



NY Rising Housing Recovery Program Required Construction Documents

Revised February 6, 2014

If you received a Repair/Reconstruction payment, you must submit Program required documents to receive your final award payment. Applicants must furnish copies of all construction permits and certificates required by their local building department and program-specific documents required by the U.S. Department of Housing and Urban Development (HUD). These include:

- All required Program Eligibility Documents
- Certificate of Occupancy – This document is required for:
 - Substantially damaged dwellings
 - Substantially improved dwellings (i.e., additions)
 - New construction
- Certificate of Completion – If you repair your existing dwelling and the work performed does not require a permit from your local building department, this document is acceptable in lieu of a Certificate of Occupancy. This document is provided by your design professional.
- Elevation Certificate (if elevated)
- Home Energy Rating certificate:
 - HUD CPD Green Build Retrofit Checklist – This document affirms compliance with Green Build requirements and is provided by your design professional. This is required if you less than substantial repair work to your existing dwelling.
 - If you are substantially damaged or are reconstructing then you are required to meet New York State Energy Conservation Construction Code 2010. This can be proven either by REScheck or the Home Energy Rating System (HERS) 3.0 Certificate – which ever the local building department requires.
- Copies of all Program approved change orders.
- Permits – The local building department requires that you initiate and close building permits. While your general contractor or design professional will be able to help you with this task, ultimately, it is your responsibility to ensure the proper permits were obtained for the work being performed at your dwelling.
- Final Lien Releases from Contractors and all subcontractors
- Proof of Insurance and Bonds
- Completed Inspection Form

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