



NYC Build It Back Repair Program

Choose Your Own Contractor

Frequently Asked Questions for Contractors

Application and Requirements

Who is eligible to apply to be a contractor as part of the NYC Build it Back (BiB) Repair program?

Any General Contractor with a New York City Home Improvement Contractor License issued by the [NYC Department of Consumer Affairs](#), and an insurance tracking number from the [NYC Department of Buildings](#) may apply. However, applications will only be processed if an eligible homeowner has selected the contractor to provide construction services on their residence.

How much does it cost to apply?

There is no fee to submit an application to participate in the program.

How does a contractor apply?

A contractor can apply by completing the application form and providing the requested documentation. The application form and instructions for completion are available online at nyc.gov/bibcontractorinfo.

What happens once the contractor application is approved?

The Build it Back Repair program staff will notify the contractor via email once the application has been approved. The next step is to sign the acceptance form, in which the contractor agrees to the [Terms](#). The Terms document identifies the terms and conditions of the contractor's participation in the program. The acceptance must be signed and notarized and submitted by mail to the following address: NYC Build it Back Repair, Church St. Station, PO Box 7140, New York, NY, 10008. A [summary](#) of the Terms document is available [here](#).

Does the contractor need to apply again if multiple homeowners have selected his/her firm to perform repair services?

No, once the application has been approved, the contractor does not need to reapply. However, each additional homeowner must officially select that contractor to perform their repairs by contacting Build it Back program staff.

What are the bonding requirements?

As part of the application process, the contractor must supply a letter from a New York State surety stating that she/he could obtain at least \$50,000 in performance and payment bonds, or, if the contractor wants to participate in the home elevation program, at least \$500,000 in performance or payment bonds. After the contractor has been accepted and prior to beginning work, the contractor must obtain performance and payment bonds equal to the full dollar amount of their work in *each home* for which she/he is under contract at any given time. Refer to Article 5 of the [Terms](#) for the exact requirements.

What are the insurance requirements?

The insurance requirements are detailed in Article 5 of the [Terms](#), but the basics are described below:

- Commercial General Liability: \$1 million per occurrence / \$2 million aggregate for 1 or 2 jobs / \$4 million aggregate for 3 or more jobs
- Workers' Compensation Insurance, Employers' Liability Insurance, and Disability Benefits Insurance: statutory
- Automobile Liability Insurance
- Contractors Pollution Liability Insurance (only if home improvement contract requires lead, mold, or asbestos remediation): \$1 million per occurrence

- Professional Liability Insurance (only for subcontractor architect/engineer if required by the home improvement contract): \$1 million per claim

What if a contractor doesn't think they can meet those requirements? What should they do?

If contractors need help meeting the program requirements or additional help growing their business, they can contact [NYC Small Business Services](#).

If a contractor is not a prime contractor but would like to provide subcontractor services to the Build it Back program, they can enter their information at nyc.gov/bibcontractorinfo (click on "Repair") in the "Interested Subcontractor" form. Their information will be forwarded to prime contractors working with the program.

Do subcontractors need any kind of approval?

No formal approvals are required by the Build it Back program for the prime's selected subcontractors. However, the Terms require that some provisions go into subcontracts, so contractors should be sure to review the [Terms](#) carefully. All subcontractors are expected to have the proper experience and licensing as required by code to perform the work. If performance issues or improper licensing is identified during construction, the prime contractor is in jeopardy of losing eligibility to perform work in the program.

Scope of Work and Construction

What kind of repairs will these houses need?

Work may include repair or replacement of any and/or all of the following items:

Structural Elements:

- Foundations (e.g., foundation footings, perimeter walls)
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams, trusses
- Joists, beams, subflooring, framing, ceilings
- Interior non-bearing walls
- Attached decks and porches

Exterior Work:

- Exterior finishes (e.g., brick, stucco, siding)
- Windows and doors
- Roofing, gutters, and downspouts
- Hardware

Interior Finishes:

- Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, and carpet)
- Bathroom tiling and fixtures
- Wall finishes (drywall, paint, stucco, plaster, paneling, tile, and marble)
- Cabinetry and casework (kitchen and bathroom)
- Interior doors
- Interior finish carpentry
- Hardware
- Insulation

Utility and Service Equipment:

- HVAC equipment
- Plumbing fixtures and piping
- Electrical service panel, wiring, outlets, and switches
- Light fixtures and ceiling fans
- Built-in appliances

Environmental Remediation:

- Asbestos
- Mold
- Lead

How do contractors know what work to perform on each home?

After the contractor's application is approved and the contractor accepts the Terms, the NYC BIB program will arrange a walkthrough of the home with a representative of the contractor's company, the homeowner, and a BIB "Design Specialist." This meeting is referred to as the Joint Scope Meeting or Design Consultation. The Design Specialist will work with the contractor to develop a comprehensive list and associated quantities of eligible scope items, and prepare a scope of work ("Job Order") for the contractor's signature. This is described in Article 2 of the [Terms](#).

What if a contractor doesn't think the [unit prices](#) are sufficient to cover the work?

The unit prices included in the program were competitively bid and represent fair and reasonable prices to complete the work. No modifications will be made except for annual increases based on the Producer Price Index which reflects the average change in price over time. The contractor should review the unit prices and associated Technical Specifications prior to applying to the program and ensure that they can perform the work within the established pricing structure.

What if a contractor doesn't want to do Environmental Remediation?

Contractors will be required to either self-perform or subcontract all of the work included in the Job Order. If the contractor cannot or does not wish to perform any and all of the types of work referenced above, then they should not register for the program.

If a home is required to be elevated, who is responsible for designing the elevation and foundation system and filing the required permits with the Department of Buildings?

The homeowner may choose to use a BIB-provided architect to design the system in collaboration with the homeowner and submit to the Buildings Department for approval. The homeowner may also opt to work with their own architect. In this case, the contractor will be required to secure the services of a registered architect to develop the house elevation drawings and specifications and submit to the Buildings Department for approval. The BiB program will have a unit price for architectural services related to home elevations.

What if the contractor doesn't want to participate in home elevations?

Contractors may elect not to participate in the home elevation portion of the program by indicating so on the application. If a contractor chooses not to participate in this portion of the program, a homeowner will not have the option to select that contractor if their home requires elevation.

Where can prime contractors find approved elevation contractors?

The BIB program will be accepting applications to be on a list of registered Home Elevation Contractors. Prime contractors must use an elevation contractor from this list. Prime contractors will be paid a unit price once it is established by the program.

Do contractors sign a contract with the homeowner?

The contractor must sign a [Home Improvement Contract](#) with the homeowner for each home. This is a form contract provided by the BIB program. It contains the detailed Scope of Work established by the Design Specialist, duration of the work, and other rights and responsibilities of the homeowner and contractor.

What if the homeowner wants different items than what is offered by the City?

The BIB program has specified options for cabinets, lighting, countertops, floors and other items. Homeowners may choose to use the program's options by selecting from the Home Design Selection Brochure, or they may work with the contractor to select upgrades (higher cost items) or modifications that meet the program standards (at the same price as the program standards). Contractors will be required to provide the total cost of the upgraded items when submitting the contract to BIB. Homeowners and contractors will negotiate and determine the costs of the upgraded items separately and independently from the BIB program; however, the program must be made aware of the total cost of upgrades. If the total cost of the upgrade pushes a home out of Moderate Rehabilitation and into Substantial Improvement (i.e. if the cost of all repairs and improvements is greater than 50% of the pre-storm value of the structure), the upgrades will not be allowed, because the home will need to be elevated. The contractor must also certify that all items installed meet or exceed the program [Specifications](#).

What if the homeowner wants *additional* items than what are offered by the City?

The homeowner may wish to add items not included in the Job Order, such as a washer/dryer. The City of New York will not be involved in that portion of the work and they will not be part of the Home Improvement Contract approved by the City.

What if the contractor finds something unexpected while working, and needs to do additional work?

If a contractor uncovers an unforeseen condition while working, the contractor may request a Change Order. Change Orders must be approved by the BiB program and are detailed in Article 6 of the [Terms](#).

What if the homeowner changes their mind about something during construction?

Once the contractor and the homeowner sign the Home Improvement Contract and submit any selected upgrades to the Job Order items, no cost changes are allowed. Any changes without a change in cost are at the contractor's risk of payment if the item does not meet our standards.

Permits, Inspections, and Payments

Are Department of Buildings and Department of Environmental Protection permit fees waived?

No, these fees are not waived. Contractors will be reimbursed at cost for the permit fees.

How much will the contractor get paid, and when?

Payment for work performed under the job order will be paid by the City of New York under a grant from the U.S. Department of Housing and Urban Development. Payments will be made via Electronic Funds Transfer following completed progress inspections. Generally, payments will be based on the percentage of work complete at each inspection. Contractors will be paid within 10-14 days of the completed inspection. Payment details are described in Article 1 of the [Terms](#).

How do contractors get paid?

Contractors must be registered with the Comptroller and have a Vendor ID number in order to be paid. To register for a Vendor ID, go to: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>. (This number is required in the Build it Back application.) If a contractor fills out the Vendor ID application correctly, they will get a Vendor ID upon registration. Contractors must submit a W-9 with that application; once the W-9 is reviewed and approved by the Comptroller's office, the Vendor ID will be activated.

Who will do the inspections?

The BiB program will provide inspectors for program progress inspections and DOB required Special Inspections. The contractor will be responsible for requesting required inspections from the NYC Department of Buildings as part of meeting permit requirements.

Additional special inspections may be required under the Department of Buildings Code (e.g., inspections of masonry, concrete, and structural welding). Inspections are described in Article 4 of the [Terms](#).

What if a contractor installs a product, but the inspector determines that the item does not meet the minimum program standards?

We encourage contractors to use the program design options, and contractors must stick to the technical specifications available [here](#). If contractors choose to stray from the program options, they will not be reimbursed for items that do not meet minimum program standards.

What if a contractor fails an inspection and need a re-inspection?

The contractor must address the issues that caused them to fail the inspection, and request a re-inspection. The contractor will also be charged a re-inspection fee. This is described in Article 4 of the [Terms](#).