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City of Pismo Beach
Façade Improvement Rebate Program Checklist

The Façade Improvement Rebate Program is a reimbursement program and requires valid receipts from the applicant for work approved by this program. Work performed prior to the application process does not qualify.

Work approved by the program must be maintained in good condition and may not be altered for a period of 5 years without City approval.

Work approved for reimbursement must begin within 10 days of building permit issuance and be completed within 90 days of the rebate approval.

Required application information:

1. ☐ **Application**
   - Tenant applicants must have a valid business license for 2 years at project location
   - Property owner signature and/or as applicant
   - Location Priority: Downtown Commercial Core facing major streets
2. ☐ **Plans**
   - Current site plan
   - Proposed site plan showing location of improvements including a conceptual rendering
   - Elevations showing existing conditions and proposed design and materials/colors
3. ☐ **Project construction bids** (Two bids are required for rebate requests over $1,000)
   - Project bids must be itemized including materials and labor
   - If the owner is the contractor for installation, only equipment and material costs are eligible

Following project approval for rebate:

4. ☐ Planning/Building permits if required.
5. ☐ Final construction bid verification –provide copy of contract and insurance.
6. ☐ Preconstruction meeting/Notice to proceed from City.
7. ☐ Project Receipts for payments made either by check or cashier's check. Include copies of cancelled checks.
8. ☐ Project Inspections per building permit requirements and final inspection for non-building permit projects.
9. ☐ Any other information requested by the City.