You want to build and we’re here to help!

**TIPS** to get your application approved the first time:

- **✓** Submit your application 10-14 business days or 2 weeks prior to the project start date.
- **✓** Read the instructions and complete the application in full.
- **✓** Include your Colorado Account Number (CAN) in the Colorado withholding tax account number field. **NOTE:** Applications that are left blank or list N/A will **NOT** be processed.
- **✓** Enter the scheduled construction start and estimated completion dates. Ensure the completion dates listed on the application can be validated by the attached contract, award letter, agreement or purchase order.
- **✓** Include the exempt organization’s number. **NOTE:** Failure to provide this number will cause your application to be rejected.
  
  **HELPFUL HINT:** An exempt organization’s Colorado exemption account number will begin with a “98.” Please contact the exempt organization to obtain or verify this information prior to submitting your application.

- **✓** Attach a copy of the contract or agreement to include the following:
  - The type and scope of work.
  - The bid amount. **HELPFUL HINT:** The same amount, to the penny, should be listed on your application.
  - The project start and estimated completion dates.
  - A copy of the contract signed by the contracting parties involved in the project, including the exempt organization.