

RESIDENTIAL TAX INCENTIVE APPLICATION CHECK LIST

Please submit all necessary documentation indicated below with this application. Incomplete applications **will** be delayed. Please read and complete **ALL** questions on application.

PHASE ONE: Preconstruction Conditional Approval

- ☐ 1. Completed Application form, pages 1-3 with original signature
- ☐ 2. Attach copies of Photos as follows:
 - New construction
 - i. Photos of adjacent properties or vacant land on either side and directly across the street.
 - ii. Front and rear elevations of new construction.
 - Renovation
 - i. Properties or land on either side of subject property and directly across the street;
 - ii. Pre-construction photos of interior projects; and
 - iii. Pre-construction photos of front and rear of subject property.
- ☐ 3. Construction Cost Estimate from a licensed contractor who **must** be registered with the City of Columbus
- ☐ 4. Written Description of construction improvement:
(include sq. footage, number of bedrooms and bathrooms, and type of garage)
- ☐ 5. Copy of Building Permit

PHASE TWO: Post Construction Certification

- ☐ 1. Completed Application form with original signature: for multi units pages 5-6 or single family pages 5-7.
- ☐ 2. Copy of Executed Construction Agreement/Contract with a licensed **contractor who must be registered with the City of Columbus**. Owners/Developers operating as GC or HIC may forward the City of Columbus Licensing & Registration in lieu of the Construction Agreement/Contract.
- ☐ 3. Copy of Completed Building Permit
- ☐ 4. Copy of FINAL Certificate of Occupancy
- ☐ 5. Renovations Only: Documentation for Cost of Improvement as indicated on Application.
- ☐ 6. Proof of Ownership (HUD-1 or Franklin County Auditor Summary)
- ☐ 7. Photos of Front, Rear, and Interior of completed improvement

