



NY Rising Housing Recovery Program Before Starting Repairs

Revised February 5, 2014

To help minimize any major issues with your repair, elevation, or reconstruction project, it is important to establish regular communications with your design professional and general contractor. Ask them to address any concerns you may have early in the design process and before construction begins. Have them review the design and construction process with you, including permits and certification timeframes. Additional steps to take before and during construction include:

- Verify that your design professional, general contractor and their subcontractors (electrical, plumbing, etc.) have the appropriate licenses to work in your municipality by clicking [here](#).
- Review the scope of work with your design professional to ensure it includes all of the items in the Estimated Cost of Repairs (ECR), and that the proper materials are being provided and incorporated into the work. It is important to separate the Program's allowable materials and any luxury items in the scope.
- Conduct a pre-construction conference with the general contractor to go over all of the requirements of the contract, and review all of the documentation required by the Program for project closeout. These include a Certificate of Occupancy where applicable; lead, asbestos and other assessment and clearance documents; an Elevation Certificate; designer certification that the project meets NY Rising program guidelines; Green building and New York State Energy Conservation Construction Code (ECCCNYS 2010) and mechanical, electrical and plumbing certificates, among others. A full list of the Program's required documents are found under Required Documents.
- Discuss the schedule and anticipated crew size with your general contractor prior to the start of construction to keep the project on track.
- As construction progresses, confirm that your general contractor has completed all required inspections for plumbing, electrical, mechanical, and for energy rating certifications and provide you with these documents. This should be done before the walls of the dwelling are sealed. These documents are required as part of the closeout process and for payment of the balance of your award.

2/18/2014 4:11 PM