



Commercial Retention & Redevelopment Program

CRR Improvement Project Checklist

Ensure you have attached all the required documents to your Application.
Only Applications with all required attachments will be accepted as "Complete".

NAME OF BUSINESS:

PROJECT ADDRESS:

APPLICANT'S NAME:

- Completed Application
- Current photographs of building exterior and specific objects to be improved
- Elevation, drawing, photograph or product brochure, *as determined by City Planning Staff*
- Copy of Bid Specifications sent to Contractors
- List of Contractors invited to bid for Project Work
- Copy of ALL Bids Received for Project Work (*Be sure the Contractor's BID you SELECT for this work is marked.*)
- Copy of Contractor's Commercial Builder's License *and* Valid Liability Insurance Declaration Sta.
- Letter of Agency (Needed only if you are a Tenant making the application)

Proof of Ownership & Good Standing:

- Copy of Most Recent PAID Property Tax Receipt
- Copy of Applicant's Property and Liability Insurance
- Copy of Applicant's Current Business License, if applicable
- Copy of Valid Driver's License
- 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.