

CHART YOUR PROJECT

Builder: _____ Project Address: _____

In order to maintain enrollment in the program, the builder member must register at least one home in the program per year from time of enrollment. In order to obtain certification of a home by the NC HBH program, the builder must abide by the following processes:

	Item	Responsible Party	Date Completed
Enrollment			
1	Fill out Builder Enrollment Form	Enrollee	
2	Pay Enrollment Fee	Enrollee	
3	Send New Member Orientation Packet	NC HBH	
4	Attend NC HBH Orientation Workshop	Enrollee	
To Certify House			
1	Register Home—send in: a. <u>Home Registration Form</u> and b. <u>HBH Checklist for project</u> (Digital Excel Format) <i>prior to construction start; Pay fee, if applicable</i>	Enrollee	
2	Inform NC HBH of schedule of construction	Enrollee	
3	Review checklist points, alert builder if minimum point requirements are not being met.	NC HBH	
4	Request in house Design Review (send plans) or on site Design Review (call to schedule), if you want one--pay fee if applicable; *Note: a design review is not required, but is an available service	Enrollee	
5	Perform in house or on site Design Review as requested	NC HBH	
6	Provide full documentation and/or request inspection of checklist items chosen as required by NC HBH (Digital Excel Format for Checklist)	Enrollee	
7	Review documentation and perform requested inspections	NC HBH	
8	Call NC HBH to schedule final inspection at end of project (2 weeks notice required)	Enrollee	
9	Perform final inspection of home	NC HBH	
10a	Make any required changes identified by NC HBH during inspection	Enrollee	
10b	Call for Re-inspection (if necessary until issue is resolved)	Enrollee	
10c	Re-inspect home (if necessary until issue resolved)	NC HBH	
11	Perform exit interview collecting Member's praises and challenges of program	NC HBH	
12	Issue Certification of Home	NC HBH	