



LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY (LCRA) REHABILITATION GUIDELINES

I. General

For single family, owner occupied rehabilitation.

The program is designed to offer homeowners tax abatement for renovating.

- A. Code and non-code items are eligible; at least \$5,000 in value of repairs must be done.
- B. Exterior repairs must be addressed first.
- C. Ineligible rehab:

The following are some examples of items that cannot be credited against the minimum investment:

- 1. Install swimming pools, hot tubs, saunas, Jacuzzi
- 2. Window air conditioners, washer/dryer, or other freestanding appliance
- 3. Pay owners for their own labor (owners' relatives may be paid only if they are licensed in the specific trade)
- 4. If the homeowner has any questions regarding any other work items to be done under this section, the LCRA Executive Director should be contacted.

- D. Applicants should consider addressing code violations. If the owner elects not to address all code violations, (unless related work requires a City Permit) then the owner will acknowledge responsibility for any code violations cited by the City of Kansas City. Note: any serious code violations, which endanger the health and safety of the occupants, must be addressed.

- E. Program requires repair or replacement of specified exterior or interior deficiencies that may cause the property to become uninhabitable or substantially affect the underlying value of the collateral. Tax abatement may be withheld if said deficiencies are not addressed.

II. Specific Guidelines for the Homeowner to Consider

The homeowner is responsible for checking the following items and considering addressing deficient items.

A. Exterior

- 1. Grading and drainage
- 2. Concrete/asphalt
- 3. Roofing
- 4. Windows, doors, soffits, fascia, walls and other surface areas, including porches
- 5. Gutters and downspouts
- 6. Paint/tuck pointing

B. Interior

- 1. Walls, ceilings, windows, doors
- 2. Floors and floor coverings
- 3. Paint
- 4. Basements
 - a) Plumbing (incl. hot water tanks)
 - b) Electrical
 - c) Heat
 - d) Walls
 - e) Beam, joists, support columns

5. Termite and extermination

- a) Check wood beam, wood joists, wood support columns, windows and other surfaces
- b) If there is evidence of active infestation, the owner needs to consider a termite inspection. The cost of inspection as well as treatment expense can be credited to the minimum expenditure requirement. Only licensed exterminators should treat properties. If there is active infestation of roaches, mice or rats, the property must be treated by a licensed pest control company in order to receive tax abatement.

The following standards should be used as a guide for self inspections:

A. Exterior

1. Roof

- a) If the roof has five (5) years or more of remaining life, the existing roof can remain.
- b) If, upon inspecting, the roof proves to have 3 or more overlays it must be stripped down to the roof decking and a new 30 year shingle installed.
- c) If an inspection by the owner shows shingles are curling, loss of granules, missing and broken shingles, or leaking, the roof must be replaced.
- d) Inspect attic for visible signs of leakage.
- e) If there is only (1) layer and basically the roof is in fair condition, an overlay is permissible.
- f) When replacing or installing roof shingles, a 30 year laminated shingle is to be used.
- g) Rafters and ridge board need to be inspected for warping, splitting, broken and collar ties after shingles are removed, or the attic in case of overlays.
- h) When replacing/repairing roof, installation of a minimum of two (2) roof vents, as per manufacturer's specifications and soffit vent is recommended, if possible.

- i) Chimneys, vent pipes, dormers, and edges, install new galvanize or aluminum metal flashing. Asphalt base tar is not acceptable as flashing.
- j) The owner should ensure that exterior grade, 7/16 inch OSB (oriented strand board) sheathing and quality shingles are installed.

2. Chimneys

- a) There are basically three types of chimneys used in properties that will be inspected. They are lined and unlined brick, rock and metal bestoes.
- b) Inspect cleanout in basement to check if bricks or other material has been dislodged, which could be hazardous in using the chimney. Chimney cleaning is an allowable expense.
- c) Exterior inspection of chimney should be made to see if it is pulling away from the structure. If the chimney has not moved very much, caulking generally will take care of the problem.
- d) Tuck point mortar joints as needed.
- e) Installation of a rain cap with screening is allowed.
- f). In cases where the chimney has excessive height, it can be reduced to approximately 3 linear feet in height above roof.
- g) In cases where there is an existing furnace / hot water heater is vented into the chimney an inspection from a Heating & Cooling firm should be made to determine if the chimney should be re-lined. If so this requires an inspection from the City Codes Department and a permit for the installation of the liner

3. Gutters, downspouts and storm drains

- a) Galvanized or aluminum downspouts that are in good condition and appear to be draining property need not be replaced.
- b) Gutters and downspouts that are not being replaced should be cleaned and painted, if galvanized, and inspected for proper drainage fall.
- c) Storm drains in good condition and operating properly can remain. Drains not operating property (letting water enter the basement or drains with broken tile) must be removed and sealed.

- d) Box gutters that indicate no visible signs of damage or leaking can remain.
 - e) Box gutters that are damaged or leaking may be repaired, relined, or covered up and replaced with traditional guttering.
4. Soffits, fascia and rafter tails:
- Soffits, fascia and rafter tails can remain as-is if they are in good conditions. If needed, they can be repaired or replaced. Wrapping is allowable.
5. Siding
- The following types of siding are generally used: Wood siding shingles and various types of lap siding, including wood, vinyl, steel and aluminum. Vinyls, aluminum or steel siding can be repaired, installed or replaced in order to make maintenance easier for the owner. (However, if property is located within an historic district, exterior siding must comply with those guidelines.)
6. Windows – exterior
- a) Operating windows that have missing ropes, locks, lifts and small glass cracks can remain or can be repaired.
 - b) Windows showing excessive damage and missing parts need to be replaced with new window units.
 - c) Window units being replaced must meet an Energy Star Rating
 - d) Replacement of storm windows are eligible, any broken or missing storm windows must be replaced to conserve energy.
7. Doors
- a) Exterior solid core doors with operable keyed lock set, hinges, in good operating condition are acceptable.
 - b) Hollow core doors are not acceptable for exterior use.
 - c) Exterior doors should have a proper fitting threshold and weather-stripping to provide a seal against weather.
 - d) Screen or aluminum combination storm doors can be installed, repaired or replaced.
 - e) Exterior doors that are replaced need to be a pre-hung insulated door.

8. Sidewalks and Driveways

- a) Private sidewalks and driveways shall have an all-weather surface to prevent mud tracking.
- b) Sidewalk surfaces are to be concrete. Driveway surfaces can be asphalt or concrete.
- c) Sidewalks and driveways with: An offset displacement exceeding three (3) inches, cracks exceeding one (1) inch, or ponding water (for more than 5 days) shall be repaired or replaced at the option of the owner. (Repair/replacement strongly recommended.)

9. Porches

- a) Porches are to be inspected to determine safety and soundness.
- b) Porch decking, headers, joists, support columns, ceiling, and rafters should be solid, secure and safe to use.
- c) Balustrades to be anchored securely. Balustrades missing or not in usable condition should be replaced.
- d) Wood type porches, at the request of owner, can be converted to a concrete deck porch including new steps, balustrade and support columns.
- e) Existing concrete porch decks that are badly cracked, ponding water and presenting a safety hazard should be replaced with either wood or concrete.

10. Foundations

- a) If visual inspection of the foundation cannot determine the problems, an engineering report can be obtained. This may be an allowable expense.
- b) Foundation walls can be tuck-pointed, parged, replaced, repaired, or rebuilt as needed.

11. Lead-Base Paint (brochure available through Good Hammer Program)

12. Painting – Exterior and Interior

Exterior and interior painting by the contractor will be done in a manner, which include power washing, scraping of loose paint, spot priming and application of two (2) coats, 100% latex paint (25 year).

13. Garages/Outbuildings/Fences

Repair/replacement are eligible expenses.

B. Interior

1. Plumbing (includes interior and exterior lines)

- a) Galvanized water lines with sufficient pressure and showing no signs of leakage or corrosion need not be replaced.
- b) Vertical and horizontal galvanized water lines that are replaced will be done with hard copper piping and lead free solder or pix tubing.
- c) If horizontal galvanized water lines are being replaced, vertical lines above the first floor need to be replaced at the same time. If not replaced, a loss of water pressure to the upper floors could be caused due to calcium in the galvanized pipe
- d) Existing copper water lines connected to galvanized pipe must have dielectric couplings (see 1 above).
- e) Owners should be aware of the advisability of repairing/replacing leaking faucets and/or fittings. Replacement of faucets shall include a low flow aerator.
- f) Hot water tanks older than 5 years old may be replaced, however, if not leaking or showing any signs of rust at the base of the tank, replacement is not required. If the tank is to be replaced, install minimum of 40-gallon Energy Star Rated tank complete with new vent pipe and pop off valve with overflow pipe for single family. If the hot water tank is not replaced, inspect vent pipe for rust, holes, leaking pop off valve, and drip leg.
- g) Copper gas lines must be replaced with black iron pipe.
- h) Waste lines going to the kitchen or bath that are leaking or showing extensive corrosion should be replaced or repaired.

- i) Repairs to septic systems are allowed. However, if public sanitary sewer is available, hookup to the system is strongly recommended and in most cases a city requirement. (Check with city before any repairs are made)

2. Heating and Air Conditioning

- a) Gravity flow furnaces and ducts that appear to be in good condition and showing no deterioration can remain. However, a mechanical inspection is advised. If any wrapping on heat runs or furnace itself that show deterioration it need to be check for asbestos and abated or sealed by a certified company.
- b) The mechanical inspection can be waived for forced air furnaces and ducts that have been installed in the pasts 5 years. Units over 5 years should have a mechanical inspection.
- c) Hot water or steam systems can remain as long as there is no sign of leakage. The system should have a mechanical inspection to verify the condition of the unit. If steam pipes are wrapped they should be checked for asbestos and abated or sealed by a certified company.
- d) If there is any doubt regarding the condition of the furnace, a mechanical inspection of the furnace is recommended. The cost for inspection is eligible.
- e) Flue pipes that are missing, defective, rusted, and/or have improper fall, should be replaced or repaired. All flue pipes going into the chimney must be sealed.
- f) Free standing gas or oil heating units, e.g., space heaters, must be disconnected. Vented heaters sitting on fire resistant mats are the only units that are approved for heating.
- g) If there is central air conditioning, the same procedure as used to inspect furnaces will be used.
- h) Replacement of furnace shall be with a new unit that has a minimum of 90% energy efficiency and side vented.
- i) Replacement of a/c unit shall have a minimum of 13 SEER rating. (If a 14 SEER or greater unit is installed KCPL will pay \$800.00 towards cost, check with CDC for application before purchase of unit.)

3. Electrical

- a) Existing 30 or 60 amp services are acceptable, if a minimal number of appliances are being used.
- b) Services that are blowing fuses or circuit breakers due to overload should be replaced with either a 100 or 200 amp service panel depending on the amount of load being used
- c) Installation of updated service could require a masthead. It will be determined by KCP&L as to where the service entrance will be located.
- d) Knob and tube wiring that has not been tampered with is acceptable. If the wiring has been tampered with, the wiring and service panel must be replaced to comply with electrical code. (This includes wiring in the attic).
- e) In any room above basement level, when removal of plaster or drywall has resulted in the exposure of knob and tube wiring, replacement with Romex is must be done and a permit for city inspection pulled. If done, installation of outlets every twelve feet should be included or code required.
- f) Electric outlets in rooms where plaster or drywall is not being removed do not have to comply with paragraph e above. One (1) outlet is all that will be required unless the owner desires additional units. Appliance outlets may be installed as needed.
- g) Existing two (2) hole outlets do not have to be replaced with grounded units. New outlets must be grounded.
- h) GFCI outlets need not be installed unless the electric wiring in the home is being updated. However, the owner should be advised that GFCI is a safety factor and grounded outlets in kitchen and bath areas are recommended.
- i) Electric switches operating properly need not be replaced. Pull chain switch fixtures operating properly need not be replaced except in kitchens and bathrooms. These two (2) areas must have wall switches installed if electrical work is being done.
- j) Electric fixtures that are working properly need not be replaced even though shades are missing. Light fixtures equipped with pull chain switches and operating properly can remain. The owner can decide if any fixtures are to be replaced.

- k) Ceiling fans equipped with light kit can be installed.
- l) Existing doorbells can be made operable or installed new at the owner's desire.
- m) Exterior floodlights can be repaired, replaced or installed new at the owner's desire.
- n) There should be a smoke detector on each floor, located generally in basements, hallways, and other areas adjacent to bedrooms. The owner can purchase and install their own units. Units must be in place prior to final inspection of the property.

4. Walls and Ceilings

- a) Plaster walls and ceilings having few cracks or holes, and in wallpaper in good condition, will not require any action.
- b) Large holes and cracks in walls and ceilings may be indicative of other problems, and should be considered for repair by the homeowner.
- c) Depending on the condition severity of walls and ceilings, overlay with drywall is acceptable. If overlaying drywall on interior walls that have an exterior side, should be blown with insulation prior to drywall installation to reduce energy loss.
- d) Defective ceiling plaster, adjacent to the attic, should generally be repaired (if small) or covered with sheetrock if removed.
- e) Removal of plaster from walls and ceiling will require that the wiring be brought up to electrical code. Therefore, it is recommended that walls/ceilings be laminated with sheetrock if serious cracks/deterioration occurs.

5. Doors and Trim

- a) Missing or non-operable interior doors can be replaced or repaired.
- b) Bathroom doors should be equipped with operable locks.
- c) Interior doors should fit openings, and have working passage sets and hinges.
- d) Door trim that is missing, may be repaired or replaced.

6. Windows and Trim

- a) Windows that are non-operable can remain, at the desire of the owner.
- b) Missing hardware and sash cords can be repaired or replaced.
- c) Sashes with broken or rotted wood should be repaired or replaced.
- d) Window glass that is missing or with large holes and cracks exceeding ¼ inch displacement must be replaced.
- e) Basement windows should be operable or sealed and glass not broken. Small cracks in glass are permissible. Basements should have one operating window for ventilation.
- f) Windows nailed shut can be left as-is at the request of the owner (unless this causes a safety hazard).
- g) Windows located in the basement can be replaced with new energy efficient window units.

7. Floors and Floor covering

- a) Hardwood and pine floors needing repair or refinishing can remain as-is at the desire of the owner, provided there is no safety hazard.
- b) Hardwood floors can be sanded and refinished at the desire of the owner.
- c) Pine or softwood floors are not to be sanded. They can be refinished only.
- d) Floors can be carpeted instead of being refinished.
- e) Kitchens, dinettes, and adjoining walls may have new vinyl floor covering at the desire of the owner. Existing floor covering must be removed if there are soft spots or several layers.
- f) Carpet may be repaired at the desire of the owner, or new carpet can be installed. (Carpet stretching is also allowed).

8. Stairs, Steps and Handrails

- a) Stairs, steps, and handrails in good condition can be left as-is.

- b) Owners should be aware of the advisability of repair and/or replacement of basement stairs, steps and handrails that are missing or broken, as well as mill finished stairs, steps and handrail parts that are missing or broken.

9. Insulation

- a) Attic insulation should be inspected by the owner.
- b) Attic insulation should be brought up to a minimum (R-38) standard using cellulose or fiberglass. If the insulation value is brought up to R-42 in the attic, R-25 for the floor, R-19 Crawlspace KCPL will pay \$400.00 towards cost of this upgrades (check with CDC for application prior to work being performed)
- c) Sidewall insulation can be blown-in as needed to fill the space to achieve a (R-19) rating.
- d) Insulating outside walls from the interior: Remove plaster/lathe and install vapor barrier battens, then re-sheetrock.
- e) Insulating outside walls from the exterior: Blow-in cellulose or fiberglass insulation through a series of drilled holes. When the cavity is filled, holes must be plugged and repainted.
- f) Install adequate amount of roof venting depending on square footage of attic.
- g) Exterior doors and windows should be weather-stripped to prevent entry of air and moisture.
- h) Caulk all areas around doors, windows, and other adjoining surfaces as desired by the owner.
- i) Basement area between rim joists: Install batts to an acceptable, by current standards, insulation value.

10. Energy Reduction

When making changes to any energy related items all efforts shall be made to achieve a reduction in use of energy.

- a) When plaster or drywall has been removed from an exterior wall, that wall shall be insulated to an R-19.
- b) Any areas that allow air to infiltrate into the home shall be sealed.

- c) All exterior doors shall be weather tight.
- d) Basement rim joist shall be insulated if accessible.
- e) If light fixtures are to be replaced, replace them with Energy Star Rated
- d) All new appliances shall have a Energy Star Rating