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We Are Columbia

Façade Improvement Program (FIP)

Application Submission Checklist

(Ensure you have included all the required documents attached to Application.)

NAME OF BUSINESS:

PROJECT ADDRESS:

APPLICANT'S NAME:

- ☐ **Completed FIP Application**
- ☐ **Current photograph of the project site**
- ☐ **Elevation, drawing, photograph or product brochure, as determined by City Planning Staff**
- ☐ **List of Vendors contacted to bid for Project Work**
- ☐ **Copy of Bid Specifications issued to Vendors**
- ☐ **Copy of Bids Received for Project Work**
- ☐ **Copy of Contractor's License and Liability Insurance**
- ☐ **Letter of Agency (Needed only if you are a tenant making the application)**
- ☐ **Copy of Applicant's Property and Liability Insurance**
- ☐ **Copy of Applicant's Current Business License, if applicable**

Proof of Ownership & Good Standing:

- ☐ **Copy of Most Recent PAID Property Tax Receipt**
- ☐ **Copy of Most Recent Sewer Bill & Water Bill Showing No Balance Past Due**
- ☐ **If Lease, Statement from Owner Indicating Paid to Date, No Balance Past Due**

Other:

The City of Columbia Office of Business Opportunities shall have the right to inspect the subject property prior to, during and after the improvements are completed.

All improvements that require a Building Permit are subject to inspection by City of Columbia Code Enforcement Official.

The Applicant and the Contractor must agree to comply with all applicable Federal, State and Local Regulations, including, but not limited to, Title IV of the Civil Rights Act of 1964 - as amended, Executive Order 11246 concerning Equal Opportunity - as amended and the Davis Bacon Act.

City of Columbia, depending on the nature of the request, may require additional information other than that listed above.