

## ***Owner/Builder Receipts Total Verification Worksheet Instructions***

1. Fill in your name, address, and application number in the boxes at the top of the worksheet.
  2. If receipt(s) include items unrelated to the seismic retrofit, subtract the cost of those items from the receipt total and write the reimbursable total below the receipt total. Then, put an "X" next to line items that are unrelated to the seismic retrofit and have been subtracted.
  3. Upload all receipts to your Earthquake Brace + Bolt (EBB) Dashboard.
  4. On the worksheet, enter the reimbursable total for each receipt uploaded to your EBB Dashboard in the column titled "Receipt Total".
  5. List the items removed from each receipt in the column titled "Description of Items Removed from Receipt".
  6. Enter the tax rate(s) for the city/cities where items were purchased in the colored boxes at the bottom of the worksheet. If you purchased materials from stores in different areas with different Sales Tax, color code the receipts.
  7. Upload a copy of your completed worksheet to your EBB Dashboard.
- \* *Note: The two gray columns can only be edited by an EBB analyst. They will be edited if additional items on the receipts are found to be non-reimbursable.*

As an owner/builder you can be reimbursed for the materials required to be purchased for your seismic retrofit. Tool purchases are not reimbursable. Tool rentals are reimbursable if the rented tool is required for the seismic retrofit work. Safety gear, such as masks and coveralls, should be disposable.

You can also be reimbursed for the cost of the building permit issued for the seismic retrofit. If an engineered plan was required in order to meet the building code, Chapter A3 of the California Existing Building Code, the engineering fees are also reimbursable expenses.

We would like to remind you that overhead and profit and, in general, labor are not reimbursable expenses for an owner/builder. In accordance with California state law, as an owner-builder there are two ways to have labor costs reimbursed—

1. If you serve as an employer: You will need to submit documentation showing workers compensation insurance and payroll taxes.
2. If you subcontract to a licensed contractor: The contractor must be from the EBB Contractor Directory, and you will need to submit the contractor's estimate and invoice. All Program Rules regarding Participating Contractors, their estimates, and invoices apply. Requirements can be found in the EBB program rules.

Please refer to CSLB Checklist for owner-builders and the legal and financial responsibilities you take on as an owner-builder at <http://www.cslb.ca.gov/Resources/GuidesAndPublications/OwnerBuildersPamphlet.pdf>.

Below is a list of examples of reimbursable expenses and non-reimbursable expenses.

**Please keep in mind that the lists are not all inclusive.**

Good luck with your project and contact us if you have any additional questions.

## *Examples of Reimbursable & Non-reimbursable Expenses*

Reimbursable	Non-reimbursable
2x4's	Blow Torch
Bolts	Blower
Cement	Box Cutter, Razor Blades
Compressed Air	Brooms, Mops, & Dust Pans
Coveralls (disposable)	Bungee Cords
Drill Bits	Chalk Kit
Engineering Fee (for Ch. A3 Engineered Retrofit Plans)	Chisels
Epoxy	Cleaning Supplies
Epoxy Nozzle	Compressor
Foundation Plates	Compressor Fittings/Accessories
Framing Brackets, L-Angle, L-90	Drill
Gloves	Extension Cord, Power Strip
Hard Hat	Hammer
Joist Tie/Hurricane Tie	Hose
Knee Pads	Insulation
Mask (disposable)	Jack
Nails	Lights, Bulbs, Work Light, Headlamp, Flashlight
Permit Fees	Mortar
Plywood, Sheathing (OSB)	Paint, Paint Sealer, Spray Paint, Stain
Rebar	Palm Nailer
San Leandro Retrofit Training	Pencils, Markers, Crayons (Const.)
Saw Blades	Plumbing Supplies
Screws	Sandpaper
Shims	Saw
Threaded Rods	Sawhorse
Truck Rental (to haul plywood/large tools only)	Screw Drivers
Washers	Smoke/CO Detectors
Wire Mesh	Sockets
Tool Rental (related to retrofit, i.e., Rotary Hammer)	Square
	Tape Measure
	Tarps, Drop Cloths
	WD-40
	Wheelbarrow
	Work Boots
	Zip Ties

*Note: This is a list of examples of reimbursable expenses and non-reimbursable expenses.*

***Please keep in mind that the lists are not all inclusive.***

## Owner/Builder Receipts Total Verification Worksheet SAMPLE

### Owner/Builder Receipts Total Verification

Customer	Melissa Temblor
Project Address	123 Retrofit Street, Berkeley, CA 94702
Application #	654321

Note: Examples of non-reimbursable expenses can be found on page 2 of the worksheet instructions.

Receipt #	Receipt Total	Non-reimbursable	EBB Total	Description of Items Removed from Receipt
1	\$250.00		\$250.00	
2	\$175.24		\$175.24	Insulation
3	\$328.86		\$328.86	Saw
4	\$388.36		\$388.36	
5	\$20.76		\$20.76	
6	\$155.33		\$155.33	Hammer, Light Bulbs
7	\$31.24		\$31.24	
8	\$750.58		\$750.58	Compressor
9			\$0.00	
10			\$0.00	
11			\$0.00	
12			\$0.00	
13			\$0.00	
14			\$0.00	
15			\$0.00	
16			\$0.00	
17			\$0.00	
18			\$0.00	
19			\$0.00	
20			\$0.00	
<b>TOTAL</b>	<b>\$2,100.37</b>	<b>\$0.00</b>	<b>\$2,100.37</b>	

If you purchased materials from stores in different areas with different Sales Tax, note the tax rate here and color code the receipts above.

Sales Tax 1: 9.25% Berkeley

Sales Tax 2: 9.75% Albany

Sales Tax 3: