



Hazard Mitigation Assistance Grants (HMA) Milestone Inspection Form

HOMEOWNER NAME(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

AUTHORIZED SIGNATURES: _____

My signature below indicates my satisfaction with work complete to date.

PROJECT MILESTONES

1. **Permit and Notice to Proceed (25%):** Submit A&E drawings, obtain Proposed Elevation Certificate, City building permits, and Notice to Proceed (fully executed)

INSPECTOR SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE

2. **Pilings/Piers (25%):** Clearing work has been completed, tunneling completed, jacking and cribbing completed, structure is in air ready for new foundation. (Foundation layout must be completed prior to signoff of Milestone 2), and a foundation inspection conducted by the City of St. Augustine showing PASS.

INSPECTOR SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE

3. **Foundation (25%):** Piers and/or Post columns are built and structure is set on new piers and/or post columns. New foundation is complete and structure is assumed to be at the new elevation height required. (Updated EC must be presented at Milestone 3 Inspection).

INSPECTOR SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE

4. **Final Completion (25%):** Completion of all work, all utilities are connected, removal of all equipment, final site clean-up, Certificate of Completion/Occupancy, a Final Inspection conducted by the City of St. Augustine showing PASS and a Final EC have been obtained and submitted to both Quality Engineering & Surveying, LLC, and the City of St. Augustine verifying that the elevation of structure meets or exceeds the required height (BFE/ABFE +1 or Flood of Record).

INSPECTOR SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE