

Substantial Improvement Or Substantial Damage

ITEMS TO BE INCLUDED

ALL STRUCTURAL ELEMENTS INCLUDING:

Spread or continuous foundation footings and pilings
Monolithic or other types of concrete slabs
Bearing walls, tie beams and trusses
Wood or reinforces concrete decking or roofing
Floors and ceilings
Attached decks and porches
Interior partition walls
Exterior wall finishes (e.g., brick, stucco or siding) including painting and decorative moldings
Windows and doors
Re-shingling or re-tiling a roof
Hardware

ALL INTERIOR FINISH ELEMENTS INCLUDING:

Tiling, linoleum, stone or carpet over sub-flooring
Bathroom tiling and fixtures
Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble or other decorative finishes
Kitchen, utility and bathroom cabinets
Built-in bookcases, cabinets and furniture
Hardware

ALL UTILITY AND SERVICE EQUIPMENT INCLUDING:

HVAC equipment
Repair or reconstruction of plumbing and electrical services
Light fixtures and ceiling fans
Security systems
Built-in kitchen appliances
Central vacuum systems
Water filtration, conditioning or recirculation systems

ALSO INCLUDING:

Labor and other costs associated with demolishing, removing or altering building components
Overhead and profit

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ITEMS TO BE EXCLUDED

Plans and specifications

Survey costs

Permit Fees

Debris removal (e.g., removal of debris from building or lot, dumpster rental, transport fees to land fill and landfill tipping fees, and clean-up (e.g., dirt and mud removal, building dry out, etc.)

Items not considered real property such as: throw rugs carpeting over finished floors), furniture, refrigerators, appliances which are not built-in, etc.

OUTSIDE IMPROVEMENT INCLUDING:

Landscaping

Sidewalks

Fences

Landscape irrigation systems

Docks and Davits

Seawalls

Driveways

Decks

Gazebos

Detached structures (incl. garages)

Yard lights

Swimming pools/spa

Screened pool enclosures

Sheds

ITEMS REQUIRED TO EVALUATE YOUR APPLICATION:

1. () **Complete and signed application** for substantial damage/improvement review (included in this packet).
2. () **Elevation certificate**
3. () **Property Owner's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in this packet).
4. () **Contractor's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in this packet).
5. () **Estimated Cost** of reconstruction/improvement from (included this packet) and all required backup. Include subcontractor's bids and itemized cost lists (see footnote on Cost Estimate Form).
6. () Copy of **construction contract**. If the owner is the contractor, submit all subcontractor bids to document the cost estimate.
7. () This **checklist**.



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Application for Substantial Damage or Substantial Improvement Review

_____ City _____ State _____ Zip _____
Property Address

_____ Property Owner's Name _____ Property Owner's Phone Number

_____ Contractor's Name _____ Contractor's Phone Number

_____ City _____ State _____ Zip _____
Contractor's Address

Flood Zone _____

Base Flood Elevation (BFE) _____

Lowest Floor Elevation _____

___ **I accept** the use of the valuation of my property that has been recorded by the Burnet County Appraisal District.

___ **I do not accept** the use of the valuation of my property that has been recorded by the Burnet County Appraisal District. I have provided a third party appraisal of my property.

_____ Signature Date
Property Owner Signature

_____ Signature Date
Signature of Contractor



Substantial Improvement Or Substantial Damage

Property Owner's Substantial Damage or Substantial Improvement Affidavit

_____ City _____ State _____ Zip _____
Property Address

_____ Property Owner's Name _____ Property Owner's Phone Number

_____ Contractor's Name _____ Contractor's Phone Number

_____ City _____ State _____ Zip _____
Contractor's Address

Contractor's Company Name

I hereby attest that I, or a member of my staff, personally inspected the subject property and produced the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Substantial Damage or Substantial Improvement Review. The list of work contains **ALL OF THE WORK TO BE CONDUCTED** on the subject property. If the property sustained Substantial Damage, a list of work will return the structure to at least its condition prior to damage and bring the structure into compliance with all applicable codes. I further attest that all additions, improvements or repairs proposed for the subject building are included in this estimate and that neither I nor any contractor or agent representing me will make any repairs or perform any work on the subject structure other than what has been included on the attached list.

I understand that I am subject to enforcement action, which may include fines, if any inspection of the property reveals that I, or my contractor, have made repairs or improvements not included on the attached list of repairs or the approved building plans. See attached itemized list.

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____, who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

Signature

Signature Date

Sworn to and subscribed before me this ___ day of _____, 20__.

Notary Signature

Notary Public State of

My commission Expires



Substantial Improvement Or Substantial Damage

Contractor's Substantial Damage or Substantial Improvement Affidavit

_____ City _____ State _____ Zip _____
Property Address

_____ Contractor's Name Contractor's Phone Number

_____ City _____ State _____ Zip _____
Contractor's Address

Contractor's Company Name

I hereby attest that I, or a member of my staff, personally inspected the subject property and produced the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Substantial Damage or Substantial Improvement Review. The list of work contains **ALL OF THE WORK TO BE CONDUCTED** on the subject property. If the property sustained Substantial Damage, a list of work will return the structure to at least its condition prior to damage and bring the structure into compliance with all applicable codes. I further attest that all additions, improvements or repairs proposed for the subject building are included in this estimate and that neither I nor any contractor or agent representing me will make any repairs or perform any work on the subject structure other than what has been included on the attached list.

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Cost Estimate of Reconstruction/Improvement

Property Address _____ City _____ State _____ Zip _____

Property Owner's Name _____ Property Owner's Phone Number _____

The cost estimate of reconstruction/improvements must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their labor cost **at current market value** for any work they intend to perform, **including construction supervision costs**.

	Sub-Contractor Bids	Contractor or Owner Estimates	
	Bid Amounts (see note "D")	Material Costs	Labor Costs
Masonry			
Carpentry Material (Rough)			
Carpentry Labor (Rough)			
Roofing			
Insulation & Weather-Strip			
Exterior Finish (Stucco)			
Doors, Windows & Shutters			
Lumber Finish			
Hardware			
Drywall			
Cabinets (Built-in)			
Floor Covering			
Plumbing			
Shower/Tub/Toilet			
Electrical & Light Fixtures			
Concrete			
Built-in Appliances			
HVAC			
Paint			
Demolition & Removal			
Overhead & Profit			
Construction Supervision Costs			
Subtotals			

Total Estimate Cost (all three subtotals added together) \$ _____

- A) A copy of the signed construction contract must accompany this estimate.
- B) Subcontractor bids may be used for any material and/or labor cost breakdown. **INCLUDE** donations and volunteer labor.
- C) If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form.
- D) Cost backup must be provided for every line item entry. If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form. For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate sheet that references the line number. For example, the backup documentation may contain a section call "Drywall to be installed (Line 10)."

"NO-RISE" CERTIFICATION

This is to certify that I am a duly qualified registered professional engineer licensed to practice in the State of _____

It is further to certify that the attached technical data supports the fact that proposed _____ (Name of Development) will not impact the 100-year flood elevations, floodway elevations, or floodway widths on _____ (Name of Stream) at published sections in the Flood Insurance Study for _____ (Name of Community), dated _____ (Study Date), and will not impact the 100-year flood elevations, floodway elevations, or floodway widths at unpublished cross-sections in the vicinity of the proposed development.

Attached are the following documents that support my findings:

Date: _____

Signature: _____

Title: _____

(SEAL)