

FOOTHILLS GATEWAY, INC.

Home Modification Services (Supported Living Services)

PROCEDURE:

1. No advance payment/deposits should exceed 50 percent of the total project cost (25 percent deposit preferred).
2. Payment of deposit/balance will be by invoice only (bids are not acceptable).
Invoices should include:
 - a. Vendor name;
 - b. Vendor address;
 - c. Description of item/quantity;
 - d. Date;
 - e. Estimated total project cost; and,
 - f. Specific dollar amount of advance payment requested.
3. Contractors will secure all necessary building permits (see below).
4. Upon completion, contractors will submit proof of building inspection (if applicable).
5. FGI staff will inspect all work prior to final payment, photograph the completed work and ask for written verification from individual/guardian that work was completed satisfactorily.

Building permits are required:

- To erect a new building or structure, including garages, agricultural buildings, additions, decks, swimming pools, and manufactured/mobile homes.
- Renovations (garage conversions, basement finishes, kitchen expansions, etc.).
- Commercial floor plan alterations and changes of use.
- Decks over 30" above ground.
- Fences greater than six feet high.
- To demolish, repair, alter, add to, or move an existing building or structure.
- Fireplace/wood stove installations.
- Propane installations.
- For any repairs which change or affect the structural nature of a building or structure.
- Electrical work.
- Fire alarms and sprinkler systems.
- Addition of or changing out air conditioning/heat systems.
- Water heaters (new or replacement).
- Structural alterations or repairs.
- Signs and signage (temporary or permanent).
- Roof repairs and re-roofing.
- Gas line installation and repairs.
- Siding.
- Retaining walls 4 feet or higher.

Building Permits Are Not Required For:

- Fences six feet high or less.
- Painting, decorating, and laying carpet.
- Cabinet work.
- Repairs using similar or same materials for the purpose of maintenance and which do not affect any mechanical work.
- Accessory structures (storage sheds, etc.) not greater than 120 square feet in floor area provided a hazard is not created. However, a Setback and Use permit is required for these structures.

3/04. . . . 7/15; 8/16; 9/17