



Permit # \_\_\_\_\_

**2022 USE TAX AFFIDAVIT**  
**City of Woodland Park**  
 Revised 1/1/2022

**TYPE OF PROJECT:**      **Fence      Sign      Deck and/or Stairs      Shed**  
 (WHEN A BUILDING PERMIT IS NOT NECESSARY)

**OWNER/CONTRACTOR/APPLICANT** \_\_\_\_\_

The signed Applicant hereby makes application and submits this Affidavit to the City of Woodland Park in order to comply with the provisions of the City of Woodland Park Municipal Code Chapter 3.04 "Use Tax for Building and Construction Material which are purchased Outside of the City, for Use within the City", and hereby agrees to the following:

1. That Applicant will be responsible to make payment to the City of Woodland Park of the imposed use tax for any construction and building materials purchased outside the City, for use within the City, equal to one percent (1%) of the material valuation.
2. Project valuation should be determined by contract value with owner.
  - a. Material value is determined as 50% of project value.
  - b. Material value is then multiplied by 1% to calculate the use tax due.
  - c. If actual costs vary significantly from application, the use tax fee may be increased.
3. That Applicant will be responsible for maintaining and preserving all detailed purchase receipt records and/or contracts, which shall be properly documented by the vendor, for any construction and building material. Said records may be subject to approval, inspection, and audit by the City.
4. That the Applicant and the City of Woodland Park hereby agree by evidence of submittal of the Application/Affidavit by the Applicant and approval of this Application/Affidavit by the City of Woodland Park, that this Application/Affidavit shall constitute a contract between the parties.

**USE TAX CALCULATION TABLE**

TOTAL PROJECT VALUATION	USE TAX
\$ 0 TO \$ 1,000	\$ 5.00
\$ 1,001 TO \$ 3,000	\$10.00
\$ 3,001 TO \$ 5,000	\$20.00
\$ 5,001 TO \$ 7,000	\$30.00
\$ 7,001 TO \$10,000	\$42.50
<b>PROJECTS OVER \$10,000 WILL BE PROCESSED BY FINANCE</b>	

**USE TAX TO BE COLLECTED \$** \_\_\_\_\_

**➡** Applicant \_\_\_\_\_ Date \_\_\_\_\_

City of Woodland Park \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: PLEASE RETAIN MATERIAL RECEIPTS. YOU MAY BE REQUIRED TO SUBMIT COPIES OF INVOICES TO THE FINANCE DEPARTMENT.**