gutters/Downspouts	Patio	Steel Railing
Central heating and cooling	Electrical Fixtures	Hardware	Plumbing	Windows & Sills

Sub-Contract Work

Actual material costs must be used. If a breakdown of actual material and labor is not provided by the sub-contractor, you may get a signed affidavit from the sub-contractor listing the total job cost and a break out of material, equipment, and labor.