|  |  |  |
| --- | --- | --- |
| **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 |