

Earthquake Brace + Bolt Retrofit Process: Step by Step Guide for Homeowners



**EARTHQUAKE
BRACE+BOLT®**
Powered by Cal OES & FEMA

Get Ready
To
RETROFIT!

Welcome to Earthquake Brace + Bolt (EBB)

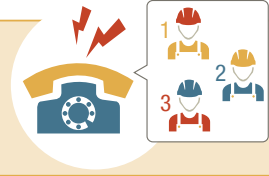
PRE-RETROFIT

Step 1

Over the next 12 weeks you need to decide if you will hire a contractor from the EBB Directory or complete your retrofit as a do-it-yourselfer. You also must get a building permit and upload required documents. To stay on track, you may wish to follow this suggested timeline:

WEEKS
1-3

If you are going to hire a contractor, contact contractors listed on the EBB Directory and schedule appointments.



WEEKS
4-6

Meet with contractors and receive bids. If your retrofit bid is more than \$10,000, you must get more than one bid.



WEEKS
7-8

Select a contractor and upload bid(s) to your dashboard. If you choose the higher bid, state the reason.



WEEKS
9-11

As a do-it-yourselfer get an owner/builder permit, or have your contractor obtain a building permit (see Building Permit inset for information that must be included on permit).



PRE-RETROFIT CONTINUED

BY WEEK

12

Before your retrofit begins, you or your contractor must upload these items to your Homeowner Dashboard for approval:

- Copy of your building permit (see inset)
- Building Plans
- Five photos of house exterior with date stamp (see Section 1.8.1 (e) in Program Rules)*
- Three photos of crawl space before retrofit*
- Bid(s), if hiring a contractor



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.

**In JPG format and as specified in the Rules*

Step 2

Pre-retrofit documents and photos will be forwarded to FEMA. Once FEMA approves, (most likely 2-6 weeks after submission), EBB will notify Homeowner. **After** you receive approval from EBB, continue to Step 3.

RETROFIT

Step 3

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



POST-RETROFIT

Step 4

Gather final documentation and upload to your Homeowner Dashboard:

- Five photos of house exterior with date stamp (see Section 1.8.2 (b) in Program Rules)*
- 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)
- 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)



**In JPG format and as specified in the Rules*

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.