

Vermont Housing & Conservation Board

HOME Program Construction Progress Inspection Policy

For projects currently under construction:

Construction disbursement requests for HOME funded projects will only be approved when supported by either a qualified VHCB staff inspection report or a report completed by an inspector under contract with VHCB verifying the total work completed and materials stored to date and the level of disbursement being requested based on percentage complete, less 10% retainage. All Progress and Final inspections of construction will be done in accordance with the terms, conditions of the contract with regard to approved standards for methods and materials, plans, specifications, and work write-ups. A copy of the State or Town/City's Certificate of Occupancy with all issues or conditions addressed will be required for the final disbursement and release of retainage.

For new projects:

Before project closing, VHCB will enter into a contract jointly with the project's construction lender for the services of a construction inspector. VHCB will only approve construction disbursement requests for projects when supported by a copy of the report supporting the work completed and materials stored to date completed by the inspector under contract with VHCB, or a qualified VHCB staff inspection report. If a joint contract with the project lender is not possible, VHCB will limit disbursements to only those supported by an inspection report completed by a qualified VHCB staff person or contracted agent. All Progress and final inspections of construction will be done in accordance with the terms, conditions of the contract with regard to approved standards for methods and materials, plans, specifications, and work write-ups. The final disbursement, however, may be released when VHCB receives a copy of the State or Town/City's Certificate of Occupancy with any and all issues or conditions addressed.

Construction Inspector Qualifications:

- familiarity/knowledge of construction methods and materials
- experience with reading architectural plans and specifications
- familiarity with building codes, including the Residential Building Energy Standards
- experience working with construction contractors and subcontractors
- excellent communication skills
- ability to solve problems and track progress on resolution of problems