

## Owner Requirements List

1. You are required to display the OCIDA sign at the workers entrance of the project. The signage is to include the following:
  - Contact information of the applicant
  - Summary of the IDA benefits received
  - Copies of proof of exemption from labor policy
  - Copies of any warnings or violations of policy
  - Copy of executed labor policy
2. You will call/email Laura or Kevin at Loewke Brill at least 1 month before the start of construction at the project site.
3. Provide Accident Reports if any from the project
4. Provide Loewke Brill documentation including:
  - NYS Certificates of Authority
  - Liability Insurance Certificates (commercial general liability, auto, umbrella)
  - Workers Comp Certificates
  - NYS Disability Insurance
  - OSHA Cards by subcontractor and their employees
  - Weekly head count by sub on provided form
5. During our inspections we will be requesting of the workers some form of proof of residence. We will accept a driver's license, non-driver state ID, utility bill or other current paperwork that has their name and address.
6. If reasonable for the project, we suggest that a record of proof of residence be keep on file at the job site for each worker.



7. If we can not verify a worker(s) residence, we must receive proof within 24 hours via fax, messenger, e-mail, or during a follow up visit. If this is not done, the worker(s) in question will have to leave the project and a non-compliance report will be sent to OCIDA
8. At the completion of the project, you need to call/email Kevin or Laura at Loewke Brill to inform them that no more construction will be performed.

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