

## Cooke County OEM Individual Safe Room Program Checklist

<b>Application forms needed <u>BEFORE</u> any construction, installation, or purchase of Safe Room:</b>	Homeowner Please Initial:	Agency Use Please Initial:
Applicant Name		
Property Address		
Property GPS Coordinates		
Applicant Contact Information		
Type of Dwelling where unit will be installed		
Mailing Address		
Planned new Construction (if applicable)		
Flood Plain Confirmation		
Signature of Rebate Acknowledgement		
Proof of Ownership (i.e. current appraisal statement or deed)		
Flood Zone Documentation (i.e. maps check, statement, letter, building permit)		
Provide CCOEM with Vendor Contact Information		
Storm Shelter Meets FEMA Standards (ICC 500 Compliant storm shelter or FEMA P-361-compliant safe room)		

<b>When requesting a rebate following completion of the Safe Room installation, CCOEM must receive:</b>	Homeowner Please Initial:	Agency Use Please Initial:
Certificate of installation/inspection for Residential Safe Rooms Form/ <b>Original TDEM Certificate of compliance</b>		
Contractor invoices, building permits, proof of payment and any additional required permits, etc.		
Proof of Payment (i.e. cancelled check or bank statement)		
Finalized Latitude/Longitude information to six (6) decimal places (To be confirmed by CCOEM staff)		
Photographs of Safe Room (To be taken by CCOEM staff)		
Provide CCOEM staff access to conduct a final Safe Room Inspection		