

CITY OF SCOTTSDALE  
PRIVILEGE (SALES) TAX NOTIFICATION

Plan Check # \_\_\_\_\_

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

The purpose of this document is to inform you about your City of Scottsdale privilege (sales) tax responsibilities. To properly advise you of tax reporting responsibilities, the owner, or authorized agent of the owner, is to complete and submit the attached Owner-Builder Form. An “Owner-Builder” means an owner or lessor of real property who, by himself or by or through others, constructs or has constructed or reconstructs or has reconstructed any improvement to real property (see Code Section 100 Owner-Builder definition).

- Generally, if the improvement is constructed for an owner’s use (i.e. pools, remodels, primary residence, etc.), payment of the tax on the project is the responsibility of the contractors performing the work (see Code Section 415). In this case, the owner is to complete and submit the attached C-2 Form five days prior to final inspection. The C-2 form lists the various contractors, the amounts they were paid and applicable tax license information.

If the owner-builder sells the improved or partially improved real property, residential or commercial (including lots), tax will be due from the owner (see Code Section 100 Speculative Builder definition). The tax is generally calculated on the gross selling price, less applicable deductions and credits for taxes paid by contractors listed on the C-2 Form (see Code Section 416).

- The code provides for an exemption for a “bona fide non-business sale of a family residence”. To qualify for this exemption, stringent criteria must be met (see Code Regulation 416.1).

The information above is taken from the Scottsdale Revised City Code, Appendix C and related regulations. In case of inconsistency or omission, the language of the Code will prevail. A copy of the Code or additional information can be obtained by contacting the City’s Tax and License Section at (480) 312-2400 or visit [www.scottsdaleaz.gov/taxes](http://www.scottsdaleaz.gov/taxes).

By signing below, I the owner, or authorized agent, acknowledge that I have read and understand the above information regarding the tax implications of the project.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attention One Stop Shop employees:**  
Original to be forwarded to (Interoffice mail code) OCC 206  
Copy to Owner or Owner Agent



**CITY OF SCOTTSDALE**

**Tax Audit Section 7447 East Indian School Road, Suite #130 Scottsdale, Arizona 85251 (480) 312-7788**

**Owner-Builder Form**

Property Owner's Name \_\_\_\_\_ Job Address \_\_\_\_\_  
 Property Owner' Address \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Property Owner's Phone \_\_\_\_\_ Book/Map/Parcel ----- \_\_\_\_\_  
 State Privilege (Sales) Tax Number \_\_\_\_\_ Lot Number \_\_\_\_\_  
 \_\_\_\_\_ Commercial \_\_\_\_\_ or Residential \_\_\_\_\_

The following is provided so that I, acting in the capacity of an Owner-Builder may attest my having made an application to improve real property at the above named address. I also make the following declaration at this time regarding my intention as an Owner-Builder as it relates to the City of Scottsdale privilege (sales) tax.

I am an Owner-Builder who declares the following: I am making minor improvements only to this property (remodeling). I do not need a Scottsdale privilege (sales) tax license. I will provide a list (C-2 Form) to the City showing all construction contractors, the amounts paid to each contractor, the address of each contractor and the State of Arizona privilege (sales) tax number for each contractor. I understand that the C-2 Form is to be submitted prior to the completion of the project.

I am an Owner-Builder who declares the following: At this time, I do not intend on selling the improved real property described above. I understand that each construction contractor who works on the improvements related to the property above will be liable for privilege (sales) tax. I will provide a list (C-2 Form) to the City showing all construction contractors, the amounts paid to each contractor, the address of each contractor and the State of Arizona privilege (sales) tax number for each contractor. I understand that the C-2 Form is to be submitted prior to the completion of the project. I understand that the sale of the improved property may result in additional tax, which will become my responsibility. Any taxes assessed against me may be offset with a credit for any tax amounts previously reported to the City by the listed construction contractors.

I am an Owner-Builder who declares the following: I am improving the above named property for sale; and I will assume liability for tax on such construction activity; and I have a valid Arizona privilege (sales) tax license number. I will provide each contractor with a copy of this declaration.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**THIS FORM TO BE COMPLETED WHEN APPLYING FOR A PERMIT**

<b>CITY STAFF ONLY</b>	
<b>Attention One Stop Shop employees:</b>	
Original to be forwarded to (Interoffice mail code) OCC 206	
Copy to Owner or Owner Agent	<b>Plan Check #</b> _____

**C-2 FORM (List of Contractors Working for Owners)  
MAIL or EMAIL COMPLETED FORM TO:**

City of Scottsdale, Tax Audit Section  
7447 E. Indian School Road Suite 230  
Scottsdale, AZ 85251

PHONE (480) 312-7788  
Email: [BusinessRegulation@ScottsdaleAZ.Gov](mailto:BusinessRegulation@ScottsdaleAZ.Gov)

Building Permit #		Job Address	
Owner's Name		Book/Map/Parcel	
Owner's Address		Lot Number	
Phone		Legal Description	

**Owner/Builder's List of Contractors**

Contractor	Name	Address	Total Paid	State Privilege (Sales) Tax No.	State Contractor License No.
General Contractor					
Structural (B-2)					
Electrical (C-11)					
Plumbing (C-37)					
Mechanical (C-39)					
Grading Excavation					
Cement/Concrete					
Sewer Drains					
Framing					
Roofing					
Sheet Metal					
Fireplace					
Insulation					
Lathing					
Plastering					
Glass					
Painting					
Cabinets					
Linoleum					
Flooring Wood					
Carpeting/Tile					
Doors/Garage					
Masonry Blk Walls					
Interior Decor					
Sprinklers					
Landscaping					
Paving					
Fencing/Walls					

**RESIDENTIAL OWNERS TO COMPLETE AND SUBMIT THIS FORM TO TAX AUDIT SECTION 5 DAYS PRIOR TO FINAL INSPECTION  
COMMERCIAL OWNERS MUST SUBMIT THIS FORM TO THE ONE STOP SHOP TO OBTAIN A PERMIT**