

City of Chattanooga

Department of Economic and Community Development

Reimbursement Checklist

New Construction	
	City of Chattanooga Request for Reimbursement Form
	Original invoices with date of service
	Copies of proof of invoice payment
	Copy of applicable permits
	Copy of Landfill Receipt (if demolition is involved – with demolition reimbursement)
	Copy of Environmental Review Clearance Letter
	Copies of change orders
	Copies of receipts for reimbursable items*
	Copy of the Certificate of Occupancy (final payment request)
	Copy of final inspections (final payment request)
	IDIS Completion Form (final payment request)
Homeowner/Rental Rehabilitation	
	City of Chattanooga Request for Reimbursement Form
	Original invoices with date of service
	Copies of proof of invoice payment
	Copy of Final Lead Clearance
	Copy of applicable permits
	Copy of Landfill Receipt (if demolition is involved – with demolition reimbursement)
	Copy of Environmental Review Clearance Letter
	Copies of change orders
	Copies of receipts for reimbursable items*
	Copy of the Certificate of Occupancy (final payment request)
	Copy of final inspections (final payment request)
	IDIS Completion Form (final payment request)
Public Service	
	City of Chattanooga Request for Reimbursement Form
	Detailed agency invoice (if applicable)
	Original invoices with date of service
	Copies of proof of invoice payment
	Homeless/Low Income Verification (if applicable)
	Copy of timesheets (if salaries are involved)
	Copies of receipts for reimbursable items *
Homebuyer	
	City of Chattanooga Request for Reimbursement Form
	HUD 1 Statement
	Proof of Funds Transfer
	IDIS Completion Form (final payment request)