

Floodplain Permitting - Substantial Improvements & Substantial Damage Projects

TO: Property Owners, Contractors, and Design Professionals

FROM: Coconino County Community Development

SUBJECT: Notice for Work on Existing Buildings in Special Flood Hazard Areas Substantial Improvement / Substantial Damage Worksheets

The [Coconino County Community Development Floodplain Management Overlay \(Zoning Ordinance Section 2.16\)](#) defines the Regulatory Flood Elevation (RFE) as an elevation one foot above the Base Flood Elevation (BFE) for a Watercourse for which the BFE has been determined and shall be as determined by the criteria developed by the director of water resources for all other Watercourses. The Floodplain Management Overlay also specifies that substantial improvement of existing buildings (remodeling, rehabilitation, improvement, or addition) or buildings that have sustained substantial damage must be brought into compliance with the requirements for new construction. Please note that a building may be substantially damaged by any cause, including fire, flood, high wind, seismic activity, land movement, or neglect. It is important to note that all costs to repair a substantially damaged building to its pre-damage condition must be identified.

There are several aspects that must be addressed to achieve compliance with the floodplain management requirements. The requirements depend on several factors, including the flood zone at your property. The most important compliance requirement is that the lowest floor, defined in the regulations/code, must be elevated to or above the RFE. Please plan to meet with this department to review your proposed project, go over the requirements, and discuss how to bring your building into compliance.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the structure's market value before the damage occurred.

Substantial improvement means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and that are the minimum necessary to assure safe living conditions, or
2. Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

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To make the substantial improvement determination or the substantial damage determination, we compare the cost of the proposed improvement or repairs to the market value of the building (excluding land, accessory structures, and landscaping). If the resulting ratio equals or exceeds 50 percent, the existing building must be brought into compliance with the floodplain management requirements for new buildings.

The applicant must provide an estimate of the cost to perform the proposed improvements or repairs. If your building has been damaged, the cost estimate must include all work required to repair the building to its pre-damage condition. The cost estimate must include all labor and materials. If a contractor will do the work, the contractor's overhead and profit must be included. If the work is done by the owner or volunteers, market rates must be used to estimate the cost of materials and the value of labor. After the county reviews the cost estimate, we may require that it be broken down to show all materials and labor estimates.

You must provide a market value appraisal of the building that a professional appraiser prepares according to standard practices of the profession. We will review the appraisal to determine that it accurately describes your building and does not include the value of the land, accessory buildings, and landscaping. Alternatively, we will use the tax assessment value of your building as the estimate of the market value of the building before the work is performed.

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 (see pages 3-4 of 6)
- 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 notarized and dated (see page 5 of 6)
- Contractor's affidavit notarized and dated (see page 6 of 6)

$$\frac{\text{Cost of Improvement or Cost to Repair to Pre-Damage Condition}}{\text{Market Value of Building}} \geq 50\%$$

Floodplain Permitting - Cost Estimate Requirements for Substantial Improvements & Substantial Damage Projects

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:

Items That Must Be Included in Cost Estimates
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: <ul style="list-style-type: none"> • 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 • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • HVAC equipment • Plumbing fixtures and piping

Floodplain Permitting - Cost Estimate Requirements for Substantial Improvements & Substantial Damage Projects

Items That Must Be Included in Cost Estimates
<ul style="list-style-type: none"> • Electrical wiring, outlets, and switches • Light fixtures and ceiling fans • Security systems • Built-in appliances • Central vacuum systems • Water filtration, conditioning, and re-circulation systems

Items That May Be Excluded from Cost Estimates
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 re-carpeting installed over finished floorings such as wood or tiling
Exterior improvements, including: <ul style="list-style-type: none"> • Landscaping • Irrigation • Sidewalks • Driveways • Fences • yard lights • swimming pools • pool enclosures • 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

Coconino County
Owner's Affidavit
Substantial Improvement or Substantial Damage

Type of Application: Substantial Improvement Substantial Damage
Property Address & APN: _____

Property Owner Name: _____
Property Owner Address: _____

Property Owner Phone: _____ Email address: _____

Check one of the following:

- I am attaching a market value appraisal of the building by a Professional Appraiser
- I am not attaching a market value appraisal of the building by a Professional Appraiser and I accept the value of the property according to the Coconino County Assessor's Office

I now attest that the description included in the permit application for the work on the existing building 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 acknowledge that if I decide to add or modify the work described during construction, Coconino County will reevaluate its comparison of the cost of work to the market value of the building to determine if the result is a substantial improvement. Such reevaluation may require revision of the permit and may subject the property to additional requirements.

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

STATE OF: _____
COUNTY OF: _____

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

Property Owner Signature: _____

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

Contractor: _____ Date: _____

Notary Public
STAMP

Coconino County
Contractor's Affidavit
Substantial Improvement or Substantial Damage

Type of Application: Substantial Improvement Substantial Damage

Property Address & APN: _____

Contractor Name: _____

Contractor Address: _____

Contractor License number: _____ Date of Cost 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 owner's request, I have prepared a cost estimate for all of the improvement work. The cost estimate includes, at a minimum, the elements identified by Coconino County that are appropriate for the nature of the work. If the work is to repair damage, I have prepared a cost estimate to repair the building to its pre-damage condition. **A copy of the cost estimate is attached to this document.**

I acknowledge that if, during construction, the owner requests more work or modification of the work described in the application, that a revised cost estimate must be provided to Coconino County, which will reevaluate its comparison of the cost of work to the market value of the building to determine if the result is a substantial improvement. Such reevaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines 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 was the basis for issuance of a permit.

STATE OF: _____

COUNTY OF: _____

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

Contractor Signature: _____

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

Contractor: _____ Date: _____

Notary Public
STAMP