

**Madison County Tax Assessor
Construction Cost Reporting Form
Purpose, Authority, Valuation Information, and Disclosure Process**

Authority: This Construction Cost Reporting Form, promulgated by the Madison County Tax Assessor (MCTA), has been created pursuant to the county tax assessor's duty to gather, collect, examine, inspect and record all available information and data for the public purpose of determining the actual cash value of any real and personal property subject to assessment. (§ 27-1-23, Mississippi Code of 1972, Annotated).

Purpose: The Construction Cost Reporting Form (CCRF) is to elicit information, both as to real property and personal property, from an applicant for a county construction permit before the permit is issued, to determine all costs incident to a commercial or industrial construction project.

Instructions and Disclosure Process: This form shall be submitted with or prior to the issuance of a building permit for commercial and industrial construction projects to document estimated construction costs associated with a proposed improvement.

Estimated costs attributable to real property improvements shall be reported separately from estimated costs attributable to personal property.

This Construction Cost Reporting Form is a public document and record, pursuant to the Mississippi Public Records Act (§ 25-61-1, et seq., Mississippi Code of 1972, Annotated), and is eligible for public disclosure, subject to exemptions under Mississippi law.

Should the applicant believe that any information provided on this form is exempt from disclosure under Mississippi law, the applicant should identify the specific information claimed to be exempt and provide a written explanation of the basis for the claimed exemption. The applicant may also provide a protective order from a court of competent jurisdiction or other applicable legal authority supporting confidential treatment.

Should disclosure of the form or any information contained therein become the subject of a public records request, the Madison County Tax Assessor's Office will review the request and determine disclosure in accordance with the Mississippi Public Records Act and applicable law, after providing notice to the applicant when appropriate.

Norman A. Cannady, Jr.
Madison County Tax Assessor

Effective Date: _____

Revision Date: _____

MADISON COUNTY, MISSISSIPPI
CONSTRUCTION COST REPORTING FORM
For Building Permit Applications

PURPOSE

This form shall be submitted with or prior to the issuance of a building permit for commercial and industrial construction projects to document estimated construction costs associated with the proposed improvements.

Estimated costs attributable to **real property improvements** shall be reported separately from estimated costs attributable to **personal property**.

Submission of this form is intended to document estimated construction costs provided in connection with the building permit application and to ascertain the presence of real and personal property within the County.

PROPERTY INFORMATION

Owner/Applicant: _____

Company: _____

Project Name: _____

Project Address: _____

Parcel Number(s): _____

Building Permit Number (if assigned): _____

Building Identification (Building A, Building B, etc.): _____

Primary Contact: _____

Telephone: _____

Email: _____

Date Submitted: _____

ESTIMATED PROJECT COST AND BUILDING PERMIT VALUATION

Estimated Building Permit Valuation

\$ _____

Estimated Total Project Cost

(Real Property + Personal Property)

\$ _____

Basis of Permit Valuation

(Check all that apply.)

☐ Contractor's Estimate

☐ Owner's Construction Budget

☐ Engineer's Estimate

☐ Architect's Estimate

☐ Guaranteed Maximum Price (GMP)

☐ Executed Construction Contract

☐ Other: _____

ESTIMATED REAL PROPERTY CONSTRUCTION COST BREAKDOWN

Report only those estimated costs attributable to real property improvements.

Do **not** include machinery, equipment, furniture, fixtures, inventory, information technology equipment, or other items classified as personal property under applicable law.

Real Property Component	Estimated Cost	Real Property Component	Estimated Cost
Site preparation (excluding land acquisition)	\$ _____	Electrical systems (building)	\$ _____
Foundations and slabs	\$ _____	Plumbing systems	\$ _____
Structural steel/frame	\$ _____	Fire protection systems	\$ _____
Exterior walls and building envelope	\$ _____	Building automation and controls	\$ _____
Roofing system	\$ _____	Permanent utility infrastructure	\$ _____
Interior construction and finishes	\$ _____	Elevators/escalators (if applicable)	\$ _____
Mechanical (HVAC)	\$ _____	Other real property improvements	\$ _____

Total Estimated Real Property Construction Cost

\$ _____

REQUIRED SUPPORTING DOCUMENTATION

Submit the following documentation, as applicable and available at the time of permit application.

- | | |
|--|---|
| ☐ General Contractor's Schedule of Values (SOV) | ☐ Construction Budget |
| ☐ Owner's Cost Estimate | ☐ Engineer's Estimate |
| ☐ Architect's Estimate | ☐ Executed Construction Contract |
| ☐ Guaranteed Maximum Price (GMP) | ☐ Documentation supporting the Building Permit Valuation |
| ☐ Engineering Cost Allocation | ☐ Preliminary Cost Segregation Analysis |
| ☐ Other Supporting Documentation | |

ESTIMATED PERSONAL PROPERTY COSTS

Instructions

If this permit application is for **real property improvements only**, and no personal property costs are included within the reported project costs or building permit valuation, check the box below.

☐ **This permit application is for real property improvements only. The Personal Property section is not applicable.**

If personal property costs are included within the overall project estimate, report those estimated costs separately below.

Personal Property Category	Estimated Cost	Personal Property Category	Estimated Cost
Manufacturing, production, or processing equipment	\$ _____	Material handling equipment	\$ _____
Machinery and industrial equipment	\$ _____	Electrical equipment classified as personal property	\$ _____
Computers, servers, and information technology equipment	\$ _____	Mechanical equipment classified as personal property	\$ _____
Communications and network equipment	\$ _____	Backup power equipment classified as personal property	\$ _____
Office furniture and business equipment	\$ _____	Other personal property	\$ _____
Trade fixtures and specialized equipment	\$ _____		

Total Estimated Personal Property Cost

\$ _____

CERTIFICATION

I certify that the information contained herein represents the best available estimated construction costs known at the time of submission and that the supporting documentation submitted accurately reflects the basis for the reported building permit valuation.

I further certify that estimated real property construction costs have been reported separately from estimated personal property costs.

Printed Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

COUNTY USE ONLY

Date Received: _____

Received By: _____

Permit Number Verified:

☐ Yes

☐ No

Supporting Documentation Received:

☐ Yes

☐ No

Additional Information Requested:

☐ Yes

☐ No

Date Requested: _____

Reviewed By: _____

Comments:

Final Review Date: _____