

## Summary of Inspection Process

- OHFA now requires an Inspector to review and sign off on all projects before any funds can be disbursed.
- OHFA staff has chosen Program Management Group (PMg) to conduct the inspections. Primary contact:

Mike Viseur, Field Representative  
PMg – Program Management Group, LLC  
601 S. Boulder Ave, suite 1200  
Tulsa, Oklahoma 74119  
918.582.7595 phone  
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**All new construction projects outside the city limits are required to have the major systems (i.e. electrical, mechanical and plumbing) inspected by the Construction Industries Board (CIB). The CIB's website is <http://www.ok.gov/cib/>.**

**We are now requiring that all construction plans are verified/approved by a licensed architect. These drawings are to include a foundation plan and footing details specific to your property. The goal is to have more specific plans and work write-ups for developments.**

**For New Construction projects:** Please submit your full construction plans, specs, or other preliminary documents to OHFA. The documents will be forwarded to PMg for review. You **may** contact PMG to setup the initial visit. Please specify the contract number, location and name of your project (if applicable) when setting up your visit. OHFA staff will be present during the initial visit to filter any questions that may arise.

➤ **OHFA milestones for new construction only: Stages of construction**

Pad complete = 5% Stage 1

**PMg will inspect when footings are ready for concrete but concrete has not been placed**

Floor slab complete = 15% Stage 2

**PMg will inspect when slabs are ready for concrete but concrete has not been placed**

Framing complete = 40% Stage 3

***Pictures can be provided for materials used to receive reimbursement***

Dry in complete = 60% Stage 4

**PMg will inspect when rough-in utilities are complete**

Drywall complete = 70% Stage 4

Finishes complete = 100% Stage 5

**PMg will conduct a final inspection; provide a copy of the certificate of occupancy to PMg**

- **For Rehabilitation Projects:** Submit preliminary documents (work write ups, pictures, estimates, etc.) to Chevelle Galbreath ([chevelle.galbreath@ohfa.org](mailto:chevelle.galbreath@ohfa.org)) via email or fax. Just a note, most faxed pictures are not very clear. The documents will be forwarded to PMG to determine the scope of work required (rehab vs. replacement). ***Please do not begin any rehabilitation work until you have heard from OHFA or the Inspector.*** You may contact PMG to setup the initial visit. Please specify the contract number, location and name of your project (if applicable) when setting up your visit

OHFA staff will be present during the initial visit to filter any questions that may arise.

➤ OHFA milestones for rehabilitation only: Stages of rehabilitation for reconstruction/replacement

Tear down and haul off after initial inspection = 20% Stage 1

Footings = 40% Stage 2

**PMg will inspect when footings are ready for concrete but concrete has not been placed**

House has been anchored to footings = 60% Stage 3

**PMg will inspect when rough-in utilities are complete**

Finishes complete = 100% Stage 4

**PMg will conduct a final inspection**

➤ OHFA milestones for rehabilitation only: Stages of rehabilitation w/out reconstruction/replacement

Prepare property for rehabilitation (cleanup/tear down) = 20% Stage 1

Repair of interior (major systems) if applicable = 40% Stage 2

**PMg will inspect interior work**

Repair of exterior (roof, windows, etc.) if applicable = 80% Stage 3

**PMg will inspect exterior work**

Finishes complete = 100% Stage 4

**PMg will conduct a final inspection**

➤ OHFA milestones for acquisition rehabilitation only:

**Stages of acquisition rehabilitation**

Purchase property and prepare property for rehabilitation (cleanup/tear down) = 20% Stage 1

Repair of interior (major systems) if applicable = 40% Stage 2

**PMg will inspect interior work**

Repair of exterior (roof, windows, etc.) if applicable = 80% Stage 3

**PMg will inspect exterior work**

Finishes complete = 100% Stage 4

**PMg will conduct a final inspection**

- Please arrange all subsequent visits after the initial visit with PMg directly; **Allow at least one week notice for PMg to schedule an onsite visit.**
- Once PMg has inspected your progress, a report is generated by PMg and sent to OHFA for review. *A notice to proceed will be provided after each inspection by PMg.* After the inspection reports are completed by PMg and received by OHFA, we will send you a copy of the inspection report for your records. Once the inspection report is reviewed by OHFA funds can be disbursed for the work completed. *Please include a copy of the notice to proceed with your reimbursement report.*
- You may submit a draw request for the environmental review, work write-ups or estimates you have conducted to recoup some of the costs.

- The final inspection for projects outside the city limits that **cannot** obtain a certificate of occupancy are required to have the CIB Inspectors sign off on the final inspection report as proof of readiness to occupy. The final inspection report must be submitted to OHFA and PMg for review.