

PREPARING FOR YOUR RREM FINAL INSPECTION

After construction has been completed, a Final Inspection will be conducted on your home.

Tips for Preparing for Your RREM Final Inspection

- **Review the Final Inspection Form** – The Final Inspection Form lists what the RREM Program will be reviewing at your inspection. Make sure you have all required documentation and have completed the necessary work before you schedule your inspection.
- **Compare your Estimated Cost of Repair (ECR) to your contractor’s actual scope of work** – Identify if there is any work in your ECR that differs from the actual work you performed, this may impact your grant award amount.
- **Obtain the energy efficiency specifications of your work** – To help verify compliance with Federal Green Building Standards, make sure you get the specifications from your contractor used for things such as lighting, appliances, insulation, air sealing, etc. Some energy efficiency standards may not apply to your project please be sure to confirm this with your RREM Project Manager.

Required Documentation Needed in Advance of Your RREM Final Inspection

- **Certificate of Occupancy** – If your municipality does not issue a Certificate of Occupancy (“CO”), it may issue other documentation, such as a Certificate of Approval, that shows your construction is complete. If you built a new modular home, then you must provide the Industrialized Buildings Commission (IBC) Certification along with the CO.
- **Final Elevation Certificate** – If elevating, you must provide a copy of the Final Elevation Certificate that your home was elevated to the correct height. You can request this from your contractor.
- **Lead Paint** – If your home contains lead-based paint, you will need to provide a copy of the Lead Paint Clearance Report. If your home had contained lead-based paint hazards, you will need to demonstrate you used a properly licensed abatement contractor to remove the hazard.
- **Asbestos Manifest** – If your home had asbestos that was removed, you will need to provide a copy of the Asbestos Manifest showing proper disposal.
- **Energy Star** – If your home was **completely reconstructed**, and you signed your contract with your builder after you signed your RREM grant, then you must provide a copy of an Energy Star Plan Review Checklist signed by a HERS rater. (A HERS rater is certified to inspect a home to evaluate the “home energy rating,” or energy efficiency).
- **HUD Green Building Checklist** – If your home was **rehabilitated/renovated** and you signed your contract after you signed your RREM grant, then you must provide documentation that the repairs were made in accordance with the applicable Green Building standards.
- **Environmental Conditions** – If your Environmental Review report required specific DEP permits and/or approvals (e.g. wetlands, storage tanks, historic properties), you will need to provide relevant documentation verifying you complied with the specific conditions.
- **Bills Paid Affidavit** – You must have your contractor(s) sign the Bills Paid Affidavit, demonstrating you have paid your contractor(s) for work performed.
- **Utilities** – All utilities (electricity, water, sewer, gas) must be turned on and operational so that the inspection can be properly conducted. It may take several weeks to have the utilities reconnected, so discuss with your contractor as to who is contacting the utility companies to arrange this.

**CONTACT YOUR RREM PROGRAM MANAGER
WITH ANY QUESTIONS RELATED TO THESE REQUIREMENTS**