



KENAI PENINSULA BOROUGH

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APPLICATION FOR OWNER BUILDER CERTIFICATE

- COST OF CERTIFICATE: **\$100.00 for EACH Certificate Printed.**
- REPLACEMENT CERTIFICATE: **\$100.00 EACH Certificate Printed.**
- Owner Builder Certificates are processed each Tuesday. Applications received after 12:00 P.M. on Tuesday will not be processed until the following week.
- CARD IS VALID FOR ONE YEAR FROM DATE OF PURCHASE.

I/We hereby wish to register for a Certificate of Owner Builder under the provisions of Section 5.18.225 of the Sales Tax Ordinance and KPB Sales Tax Policy 2003-03 as an Owner Builder.

SECTION 1: Parcel Owner: Information MUST be completely provided. We are not able to process an Owner Builder Application if any of the requested information is missing. One letter/number per box.

Account #	Parcel #	Tax Code Area	Issue Date
<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Owner(s) of Parcel: _____ Phone #: _____

Parcel's Physical Address: (No PO Box): _____

City: _____ State: _____ Zip+4: _____

Mailing Address: _____

City: _____ State: _____ Zip+4: _____

Specific Building Project Legal Description (MUST BE COMPLETED):

SECTION 2: Describe your project (I.e., New Home, Garage Addition, etc.)

**SECTION 3: Name of person(s) that will carry certificates: (Must be the same as the parcel owner of record)
One letter per box.**

1)	<input type="text"/>	\$100.00
2)	<input type="text"/>	\$100.00
Total Amount Enclosed: \$		<input type="text"/>

I declare subject to the penalties prescribed in Kenai Peninsula Borough ordinances that this application has been examined by me and to the best of my knowledge and belief is a true and complete application. I acknowledge that I am solely responsible for purchasing building materials as described above, and I am responsible for any sales tax liability resulting from misuse of the Owner Builder Certificate. I understand that misuse of the Owner Builder Certificate is unlawful and subject to prosecution and fine.

Owner Signature

Printed Name

Date

3984

AN OWNER BUILDER CERTIFICATE MUST BE PRESENTED TO THE SELLER AT THE TIME OF EACH PURCHASE IN ORDER TO RECEIVE THE EXEMPTION!

