



CHELAN COUNTY

DEPARTMENT OF COMMUNITY DEVELOPMENT

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Substantial Improvement and Substantial Damage Worksheet

What is Substantial Improvement or Substantial Damage?

All improvements and repairs to existing structures within the 100-year floodplain must apply for a floodplain development permit and be evaluated for substantial improvement or substantial damage. An improvement or repair is any type of reconstruction, rehabilitation, remodel, or addition to a structure. A substantial improvement or substantial damage is when the cost of improvements or repairs to a structure are valued at 50% or more of the structure’s value.

If improvements and repairs are valued at 50% or more of the structure’s value, the entire structure must be brought into compliance with current floodplain regulations. The County can help you determine what is required to bring your structure into compliance.

If the improvement and repair value is less than 50% of the structure’s value, the improvements or repairs do not need to comply with current regulations. However, if a structure was in the floodplain when it was constructed, the improvements or repairs must comply with the floodplain regulations in place at the time of construction.

Project Owner and Location

Applicant Name(s): _____

Project Name: _____

Owner’s Name(s): _____

Project Address: _____

Tax parcel number: _____

Project Description: _____

Structure type: Single-family residential Multi-family residential Commercial/Industrial/Ag

Use: Private Public Tribal Other: _____

Year structure was constructed: 1980-2026 Before 1980

Is structure compliant with current floodplain regulations: Yes No I don’t know

If yes, provide this page of the form and an elevation certificate demonstrating compliance with current regulations with your floodplain development permit. The remainder of the form is not required. If the structure is not compliant, you will be required to complete the rest of the form.

Contact the County for assistance in determining if your structure is compliant. You may be required to hire a surveyor to make this determination.

Structure Improvement Value

To determine the County Assessor’s improvement value, visit the Assessor’s website at <https://www.co.chelan.wa.us/assessor> and click on “Property and Sale Search.” When you find your property, click on “View Details” and then scroll down to “Improvement/Building.”

Assessor’s Improvement value: \$ _____

50% of improvement value: \$ _____

If the assessor’s improvement value is believed to be low, the owner can submit an appraisal prepared by a professional property appraiser or an actual cash value determination which includes depreciation prepared by a qualified professional.

Cost of Improvement or Repair

The cost of improvements or repair must be supported by the Cost Evaluation Worksheet or an itemized cost estimate and signed affidavits. The cost to repair must be for full repair to “pre-damaged” condition, even if the owner elects to do fewer repairs or use different materials. The total cost to repair includes structural and finish materials as well as labor.

Work to be completed by:

- Contractor
- Homeowner or volunteer labor

Construction management to be performed by:

- Contractor
- Homeowner or volunteer labor

If work is completed by the homeowner or volunteer labor, the value of labor and materials (including donated or salvaged materials) must be based on market value.

Improvement cost: \$ _____

Improvement percentage (total improvement cost divided by structure value): _____%

If improvement percentage is between 40% to 60%, the County may require additional information to make the substantial improvement determination.

Is project substantial improvement or substantia damage: Yes No

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Damage percentage: _____ More information required? Yes No

Compliance Determination: Structure is or is not compliant with current regulations

Determination: Project is **not** a substantial improvement Project is a substantial improvement

County Reviewer: _____

Signature: _____ Date: _____

Costs that must be included in the cost estimate:

- 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
- 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:
 - Plumbing fixtures and piping
 - HVAC equipment
 - 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 that may be excluded from the cost estimate:

- 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 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

Costs Evaluation Worksheet (may be substituted by a detailed cost estimate from a contractor)

Project address or tax parcel: _____

Owner name: _____

Contractor name (N/A): _____

Description of Expense		Labor Amount	Materials Amount
1	Site preparation		
2	Demolition and construction debris disposal		
3	Construction management and supervision		
4	Profit and overhead		
5	Sales Tax		
6	Foundation		
7	Concrete		
8	Framing and structural elements (joists, trusses, etc)		
9	Exterior wall finishes (paint, siding, stucco, etc)		
10	Windows and exterior doors		
11	Roofing, gutters, and downspouts		
12	Hardware (interior and exterior)		
13	Attached decks and porches		
14	Floor finishes (hardwood, vinyl, carpet, etc)		
15	Bathroom tiling and fixtures		
16	Wall and ceiling finishes (drywall, texture, paint, tiles, etc)		
17	Built in cabinetry (kitchen, bathroom, utility, etc)		
18	Interior doors, trim, and other finish carpentry		
19	Built in bookcases and furniture		
20	Insulation		
21	Plumbing fixtures, piping, and water heater		
22	HVAC equipment		
23	Electrical wiring, outlets, switches, fixtures, ceiling fans		
24	Built-in appliances (dishwasher, wall ovens, etc)		
25	Other services equipment, such as water filters, central vacuum, security systems, and built-in electronic systems		
	Other items directly associated with the building:		
26	Describe:		
27	Describe:		
Total:		\$	\$
Grand Total:		\$	

Prepared by: Owner Contractor

Owner Signature: _____ **Date:** _____

Contractor Signature (N/A): _____ **Date: _____**

Contractor Affidavit

N/A

Project address or tax parcel: _____

Owner name: _____ **Phone number:** _____

Contractor: _____ **Phone number:** _____

Contractor Email: _____

Contractor license number: _____

Contractor address: _____

I hereby attest that I, or a member of my staff, 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 to complete the improvements requested by the owner. I acknowledge that if, during construction, the owner requests more work or modification of the work described in the application or if unforeseen work is required to complete the project, that a revised cost estimate must be provided to County of Chelan. The County will reevaluate its comparison of the cost of work to the improvement value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and the property to additional requirements, such as coming into compliance with current regulations.

Contractor Signature

Print Name

Date

Owner/Applicant Affidavit

Project address or tax parcel: _____

Owner name: _____ Phone number: _____

Owner address: _____

Owner Email: _____

Applicant name: _____ Phone number: _____

Applicant Email: _____

Contractor name, if applicable (N/A):: _____

I hereby attest that the description included in the permit application for work on the existing structure located at the property identified above is all of the work that will be conducted on the structure.

If applicable (N/A):

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 and sales tax.

I acknowledge that during construction, if I decide to add more work or to modify the work described, that I will provide the County of Chelan a revised cost estimate and the County will reevaluate the comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. I fully understand all additional defects, reconstruction costs, damage, and/or unforeseen repairs occurring in this project may trigger the requirement for this structure to be in total compliance with floodplain regulations.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I or my contractor have made repairs or improvements that **were not** included in the description and cost estimate that were the basis for issuance of a permit. I further acknowledge that any change to the scope of work that was not approved may require the entire structure to be brought into compliance with current County of Chelan flood regulations and applicable building codes.

Owner Signature **Date**

Applicant Signature (if different than owner) **Date**