



**Substantial Improvement Worksheet for Properties Located within a FEMA Designated Floodplain**

Parcel ID Number(s): \_\_\_\_\_ Permit # \_\_\_\_\_

Job Address: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Job Description: \_\_\_\_\_

**Flood Zone**

- I am attaching an appraisal report of my property. Appraisals must be less than 12 months old.  
I am not submitting an appraisal report of my property. I accept the depreciated market value based on the  
 Kendall County Appraisal District records.

Market Value: \$ \_\_\_\_\_

Market Value x 50% = Threshold limit: \_\_\_\_\_

Total Construction Valuation from Above: \$ \_\_\_\_\_

Percentage of Market Value: \$ \_\_\_\_\_

**Construction Value:** an itemized breakdown of estimated material/labor costs. The Cost Evaluation Worksheet included in this packet must be submitted with this form.

**Attachments**

- |  |  |
|--|--|
| <input type="checkbox"/> Cost Evaluation Worksheet and Attachments | <input type="checkbox"/> Appraisal             |
| <input type="checkbox"/> Description of Project                    | <input type="checkbox"/> Elevation Certificate |
| <input type="checkbox"/> Building Plans                            |  |

I, the owner of the subject property, have reviewed the submitted documents and agree with the values entered onto this worksheet.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**This area for Kendall County use only:**

Confirmation of Depreciated Market Value:  Yes  No      Substantial Improvement:  Yes  No

Confirmation of Construction Value:  Yes  No

Signature of Floodplain Administrator or Designee: \_\_\_\_\_ Date: \_\_\_\_\_



---

## **Substantial Improvement FAQ's for Property Owner's within a FEMA Designated Floodplain**

### ***Why am I required to fill out this worksheet?***

The property on which you are proposing to do work is located within a Federal Emergency Management Agency (FEMA) designated floodplain determined by the latest FEMA map. All properties located within a floodplain must follow the Kendall County Flood Damage Prevention Ordinance.

### ***What is the definition of a substantial improvement?***

Substantial improvement means any repair, remodel, rehabilitation, addition, or improvement, the cost of which equals or exceeds 50 percent of the market value of the existing structure either, before the improvement is started.

### ***What is the definition of the market value of a structure?***

Market value of a structure means the value of the structure only and does not include the land or any other accessory buildings or site improvements.

### ***How do I determine the valuation of my project?***

To establish the value of any proposed improvements, your contractor shall submit an itemized breakdown of estimated material/labor costs and the Cost Evaluation form (attached to this packet). The contractor shall use the attached Material Receipts/Estimates handout to help them determine the valuation of the proposed project. These submitted documents and the project valuation will then be reviewed and approved by the Kendall County Engineer's Office in comparison to market value rates within Kendall County.

### ***What if the scope of work increases after my building permit is pulled?***

The valuation of the project is cumulative. Therefore, if during construction changes are made to the permit; those valuations must be added to the total valuation submitted for the project. If during construction the project increases to over 50% of the depreciated market value of the structure, it must comply with Kendall County's current Flood Damage Prevention Ordinance.

### ***What if my project is a Substantial Improvement?***

If the proposed repair, remodel, rehabilitation, addition, or improvement, equals or exceeds 50 percent of the depreciated market value of the existing structure it is considered a substantial improvement and you will be required to conform to Kendall County Flood Damage Prevention Ordinance. Depending on the floodplain designation you may be required to flood proof the structure or elevate the finished floor of the structure above the base flood elevation. If the proposed project is a substantial improvement you should speak to the Development Management Office for more information and requirements.

For more information on FEMA please visit: [www.FEMA.gov](http://www.FEMA.gov)

FEMA information on elevating your home: <https://www.fema.gov/media-library-data/20130726-1443-20490->



### Cost Evaluation Worksheet

I certify that the expenses listed here represent a true and correct statement of currently proposed total cost of labor and materials on this project.

Job Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

Description of Expense		Labor Amount	Materials Amount
1	Site Preparation / Grading		
2	Framing		
3	Roofing		
4	Windows/ Doors		
5	Exterior Wall Finishes/ Decks/ Stairs		
6	Drywall/Tape/Texture/Interior Plaster		
7	Plumbing: Rough/ Finish		
8	Mechanical: HVAC/Other Mechanical Serv/Waterproofing Rough/Finish		
9	Electrical: Rough/Finish		
10	Finish Work/Cabinetry/Carpentry/Tile		
11	Flooring		
12	Painting/Wallpaper/Other Wall/Ceiling Finishes Not Previously Noted		
13	Insulation/Soundproofing		
14	Labor/Materials for Items Not Covered in the Preceding Categories: Demo/ Shoring/ Refuse Hauling		
<b>Total:</b>			
<b>Grand Total:</b>			

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Material Receipts/Estimates**  
**Estimated Labor Costs /Contractor Estimates and/or Cost Breakdown Sheet**

Please provide, to the fullest extent possible, documentation and/or estimates of the elements referenced in this form as applicable to your project. This should be in a line item format on a separate sheet. Be sure to list all elements contingent to your project even if they are not referenced in this form.

Fill in the total amounts for labor and materials on the "COST EVALUATION" form provided, and attach the sheet containing the line item documentation and/or estimates to this completed form.

Note: If licensed contractors are not being retained for the project, labor costs should include all personnel as well as estimated hours/cost per hour to complete the applicable work.

**1. Site Preparation/Grading/Foundation/Flatwork/Masonry:**

- Excavation/grading for all foundation/other building components (including foundation components for decks, stairs, patios, retaining walls, etc.) including but not necessarily limited to: drilling for piers; excavation for all footings, grade beams, tie beams, etc.
- Materials (as applicable) required to form up all elements of foundations, flatwork, walkways; on-grade stairs; paving (including but not necessarily limited to): concrete; shotcrete/other cementitious/masonry-related materials and compounds; lumber; fasteners; base material; reinforcing steel; tie wire; steel or wood stakes for bracing; hardware; (anchor bolts, holdowns, post bases, etc.) also, pumpers or other services for placing concrete/grout/etc.
- All labor required to complete excavations, grading, and/or installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.

**2. Framing:**

- Complete material list, including but not necessarily limited to: framing lumber; plywood; fasteners; hardware, fabricated items (roof trusses, strong walls/other shear assemblies), etc., to install and complete all of the framing required to provide the principal framework for all structures including but not limited to: the main and appurtenant structures; (buildings) exterior stairs; decks; landings; retaining walls; etc.;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- Signed contract or estimate from a contractor to provide all materials and/or services required to install and complete the work as specified in the proposed plans.



**3. Roofing:**

- Complete material list, including but not necessarily limited to: underlayment; shingles; fasteners; sealants; flashings; roof jacks; and other miscellaneous materials contingent to installing and completing a weather-tight roof covering as specified in the proposed plans and/or the building permit application.
  - All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;
- OR:**
- Signed contract or estimate from a contractor to provide all materials and/or services required to install and complete the work as specified in the proposed plans.

**4. Windows/ Doors:**

- Complete material list, including but not necessarily limited to: all doors and windows; skylights; gates; garage doors; casings; moldings; fasteners; flashings; hardware; and other miscellaneous materials contingent to installing and completing all of the abovementioned elements
  - All labor required to complete installation of the above mentioned elements as applicable and specified in the proposed plans;
- OR:**
- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

**5. Exterior Wall Finishes/Decks/Stairs:**

- Complete material list, including but not necessarily limited to: all moisture/air barriers/membranes/lath; exterior wall coverings and trim (siding/stucco/other); fasteners; flashings; finish stairs; decks; landings; and railing materials, as well as any other type materials related to exterior architectural detail/enhancement;
  - All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;
- OR:**
- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.

**6. Drywall/Tape/Texture/Interior Plaster:**

- Complete material list, including but not necessarily limited to: drywall sheets products; fasteners; drywall tape; compound; (taping, topping and texture) plaster, either separate components or pre-mixed;
  - All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;
- OR:**
- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.



**Kendall County Development Management Office**

400 East Blanco Road  
Boerne, TX 78006

**7. Plumbing: (Rough/Finish)**

- Complete material list, including but not necessarily limited to: all piping for supply and drain, waste and vent systems; gas piping; solar water heating; sewer and site drainage systems; fittings; flanges; valves; panels; brackets; hangers; plumber's tape; fasteners; nail protection; solvent; flux; and solder, scuppers and other trim, showerheads and drains
- Fixtures, including water closets; sinks; lavatories; bathtubs; showers; dishwashers; faucets; water heaters and boilers, water conditioning systems; backflow devices; water/natural gas or propane storage containers; as well as any other types of plumbing-related materials appurtenant to;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.

**8. Mechanical: HVAC/Other Mechanical Services/Waterproofing (Rough/Finish):**

- Complete material list, including but not necessarily limited to: HVAC units; condensers, tubing/other piping related to HVAC; plenums; ducting; flashing; membranes, etc. for waterproofing; vents; registers; fasteners; adhesives; grates for registers/return air as well as other appurtenant trim; thermostats, rain gutters and downspouts, as well as any other type materials appurtenant to
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.

**9. Electrical (Rough/Finish)**

- Complete material list, including but not necessarily limited to: temporary power components; main service panel/subpanels; PG&E charges to provide additional/other service requirements; grounding conductors; conductors; conduit; fittings, fasteners; rough-in boxes/other; receptacles and switches; fixtures; finishes (covers, trim, etc.) as well as other materials appurtenant to;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- Signed contract or estimate from a contractor to provide all materials and/or services required to complete the work as specified in the proposed plans.

**10. Finish Work/Cabinetry/Carpentry/Tile:**

- Materials required to install all finish cabinetry /carpentry work; countertops, vanities and tile work other than flooring including, but not necessarily limited to: baseboards, casings, and other interior moldings; cabinets, counters, vanities, face frames, window seats, etc; interior stair finishes and railings; wall/counter/other (excluding floor) tiles; all underlayment,



**Kendall County Development Management Office**

400 East Blanco Road  
Boerne, TX 78006

backing material, hardware, fasteners, adhesives, mortar, etc. required to install/complete all of the above;

- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.

**11. Flooring:**

- Materials required to install all finish flooring including, but not necessarily limited to): underlayment; carpet; tile/tile substrate; hardwood floors; sheet vinyl/other products; all fasteners/adhesives to install/complete all of the above;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- Signed contract or estimate from a contractor to provide all materials and/or services required to complete the work as specified in the proposed plans.

**12. Painting/Wallpaper/Other Interior Wall/Ceiling Finishes Not Previously Noted:**

- Materials required to seal and/or finish all exterior/interior surfaces where required or desired; including, but not necessarily limited to: primer, paint, stain, caulking, putty, wallpaper, other wall/ceiling covering materials;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.

**13. Insulation/Soundproofing:**

- Materials required to insulate and/or soundproof the entire building shell and interior spaces as applicable; including, but not necessarily limited to: bat, blown-in, rigid, and any or all other types of insulating/soundproofing products; caulking; foam; weather-stripping; as well as any other types of weather/temperature-resistive products that insulate or aid in insulation/soundproofing;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.



**15. Labor/Materials for Items Not Covered in the Preceding Categories: Demo/ Shoring/ Refuse Hauling:**

- Materials/labor required to complete the following miscellaneous elements/tasks, as well as any other portions of the project not covered in the categories above; including but not necessarily limited to: demolition; shoring; erosion control; site drainage; gates and fences; supervision/project management; fire sprinkler system; pre-fabricated and site-built fireplaces; scaffolding; general labor/cleanup during construction; final cleaning; debris boxes/refuse hauling; other miscellaneous materials appurtenant to;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans;

**OR:**

- If contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans.

**16. Profit and Overhead:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify the information provided above is currently accurate to the best of my knowledge:*

Job Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* If it is determined that you are a substantial improvement, refer to the Kendall County Flood Damage Prevention Ordinance.