

MY Step-by-Step HOME RETROFIT PLANNER

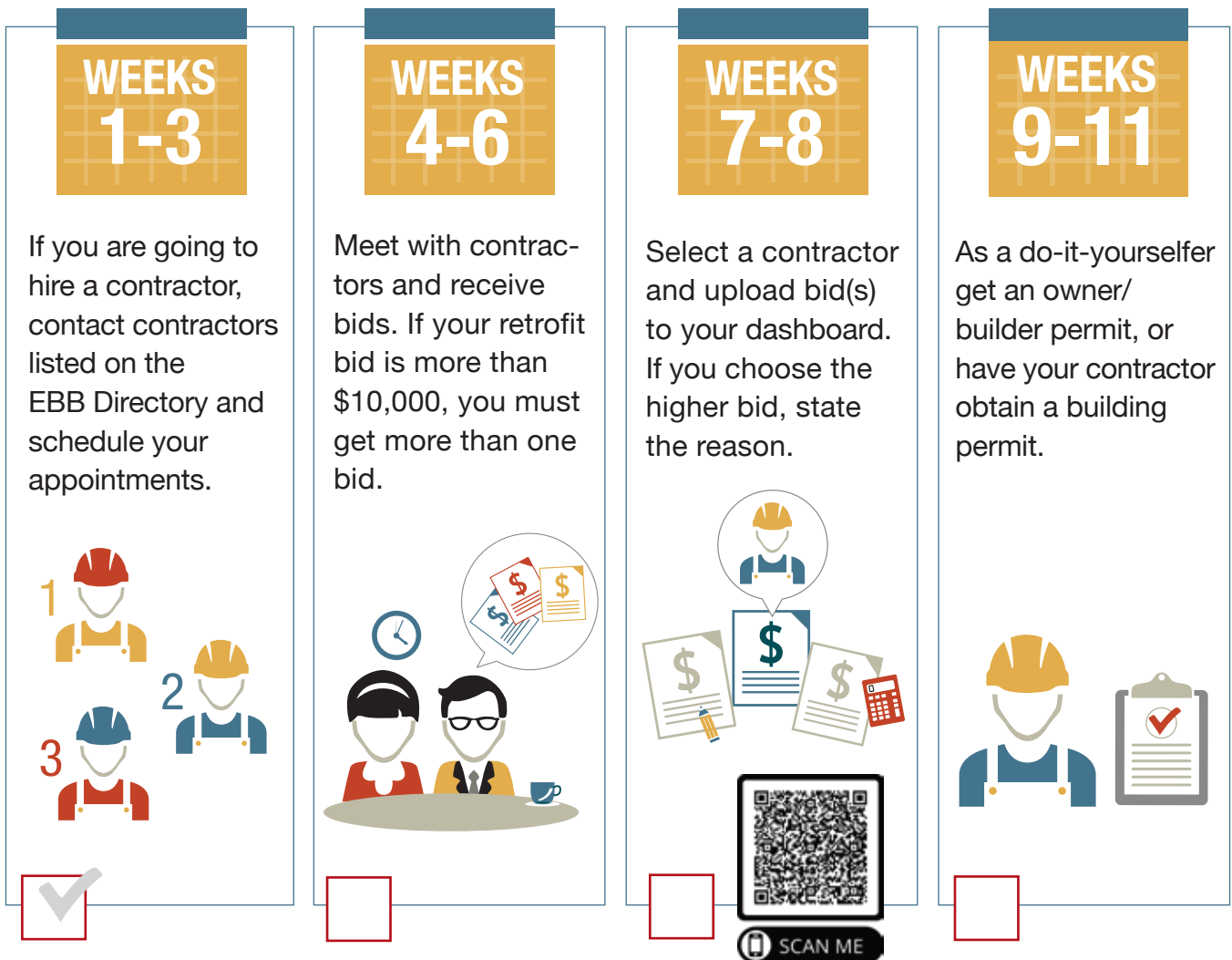


WELCOME TO EARTHQUAKE BRACE + BOLT

PRE-RETROFIT

Step 1 You have up to 12 weeks to complete the **Pre-Retrofit** requirements. It is recommended you begin your search for a contractor from the EBB Contractor Directory as soon as possible, as the process of obtaining bids and hiring a contractor can be time-consuming. You may also choose to complete your retrofit as a do-it-yourselfer.

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



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;
 - FEMA P-1100 Vol. 2A (If your local Building Department will accept it.)
 - 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 reviewed and approved by CRMP. After CRMP has confirmed all pre-retrofit requirements have been met, CRMP will notify the Homeowner that they may begin their retrofit project.

After you receive approval from CRMP, 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**.

Required Photos Before and After Retrofit



All exterior house photos must:

- be date stamped
- be digital and clearly show front, back and sides
- show corners connecting side and back or side and front
- show from roof to ground and adjust, if possible, around bushes, trees etc. to show as much of house as possible

BEFORE AND AFTER CHECKLIST

Image	Description	Before ✓	After ✓
View 1	Front of house	<input type="checkbox"/>	<input type="checkbox"/>
View 2	Front of house and left side	<input type="checkbox"/>	<input type="checkbox"/>
View 3	Back of house and right side	<input type="checkbox"/>	<input type="checkbox"/>
View 4	Back of house and left side	<input type="checkbox"/>	<input type="checkbox"/>
View 5	Front of house and right side	<input type="checkbox"/>	<input type="checkbox"/>
Entrance to crawl space	Access to crawl space and include something (ruler, yard stick, etc.) for scale		<input type="checkbox"/>
Pre-Retrofit Crawl Space 1	Photo showing foundation, and crawl space walls, if present.	<input type="checkbox"/>	
Pre-Retrofit Crawl Space 2	Photo of different section of foundation, and crawl space walls, if present.	<input type="checkbox"/>	
Pre-Retrofit Crawl Space 3	Photo of a third view of foundation, and crawl space walls, if present.	<input type="checkbox"/>	
Post-Retrofit Crawl Space 1	Photo taken from the same location as “Pre-Retrofit” photo 1		<input type="checkbox"/>
Post-Retrofit Crawl Space 2	Photo taken from the same location as “Pre-Retrofit” photo 2		<input type="checkbox"/>
Post-Retrofit Crawl Space 3	Photo taken from the same location as “Pre-Retrofit” photo 3		<input type="checkbox"/>
Water Heater 1*	Front of strapped water heater		<input type="checkbox"/>
Water Heater 2*	One side of strapped water heater		<input type="checkbox"/>

*Sample photos of water heater not provided. See EBB website



Check to make sure you've taken each photo.

APP Resources for Photos*

IPHONE

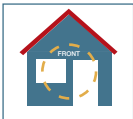
- PhotoMarks
- DateStamper
- Timestamp Camera

ANDROID

- Vignette—Photo Effects
- Auto Stamper

**EBB does not recommend, endorse or approve of any of these Apps. EBB provides this list as a convenience only. There are other Apps available.*

Examples of Required Photos



VIEW #1
Front of house



VIEW #2
Front of house
and left side



VIEW #3
Back of house
and right side



VIEW #4
Back of house
and left side



VIEW #5
Front of house
and right side



ACCESS CRAWL SPACE
(show scale with something
such as a ruler)



**CRAWL SPACE
PRE-RETROFIT #1**



**CRAWL SPACE
PRE-RETROFIT #2**



**CRAWL SPACE
PRE-RETROFIT #3**



**CRAWL SPACE
POST-RETROFIT #1**



**CRAWL SPACE
POST-RETROFIT #2**



**CRAWL SPACE
POST-RETROFIT #3**