



Applications are available for pickup and submission, February 1-28, 2018.

PUBLIC WORKS – 8425 AIRPORT RD – BERKELEY, MISSOURI 63134-2098

2018 EXTERIOR REHABILITATION GUIDELINES

THE CITY DOES NOT HAVE A RECOMMENDED LIST OF CONTRACTORS FOR WORK. WINNERS MUST SELECT THEIR OWN CONTRACTOR AND PAY ALL COSTS OVER THE \$1000.00.

Eligible Improvements:

All work performed must be exterior work, which results in the repair, improvement, reconstruction, maintenance or enhancement of the exterior faces of the property. Property must be owner-occupied. Rental property is prohibited from this program.

The contractor or tradesperson selected by the homeowner must have experience with the work item they will complete. The property owner is encouraged to select the contractor or tradesperson who is *best qualified* to perform the scope of work. Contractors cannot be related to the homeowner. All work must be completed and inspected by June 30, 2018.

Any price increases above \$1000.00 is the responsibility of the property owner. The city does not pay federal, state or local taxes.

A building permit is required. No permit fees will be assessed. The contractor will be paid directly by the City of Berkeley after all work is completed and inspected by Berkeley Inspectors. NO monies will be given to the homeowner or contractor who is a relative to the owner. Once the invoice is submitted, a check will be released within 14-21 working days. No same day payment.

Eligible exterior work may include:

Driveway	Exterior Painting (Proper preparation required)	Overhang
Exterior Doors	Landscaping/Tree Removal	Siding
Windows	Porches	Tuck-pointing
Roof	Caulking and Winterizing	<i>Items not listed must be approved by the City Council</i>
Gutters & Downspouts		

Steps for a successful project:

1. Identify the work to be done.
2. Call to schedule the inspector for a site visit (314) 400-3713
3. Inspector to take a picture of the work to be done.
4. One the inspector approved the work to be done, homeowner select's a contractor.
5. Have the contractor pull a no-cost permit at City Hall. (No down payment to the contractor is permitted)
6. Have the work completed
7. Contractor to call for a final inspection; Inspector to take picture of new work
8. Contractor submit his invoice to City for payment by mail or fax (314) 264-2074
9. Payment will be made in 14-21 days.