

CEA Brace + Bolt Retrofit Process: Step by Step Guide for Policyholders



Get Ready
To
RETROFIT!

Welcome to CEA Brace + Bolt (CEA BB)

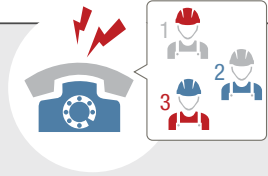
PRE-RETROFIT

Step 1

Over the next 12 weeks you need to decide if you will hire a licensed contractor or complete your retrofit as a do-it-yourselfer. You also must get a building permit and upload required documents. To stay on track, you may wish to follow this suggested timeline:

WEEKS
1-3

If you are going to hire a contractor, schedule appointments.



WEEKS
4-6

Meet with contractors, receive and review bids.



WEEKS
7-8

Select a contractor and enter contractor's contact information to your dashboard.



WEEKS
9-11

As a do-it-yourselfer get an owner/builder permit, or have your contractor obtain a building permit (see Building Permit inset for information that must be included on permit).



PRE-RETROFIT CONTINUED

BY WEEK
12

Before your retrofit begins, you or your contractor must upload these items to your Homeowner Dashboard for approval:

- Copy of your building permit (see inset)
- Three photos of house (one of the front and one of each side)*
- Three photos of crawl space before retrofit*
- Completed IRS W-9 form



BUILDING PERMIT Required Information:

- Description of Work/Project must state “in accordance with” one of the following:
 - Chapter A3;
 - Standard Plan Set A;
 - Los Angeles Standard Plan Number One; or
 - Seismic retrofit per engineered plan.
- City or County
- Permit Number
- Issue Date

NOTE: Building permit must be solely for the seismic retrofit work and may not include other work on the premise.

**In JPG format and as specified in the Rules*

Step 2

CEA BB will review your submitted documents. **After** you receive approval from CEA BB, continue to Step 3.

RETROFIT

Step 3

Schedule and complete your retrofit.

POST-RETROFIT

Step 4

Gather final documentation and upload to your Homeowner Dashboard:

- Three photos taken from same vantage point as 'before' photos of crawl space after retrofit*
- Two photos of water heater bracing and strapping* (If water heater is tankless, two photos must show properly installed tankless water heater; no strapping necessary)
- One photo showing access to crawl space including something to show scale*
- Building permit with final inspection sign-off
- If licensed contractor did the work, submit a contractor invoice that includes:
 - Business name, address, phone number and contractor license number and date work performed
 - Breakdown of costs by labor, materials, overhead and profit (see Program Rules for complete details)
- If you are a do-it-yourselfer, provide receipts for the retrofit. However, the value of your labor is not a recoverable cost and tools should be rented not purchased as specified in the Rules.



**In JPG format and as specified in the Rules*

Step 5

After your final documents are approved and your payment is issued, your CEA Earthquake Insurance Dwelling Retrofit Verification form will be available. Send it to your home insurance company to receive a discount on your earthquake insurance premium.

Need Help?

Contact Customer Service Monday-Friday from 8 a.m. to 5 p.m. (excluding holidays) at info@CEABraceBolt.com or 800-584-BOLT (2658).