

Procedure to Be Followed When Using Your Own Business To Perform your Façade Project

In accordance with the façade guidelines, a separate third-party estimate (not from building owner) is required to qualify for the program. If you use your company employees to perform your façade work, there are specific guidelines which will need to be met:

If you are using your own employees you will need to provide, along with a separate third-party estimate, the following information:

1. **Materials:** Estimates of all materials to be used for job if purchasing from/by your company (at cost). No mark-up will be allowed.
2. **Labour:** If using your company labour, regular hourly rates and an approximate number of hours and number of employees to be used for project will need to be provided. Again, no mark-up will be allowed.
3. **Sub trades:** All estimates received from any subcontractors you will be using.

Reimbursement Process

If your application is approved, the following information will need to be submitted to The Façade Program Coordinator once your work is completed and everyone and all invoices have been paid in full.

1. **Materials:** Invoices and proof of payment of all materials used on job if purchased from/by your company (at cost). No mark-up will be allowed.
2. **Labour:** If your company was used, a payroll print-out showing regular hourly rates, number of hours and people employed during the time period related to the project. Again no mark-up allowed.
3. **Sub trades:** All invoices received from any subcontractors you may have used as well as cancelled cheques to show payment to those subcontractors.

Building Permits – Building permits may be required for your façade renovations. To verify please contact the Eastern District Planning Commission. Inspections are required for all work for which a building permit has been issued and the request for the inspections must be made by the applicant. The inspections are conducted by the inspection staff of the Eastern District Planning Commission, using the National Building Code as a reference when evaluating the safety of the project.

No reimbursement will be made until proof of inspection has been provided.

For Inverness County please contact Cyril Leblanc at 902-787-2900. For Victoria County please contact David Mackenzie at 902-295-2900

Once the inspection by Eastern Planning Commission has been completed and all documentation is received, a final façade inspection will be carried out by the Façade Program Coordinator..

Any project information which is not submitted in the above format will be returned to the applicant for proper clarification. This could result in a delay to the applicant being reimbursed.

All projects may be subject to government audit reviews. If you have any questions or concerns, please feel free to contact Lucille at 902-224-7411 or by email lucilletimmons@gmail.com