|  |  |
| --- | --- |
| **Borrower(s) Name:** |       |
| **Property Address:** |       |

If permit(s) are required for any of the work/repairs outlined in the Specification of Repairs or Contractor Bids, copies of the permits must be attached to the applicable draw request.

If a certification is required after the work has been completed, copies of the certification **must be** attached to the final draw request for funds to be disbursed.

Consultant/Contractor to complete as applicable:

[ ]  Permits **not** required, OR

|  |  |  |
| --- | --- | --- |
| **Type of Work** | **Permit Required**(check box if yes) | **Certification Required Upon Completion**(check box if yes) |
| **General building permit** | [ ]  | [ ]  |
| **HVAC** | [ ]  | [ ]  |
| **Electrical** | [ ]  | [ ]  |
| **Roofing** | [ ]  | [ ]  |
| **Well** | [ ]  | [ ]  |
| **Septic** | [ ]  | [ ]  |
| **Asbestos** | [ ]  | [ ]  |
| **Other:**  | [ ]  | [ ]  |
| **Other:**  | [ ]  | [ ]  |
| Permits to be obtained from: |       |
|  | Name of Municipality (village/town/city/county) |

COMPLETE **ALL** OF THE FOLLOWING:

|  |
| --- |
| **Permit Fees:** |
| [ ]  | Cost of permit fee(s) **is** included in total project budget |
| [ ]  | Cost of permit fee is **not** included in total project budget |
|  | If permit(s) fees **not** included, must provide estimate of fees: | $       |
| **Lead-Based Paint (LPB)** Copy of Certification that work has been completed required, if applicable: |
| [ ]  | N/A – property does not have lead-based paint  |  |  |  |
| [ ]  | Property has lead-based paint: |  |  |  |
|  | [ ]  Contractor is LBP Certified | [ ]  Contractor will employ LBP certified contractor/painter |
| Will renovations prevent the borrower from occupying the property for more than 15 days? [ ]  Yes [ ]  No |
| Work [ ]  is [ ]  is not structural in nature |
|  |  |       |  |       |
| Consultant/Contractor Signature |  | Print Name |  | Date |

**BORROWER CERTIFICATION:**

I/we understand that I/we are responsible for obtaining the required permits and city/local building authority inspection(s) for the above items. I/we understand that no monies will be released from the renovation escrow account for items requiring permits unless a copy of the permits are provided to the lender along with the draw request.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Borrower Signature |  | Date |
|  |  |  |
| Borrower Signature |  | Date |