

MY Step-by-Step HOME RETROFIT PLANNER







www.EarthquakeBraceBolt.com

WELCOME TO EARTHQUAKE BRACE + BOLT

PRE-RETROFIT

Step 1 Over the next 12 weeks you need to decide if you will hire a contractor from the Earthquake Brace + Bolt (EBB) Directory or complete your retrofit as a do-it-yourselfer.

To stay on track, you may wish to follow this suggested timeline:

WEEKS 1-3	WEEKS 4-6	WEEKS 7-8	WEEKS 9-11
<p>If you are going to hire a contractor, contact contractors listed on the EBB Directory and schedule your appointments.</p>	<p>Meet with contractors and receive bids. If your retrofit bid is more than \$10,000, you must get more than one bid.</p>	<p>Select a contractor and upload bid(s) to your dashboard. If you choose the higher bid, state the reason.</p>	<p>As a do-it-yourselfer get an owner/ builder permit, or have your contractor obtain a building permit.</p>
			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check as you complete each step.



Scan the QR code using your smartphone camera to access the online contractor directory.

GET READY TO RETROFIT!

PRE-RETROFIT CONTINUED

BY WEEK
12

You or your contractor must upload these items to your Homeowner Dashboard for approval:

- Copy of your building permit (see inset)
- Plans/Drawings
- Five photos of house exterior with date stamp
- Three photos of crawl space before retrofit*
- Bid(s), if hiring a contractor



*In JPG format and as specified in the Rules

BUILDING PERMIT Required Information:

- Description of Work/Project Description that states retrofit is “in accordance with” one of the following:
 - Chapter A3;
 - Standard Plan Set A;
 - Los Angeles Standard Plan Number One; or
 - Seismic retrofit per engineered plan.
- City or County
- Permit Number
- Issue Date

NOTE: Building permit must be solely for the seismic retrofit work and may not include other work on the premise.

****Important: Permit must be dated after you were accepted into the program and it must reference CEBC Chapter A3, Standard Plan Set A, LA Standard Plan #1 or an engineered solution per Chapter A3.**

Do not begin retrofit construction work until after Step 2.

Step 2

Pre-retrofit documents and photos will be forwarded to FEMA. Once FEMA approves, (most likely up to 10 weeks after submission), EBB will notify Homeowner. **After you receive approval from EBB, continue to Step 3.**

RETROFIT

Step 3



You have six months from the day you received approval to schedule and complete construction of your retrofit.



POST-RETROFIT

Step 4



Gather final documentation and upload to your Homeowner Dashboard:

- Five photos of house exterior with date stamp
- Three photos taken from same vantage point as 'before' photos of crawl space after retrofit*
- Two photos of water heater bracing and strapping* (if water heater is tankless, two photos must show properly installed tankless water heater; no strapping necessary.)
- One photo showing access to crawl space including something to show scale*
- Building permit with final inspection sign-off
- If licensed contractor did the work, submit a contractor invoice that includes:
 - Business name, address, phone number and contractor license number and date work performed
 - Breakdown of costs by labor, materials, overhead and profit (see Program Rules for complete details)
 - Indicate whether the payment will be sent to homeowner or contractor
- If you are a do-it-yourselfer, provide receipts for the retrofit. However, the value of your labor is not a recoverable cost and tools should be rented not purchased as specified in the Rules.
- Payment Authorization Form (PAF)



Need Help?

Contact Customer Service Monday-Friday from 8 a.m. to 5 p.m. (excluding holidays) at info@EarthquakeBraceBolt.com or **877-232-4300**.