



# Substantial Improvement Workbook

## Harwich MA

### Notice to Property Owners and Contractors

**Owner/Contractor to fill out below;**

Project Address; \_\_\_\_\_

Flood Zone; \_\_\_\_\_

Zoning District; \_\_\_\_\_ / Map & Lot \_\_\_\_\_

FROM: \_\_\_\_\_ Harwich Building Department

**SUBJECT: Work on Existing Buildings in Special Flood Hazard Areas, i.e. Substantial Improvement, Damage & Foundation Repair Worksheets**

The Town of Harwich's floodplain management regulations and the State of Massachusetts Building Code specify that all new buildings to be constructed in Special Flood Hazard Areas (SFHAs) are required to have their lowest floors elevated to or above the base flood elevation (BFE). The regulations also specify that if the following work is performed on existing buildings;

- **Substantial Improvement** of existing buildings (remodeling, rehabilitation, improvement, or additions as per the 2015 IRC, R105.3.1.1), or
- **Substantial Repair of a Foundation** (exceeding 50 % replacement , as per the 2015 IRC R105.3.1.1.1) or
- **Substantially Damaged Existing Building** (exceeding 50% repair as per the 2015 IRC, R105.3.1.1)

Then the building must be brought in to compliance with the requirements for new construction; i.e. flood regulation compliance.

*Please note that a building maybe 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 significant compliance requirement is that the lowest floor, as defined in the regulations/code, must be elevated to or above the BFE in accordance with the State Building Code.

Please plan to meet with this department to review your proposed project, to go over the requirements, and to discuss how to bring your building into compliance.

## **DEFINING SUBSTANTIAL CHANGE**

The Massachusetts State Building Code (2015 IRC, Section 105.3) defines these terms as follows:

**Substantial damage** means damage of any origin sustained by a structure whereby the cost of restoring the structure to it's before damaged condition would equal or exceed 50 percent of the market value of the structure 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 re- pair 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."

**Substantial Repair** of a Foundation means repair or replacement of a foundation that equals or exceeds 50% of the perimeter along the base of the foundation or replacement of more than 50% of the existing piers of the foundation.

## **DETERMINING SUBSTANTIAL CHANGES**

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.

<b>Cost of Improvement or Cost to Repair to Pre-Damage Condition</b>	<b>≥ 50%</b>
<b>Market Value of Building</b>	

Please note:

- You must provide a **detailed 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 the work will be done by a contractor, the contractor's overhead and profit must be included. If the work will be done by the owner or volunteers, market rates must be used to estimate the cost of materials and the value of labor. Attached to this notice is a list of costs that must be included and costs that are excluded. After we review 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 is prepared by a professional appraiser 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.

If you have any questions regarding this information, please contact the Building Department.

#### **Requirements for Permit Applications for Substantial Improvements and Repair of Substantial Damage**

Please contact the Harwich Building Department if you have questions about the substantial improvement and substantial damage requirements. Your building may have to be brought into compliance with the floodplain management requirements for new construction.

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)

# 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, chain walls, 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)
- Structural elements and exterior finishes (cont.):
  - \* 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 re-circulation systems

## 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 re-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

### **\*Existing Violation Exclusion**

- A. This exclusion does not include old, existing work that is to be upgraded as a part of the overall proposed scope of work.**
- B. Violations to be excluded must be specifically cited, in writing by the AHJ and must pre-date application status.**
- C. Work requested to be excluded must cite, in writing, any exemption as per FEMA P-758, Section 4.4.8**

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

**Property Address:**

**Map/Lot:**

**Owner's Name:**

**Owner's Address/ Phone/ Email:**

**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 have 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 the Town of Harwich 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 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 were the basis for issuance of a permit.

**Owner's Signature:**

**Date:**

**Notarized:**

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

Property Address:

Parcel ID Number:

Contractor's Name:

Contractor's:

Address/ Phone/Email:

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 the Town of Harwich 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 the Town of Harwich, 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 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 were the basis for issuance of a permit.

Contractor's Signature:

Date:

Notarized:

## Substantial Improvement Ratio Worksheet

(For reconstruction, rehabilitation, addition, or other improvements, and repair of damage from any cause)

### **Applicant to fill out in Box below;**

Property Owner: _____	
Address: _____	
Permit No.: _____	
Location: _____	
Description of Improvements: _____	
<b>Present Market Value</b> of structure ONLY (market appraisal or adjusted Assessed value, BEFORE improvement, or if damaged, Before the damage occurred), not including land value:	\$ _____
<b>Cost of Improvement - Actual</b> cost of the construction** (see items to include/exclude) **Include volunteer labor and donated supplies. **	\$ _____
Ratio = $\frac{\text{Cost of Improvement (or Cost to Repair)}}{\text{Market Value}} \times 100$	_____ %

If ratio is 50 percent or greater (**Substantial Improvement**), entire structure including the existing building must be elevated to the base flood elevation (BFE) and all other aspects brought into compliance

**Important Notes:**

1. Review cost estimates to ensure that all appropriate costs are included or excluded.
2. If a residential pre-FIRM building is determined to be substantially improved, it must be elevated to or above the BFE. If a non-residential pre-FIRM building is substantially improved, it must be elevated or dry flood proofed to the BFE.
3. Proposals to repair damage from any cause must be analyzed using the formula shown above.
4. Any proposed improvements or repairs to a post-FIRM building must be evaluated to ensure that the improvements or repairs comply with floodplain management regulations and to ensure that the improvements or repairs do not alter any aspect of the building that would make it non-compliant.
5. Alterations to and repairs of designated historic structures may be granted a variance or be exempt under the substantial improvement definition) provided the work will not preclude continued designation as a "historic structure."
6. Any costs associated with directly correcting health, sanitary, and safety code violations may be excluded from the cost of improvement. The violation must have been officially cited prior to submission of the permit application.

Determination completed by: \_\_\_\_\_

Date: \_\_\_\_\_



## Important FAQ's

- **All Work** taking place on an existing structure in a Flood Zone is subject to review under these guidelines. This includes any work that falls within the work definition of Substantial Improvement including cabinets & countertops, trim, paint, etc. exclusive of exclusions per code R105.2.
- Completion of this Workbook is required for all Projects that are being Substantial Improved as defined by the Mass. State Building Code in all Flood Zones.
- Completion of this Work book is required for all Projects that exceed, or are likely to exceed, **25%** of the Value of the Structure as determined by the Building Commissioner.
- You must attach/provide all information as identified on the Checklist.
- You must fill out the Workbook fully as identified on the Checklist.
- You must submit all documents in their original, paper format.
- Please be aware — should the value of the work in place exceed the 50% value, or show that it is likely to exceed the 50% value, during construction due to unforeseen condition; the Project may be subject to a stop work order.
- Harwich is a `CRS' Community within the NFIP Program and your information, project estimates and worksheets are subject to FEMA NFIP review and enforcement.
- This Project is also subject to regulations of and enforcement as allowed under the State of Massachusetts Building Code, MGL 143.
- The Building Department will review all documentation and has the jurisdiction to determine if your values and estimates are acceptable when measured against standards.
- Per Code; ALL work permitted within a 12 month period will be considered as a Single Project and Work Values will be summed for purposed of determining Compliance.
- FEMA P-758 `Substantial Improvement/Substantial Damage Desk Reference' will be used as a guideline. You may download your own copy from the FEMA Website.
- If a project is determined to have exceeded the 50% Value target, it will require compliance with all current NFIP and Building Code flood regulations for the entire structure

## **Substantial Improvement Worksheet Checklist**

**Complete the Substantial Improvement Workbook including the following;**

- A \_\_\_ Owner to initial each Page, bottom right hand corner
- B \_\_\_ Complete Substantial Improvement Affidavits - Owner & Contractor
- C \_\_\_ Complete Substantial Improvement Ratio Worksheet
- D \_\_\_ Attach Two (2) Each Independent Appraisals and/or Assessors Record Card
- E \_\_\_ Completed Substantial Improvement Cost Breakdown
  - 1 \_\_\_ Provide copies of Contractor's estimates/bids for PGEM, non-self-performed trades, all materials
  - 2 \_\_\_ Provide copies of invoices/materials estimates for all Owner supplied materials, labor or trade work
- F \_\_\_ Include Photographs of Existing Conditions included in Work Scope
- G \_\_\_ Submit all documents in paper format with original signatures, notaries' stamps
- H \_\_\_ Elevation Certificate for Floor elevations (for existing structures only)
- I \_\_\_ FEMA Firmette for Project Address (FEMA Flood Map site)

### **Additional Documents to be provided as required;**

- J \_\_\_ Copy of Acceptance Letter for MT-1 for LOMA/CLOMA/LOMR/CLOMR
- K \_\_\_ V-Zone Engineering Certificate (for all projects in a V Flood Zone)
- L \_\_\_ Site Plan indicating Mean Grade, Flood Zone, Design Flood elevation (DFE) and Base Flood Elevation (BFE)
- M \_\_\_ Copy of Conservation Approval via Recorded & Stamped NOI

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**Applicant Signature**

## SUBSTANTIAL IMPROVEMENT COST BREAKDOWN

PROJECT ADDRESS: \_\_\_\_\_

WORK SCOPE: \_\_\_\_\_

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

*\* A dollar value is required for both labor and material for each category listed including but not limited to the following;*

*\* If a category does not apply, enter N/A*

*\* if work is proposed that is not covered in this document, provide additional info to document/verify the cost*

*\* All Sub-Contractor estimates must have a copy of the bid/estimate attached*

LEGEND
LS - Lump Sum
SF - Square Foot
LF - Lineal Foot
SO - Roof Square

<b>Interior Demolition</b>		
Description of Work _____ (Des. Cont.) _____	Quantity _____ MH	\$ _____ Labor
Trash Removal (Dumpsters or Truckloads)	Quantity _____ EA	\$ _____ Matl.
	Labor, Material, Trash Total	<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Foundation/Concrete</b>		
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Labor
		\$ _____ Matl.
	Labor & Material Total	<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Foundation/Piers</b>		
Description of Work _____ (Des. Cont.) _____	Quantity _____ EA	\$ _____ Labor
		\$ _____ Matl.
	Labor & Material Total	<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Masonry</b>		
Description of Work _____ (Des. Cont.) _____	Quantity _____ SF	\$ _____ Labor
		\$ _____ Matl.
	Labor & Material Total	<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		

## SUBSTANTIAL IMPROVEMENT COST BREAKDOWN

<b>Framing w/Studs, Lumber</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
		\$ _____
Labor & Material Total		<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Framing w/Engineered Lumber</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ EA	\$ _____ Matl.
		\$ _____
Labor & Material Total		<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Framing/Decks &amp; Exterior Stairs</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ SF	\$ _____ Matl.
		\$ _____
Labor & Material Total		<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Roofing</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ SF	\$ _____ Matl.
		\$ _____
Labor & Material Total		<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Siding</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Cementitious <input type="checkbox"/> Other	Quantity _____ SF	\$ _____ Matl.
		\$ _____
Labor & Material Total		<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Insulation</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) <input type="checkbox"/> Foam <input type="checkbox"/> F'Glass Batt <input type="checkbox"/> Blow in <input type="checkbox"/> Other	Quantity _____ LF	\$ _____ Matl.
		\$ _____
Labor & Material Total		<u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		

## SUBSTANTIAL IMPROVEMENT COST BREAKDOWN

<b>Drywall/Plaster</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
		Labor & Material Total <u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Finish Carpentry/Doors &amp; Windows</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
<input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Sliders <input type="checkbox"/> Garage		Labor & Material Total <u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Finish Carpentry/Trim &amp; Millwork</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
		Labor & Material Total <u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Finish Carpentry/Casework, Cabinets &amp; Countertops</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
<b>C'Top</b> <input type="checkbox"/> Laminate <input type="checkbox"/> Solid Surface <input type="checkbox"/> Granite <input type="checkbox"/> Other		_____
<b>Cabinet</b> <input type="checkbox"/> Laminate <input type="checkbox"/> Modular <input type="checkbox"/> Wood <input type="checkbox"/> Custom <input type="checkbox"/> Other		Labor & Material Total <u>\$ _____</u>
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		

## SUBSTANTIAL IMPROVEMENT COST BREAKDOWN

<b>Painting/Wall Finish</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
<input type="checkbox"/> Paint <input type="checkbox"/> Tile <input type="checkbox"/> Other		Labor & Material Total \$ _____
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Flooring</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
<input type="checkbox"/> Tile _____ SF <input type="checkbox"/> Carpet _____ SF <input type="checkbox"/> Wood _____ SF <input type="checkbox"/> Other _____ SF		Labor & Material Total \$ _____
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Plumbing &amp; Gas</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
<input type="checkbox"/> Lavs <input type="checkbox"/> Toilets <input type="checkbox"/> Showers <input type="checkbox"/> Tubs <input type="checkbox"/> Kitchen Sink <input type="checkbox"/> Other		Labor & Material Total \$ _____
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		
<b>Electrical</b>		\$ _____ Labor
Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____ Matl.
<input type="checkbox"/> Service/New <input type="checkbox"/> Service Upgrade <input type="checkbox"/> Sub Panel <input type="checkbox"/> Other <input type="checkbox"/> Devices <input type="checkbox"/> Smoke/CO <input type="checkbox"/> Lights <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Other		Labor & Material Total \$ _____
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		

## SUBSTANTIAL IMPROVEMENT COST BREAKDOWN

### Mechanical HVAC

Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____	Labor
		\$ _____	Matl.
		_____	
	Labor & Material Total	<b>\$</b> _____	
<input type="checkbox"/> Mini-Splits <input type="checkbox"/> Furnace/Heat Only <input type="checkbox"/> Furnace w/ AC			
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff			

### Appliances/Built In

Description of Work _____ (Des. Cont.) _____	Quantity _____ LF	\$ _____	Labor
		\$ _____	Matl.
		_____	
	Labor & Material Total	<b>\$</b> _____	
<input type="checkbox"/> Kitchen    _____ SF <input type="checkbox"/> Laundry    _____ SF <input type="checkbox"/> Other    _____ SF			
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff			

### General Contractor Overhead & Profit

	LS	\$ _____
Contingency per Contract		\$ _____
Other Work within 12 Mos.	EA	_____
<u>Permit#</u> _____ <u>Desc.</u> _____	EA	\$ _____
<u>Permit#</u> _____ <u>Desc.</u> _____	EA	_____
Source of Value <input type="checkbox"/> Sub-Contractor Estimate <input type="checkbox"/> Detailed Estimate <input type="checkbox"/> Sq. Ft Method <input type="checkbox"/> Detailed Labor & Material Takeoff		

