



# KITTITAS COUNTY

## DEPARTMENT OF PUBLIC WORKS

### Substantial Improvements and Repair of Substantial Damage Worksheet

Pursuant to Kittitas County Code 14.08.130, alterations to existing structures must be evaluated for substantial improvement and repair of substantial damage. Please contact the floodplain manager at (509) 962-7523 if you have questions about the substantial improvement and repair of substantial damage requirements.

**Applicant Name:** \_\_\_\_\_

**Floodplain Development Permit #:** \_\_\_\_\_

**Year Structure Was Built:** \_\_\_\_\_

**Description of Improvements:** \_\_\_\_\_

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**Applications for permits to work on existing buildings that are located in Special Flood Hazard Areas must include the following:**

- Current photographs of the exterior (front, rear, sides)
- If your building has been damaged, include photographs of the interior and exterior; provide pre-damage photos of the exterior, if available
- Detailed description of the proposed improvement (rehabilitation, remodeling, addition, etc.) or repairs
- Cost estimate of the proposed improvement or the cost estimate to repair the damaged building to its before-damage condition
- Elevation certificate or elevation survey
- You may submit a market value appraisal prepared by a licensed professional appraiser or we will use the tax assessment value of the building
- Owner's affidavit (signed and dated)
- Contractor's affidavit (signed and dated)

**Owner's Affidavit: Substantial Improvement or Repair of Substantial Damage**

**Property Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Owner's Address/Phone:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_

**Date of Contractor's Estimate:** \_\_\_\_\_

I hereby attest that the description included in the permit application for the work on the existing building that is located at the property identified above is all of the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement. I further attest that I requested the above-identified contractor to prepare a cost estimate for all of the work, including the contractor's overhead and profit. I acknowledge that if, during the course of construction, I decide to add more work or to modify the work described, that Kittitas County will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action pursuant to KCC 14.08.055 if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at \_\_\_\_\_, Washington.

\_\_\_\_\_  
Affiant Signature

SUBSCRIBED and SWORN to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington,  
Residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**Contractor's Affidavit: Substantial Improvement or Repair of Substantial Damage**

**Property Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Owner's Address/Phone:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_

**Date of Contractor's Estimate:** \_\_\_\_\_

I hereby attest that I have personally inspected the building located at the above-referenced address and discussed the nature and extent of the work requested by the owner, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

At the request of the owner, I have prepared a cost estimate for all of the improvement work requested by the owner and the cost estimate includes, at a minimum, the cost elements identified by Kittitas County that are appropriate for the nature of the work. If the work is repair of damage, I have prepared a cost estimate to repair the building to its pre-damage condition. I acknowledge that if, during the course of construction, the owner requests more work or modification of the work described in the application, that a revised cost estimate must be provided to Kittitas County, which will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action pursuant to KCC 14.08.055 if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at \_\_\_\_\_, Washington.

\_\_\_\_\_  
Affiant Signature

SUBSCRIBED and SWORN to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington,  
Residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_

## Costs for Substantial Improvements and Repair of Substantial Damage

### Included Costs-

Items that must be included in the costs of improvement or costs to repair are those that are directly associated with the building. The following list of costs that must be included is not intended to be exhaustive, but characterizes the types of costs that must be included:

- Materials and labor, including the estimated value of donated or discounted materials and owner or volunteered labor
- Site preparation related to the improvement or repair (foundation excavation, filling in basements)
- Demolition and construction debris disposal
- Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs
- Costs associated with complying with any other regulation or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA)
- Costs associated with elevating a structure to an elevation that is lower than the BFE
- Construction management and supervision
- Contractor's overhead and profit
- Sales taxes on materials
- Structural elements and exterior finishes, including:
  - Foundations (e.g., spread or continuous foundation footings, perimeter walls, chainwalls, pilings, columns, posts, etc.)
  - Monolithic or other types of concrete slabs
  - Bearing walls, tie beams, trusses
  - Joists, beams, subflooring, framing, ceilings
  - Interior non-bearing walls
- Structural elements and exterior finishes (Cont.)
  - Exterior finishes (e.g., brick, stucco, siding, painting, and trim)
  - Windows and exterior doors
  - Roofing, gutters, and downspouts
  - Hardware
  - Attached decks and porches
- Interior finish elements, including:
  - Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring)
  - Bathroom tiling and fixtures
  - Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, and marble)
  - Built-in cabinets (e.g., kitchen, utility, entertainment, storage, and bathroom)
  - Interior doors
  - Interior finish carpentry
  - Built-in bookcases and furniture
  - Hardware
  - Insulation
- Utility and service equipment, including:
  - HVAC equipment
  - Plumbing fixtures and piping
  - Electrical wiring, outlets, and switches
  - Light fixtures and ceiling fans
  - Security systems
  - Built-in appliances
  - Central vacuum systems
  - Water filtration, conditioning, and recirculation systems

## **Costs for Substantial Improvements and Repair of Substantial Damage (cont.)**

### **Excluded Costs-**

Items that can be excluded are those that are not directly associated with the building. The following list characterizes the types of costs that may be excluded:

- Clean-up and trash removal
- Costs to temporarily stabilize a building so that it is safe to enter to evaluate required repairs
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting and recarpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, and gazebos)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes
- Plug-in appliances such as washing machines, dryers, and stoves