

Owner Requirements List

1. You are required to display the OCIDA sign at the workers entrance of the project. The signage is to include the following:
 - Contact information of the applicant
 - Summary of the IDA benefits received
 - Copies of proof of exemption from labor policy
 - Copies of any warnings or violations of policy
 - Copy of executed labor policy
2. You will call/email Laura or Kevin at Loewke Brill at least 1 month before the start of construction at the project site.
3. Provide Loewke Brill annual sales and use tax filings (ST-340) – once it is filed, this is generally filled out by the project owner
4. Provide to Loewke Brill all vendor invoices related to the project subcontractor (over \$1000). This can be provided monthly or as forms become available.
5. Provide Accident Reports if any from the project
6. Provide Loewke Brill documentation including:
 - NYS Certificates of Authority
 - Liability Insurance Certificates (commercial general liability)
 - Workers Comp Certificates
 - NYS Disability Insurance
 - OSHA Cards by subcontractor and their employees
 - Weekly head count by sub on provided form
7. During our inspections we will be requesting of the workers some form of proof of residence. We will accept a driver's license, non-driver state

Loewke Brill Consulting Group -491 Elmgrove Road - Suite 2 - Rochester, NY -14606
585-647-9350 – Office Line - 585-469-0954 - Kevin Loewke Cell
Kevin@loewkebrill.com or Laura@loewkebrill.com



ID, utility bill or other current paperwork that has their name and address.

8. If reasonable for the project, we suggest that a record of proof of residence be kept on file at the job site for each worker.
9. If we can not verify a worker(s) residence, we must receive proof within 24 hours via fax, messenger, e-mail, or during a follow up visit. If this is not done, the worker(s) in question will have to leave the project and a non-compliance report will be sent to OCIDA
10. At the completion of the project, you need to call/email Kevin or Laura at Loewke Brill to inform them that no more construction will be performed.

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