



STANDARD CIC CONSTRUCTION REQUIREMENTS CHECKLIST

SUBMIT WITH APPLICATION

1. CONTRACTOR INFORMATION FORM
2. CONTRACTOR NARRATIVE
3. CONTRACTOR'S SWORN STATEMENT
4. SUBCONTRACTOR PROPOSALS
5. CODE VIOLATIONS
6. GENERAL CONTRACTOR'S LICENSE
7. GENERAL CONTRACTOR'S LIABILITY INSURANCE
8. GENERAL CONTRACTOR'S Worker's Comp INSURANCE
9. PLANS & SPECS
10. PLAN AND COST REVIEW

PRE-LOAN APPROVAL/LOAN COMMITTEE

1. CONSTRUCTION APPROVAL (for loan officers)
2. PHASE 1 ENVIRONMENTAL (if required)
3. ASBESTOS REPORT (if required)
4. ENGINEER REPORT (if required)
5. ELEVATE ENERGY ASSESSMENT
6. SCHEDULE OF VALUES

PRE-LOAN CLOSING

1. AIA CONSTRUCTION CONTRACT
2. SUBCONTRACTOR PROPOSALS (Including Energy)
3. CONSTRUCTION SCHEDULE
4. PERMITS (if already owned)
5. FINAL CONSTRUCTION APPROVAL

POST-CLOSING/CONSTRUCTION-PRIOR TO 1ST PAYOUT

1. UPDATED CONTRACTOR PROPOSALS
2. SCHEDULE OF VALUES
3. BUILDING PERMIT
4. HVAC PERMIT
5. ELECTRICAL PERMIT
6. MASONRY PERMIT
7. ROOFING PERMIT

*It is assumed that all of the required docs are complete and as accurate as possible, at each stage.