



BMP COST DOCUMENTATION REQUIREMENTS

Why & When is Cost Documentation required?

Cost documentation is required as noted in the TRPA permit and by our grantors so that we may offer the permit review and inspections at no cost to the property owner. It is due at the time of the Final Inspection. It is also due when submitting proof of BMP maintenance.

What is required as Cost Documentation?

1. **An itemized description of the activities from the contractor (bid/estimate/invoice):**

A bid/estimate/invoice must include:

- a. The address and assessor's parcel number where the work was performed
- b. An itemized list of the work performed
- c. How much each item cost and the total cost
- d. When listing subcontractors:
 - Include subcontractor name, itemized list of the work performed, the cost of each item and the subcontractor's total cost
- e. Signature of the property owner indicating acceptance of all items/terms listed on the bid/estimate

2. **Proof of payment:**

This can be an invoice, a receipt, and/or copy of check.

- Proof must include the property address where the work was performed and/or the assessor's parcel number.
- It must show the total amount paid such as stamped "PAID" and paid date, check number, etc..

Not Acceptable as Proof of Payment

- Bids
- A copy of a deposit slip
- An estimate without proof of corresponding payment

Both items 1 & 2 are required.

A BMP certificate for the property will not be issued/reissued unless both items are received at the time of the final inspection.