



# City of Boulder Housing and Human Services

## Capital Improvement and Capital Update Request Form

You must complete this form for pre-approval of any capital improvement, energy efficiency improvement or capital update request.

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### 1. Type of Work Requested (submit one form per eligible item):

#### Capital Improvements

- ☐ Improvements that increase habitable square footage per city code. Finished basements must have at least one egress window and all improvements must conform to current city code requirements.
- ☐ Installation of new cooling system including whole house fans, ceiling fans, non-portable evaporative coolers and central air conditioning. *See policy in [Homeowner Guide](#) for specific unit requirements.*
- ☐ Flooring: replacing carpet or vinyl flooring that is at least 10 years old with hardwood floors (solid or engineered, including cork and bamboo, but excluding laminate), or ceramic tile.
- ☐ Radon gas mitigation cost for levels above the EPA established threshold. Radon testing costs are not eligible, only mitigation costs using a qualified contractor as necessary to remedy are eligible.
- ☐ New perimeter fencing when not provided by the developer.

#### Energy Efficiency Improvements

- ☐ Energy efficiency improvement of added wall, ceiling or crawlspace insulation.
- ☐ Installation of solar photovoltaic systems and solar thermal systems excluding leased systems.
- ☐ Installation of electric vehicle charging infrastructure, which includes installing Level 1 and/or 2 outlets.
- ☐ Appliances: Replacing an appliance with an ENERGY STAR appliance that stays with the house can receive a \$100 flat rate credit.
- ☐ Replacement of a furnace or boiler that is at least 10 years old with a heating system that meets the specific policy energy standards. *See policy in [Homeowner Guide](#) for specific unit requirements.*
- ☐ Replacement of water heater that is at least 10 years old with an ENERGY STAR water heater or electric heat pump that meets the specific policy energy standards. *See policy in [Homeowner Guide](#) for specific unit requirements.*
- ☐ Replacement of a whole house fan, non-portable evaporative cooler or central air conditioning unit that is at least 10 years old with a unit that meets the specific policy energy standards. *See policy in [Homeowner Guide](#) for specific unit requirements.*

#### Capital Updates

- ☐ Renovation of kitchens and bathrooms that are at least 20 years old.
- ☐ Replacement of single pane or defective windows of any age, or double pane windows that are at least 20 years old with windows that meet current City of Boulder prescriptive energy code.

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**2. Describe the requested improvement or update.**

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**3. Estimate of the cost for the requested work OR receipts for completed work (only 50% of allowed credit if no pre-approval is obtained).**

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**4. Provide a copy of the written estimate(s) from a contractor. Projects estimated over \$5,000 require two estimates. If two estimates are required, they should be from separate contractors. If no contractor will be used, please provide an itemized list of expected costs of materials.**

**5. Completion date for these improvements.**

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☐ **Proof of Permit\***

In order to qualify as an eligible Capital Improvement, Energy Efficiency Improvement, or Capital Update each expenditure must be approved conditionally in advance by the City. The City will review the proposal and conditionally approve eligible credits within 10 business days.

Capital Improvements or Updates that have been pre-approved must be completed within 6 months of pre-approval or a new pre-approval will be required.

Documentation of completion of a project must be submitted to the Division of Housing for final approval within 4 weeks of completion of the work. The Homeowner must submit a copy of the itemized receipt or invoice, complete with the contractor or supplier's name, address, and phone number which shows paid in full AND proof of completed building permit, if applicable.

Within 10 business days of receipt of final documentation the City will notify the Homeowner in writing of the final credit amount.

All approved credits will be added to the maximum resale price immediately.

**\*Remember that most work requires a permit and it may be necessary to obtain a permit for the work you intend to do. *If the work requires a building permit and you fail to get one, the work will not be eligible for credit.***

Please contact City of Boulder Planning and Development Services at 303-441-1880 or visit their website at [www.bouldercolorado.gov/plan-develop](http://www.bouldercolorado.gov/plan-develop) regarding permit information. If you are building something new you will probably want to show your plans to a Project Specialist in Planning and Development Services at 1739 Broadway, 3rd floor, 303 441-1880.

Please complete and return to:  
[homeownership@bouldercolorado.gov](mailto:homeownership@bouldercolorado.gov)