



COUNTY OF KAUA'I  
DEPARTMENT OF FINANCE  
REAL PROPERTY DIVISION

Parcel ID (Tax Map Key)				
Zone	Section	Plat	Parcel	CPR

## CLAIM FOR SAFE ROOM EXEMPTION

(Chapter 5A-11.27, K.C.C. 1987)

*Per § 4-2.2. of the Kaua'i County Code, a fee will be assessed for requested document copies.*

Safe Room Exemption is hereby claimed by:

Owner's Name: \_\_\_\_\_  
(Please print)

Situs Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home/Business phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**Note: No exemption shall be granted unless an acceptable certification from an architect or structural engineer licensed to practice in the State of Hawai'i stating that the completed safe room meets the minimum FEMA and Building Code specifications for a safe room is submitted with this claim.**

**(To be completed by the Department of Public Works/Engineering)**

I hereby certify that the above-mentioned building is not located in a flood zone, storm surge, or other area susceptible to flooding.

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

Claim received by: \_\_\_\_\_ Date: \_\_\_\_\_

**REAL PROPERTY ASSESSMENT**

- (808) 241-4224 (main) • (808) 241-6252 (fax)
- [rpassessment@kauai.gov](mailto:rpassessment@kauai.gov) (email)
- 4444 Rice Street, Suite 454 • Lihue, Hawaii 96766

**REAL PROPERTY COLLECTION**

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[www.kauai.gov](http://www.kauai.gov) or [www.kauaipropertytax.com](http://www.kauaipropertytax.com) (website)

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## **SAFE ROOM EXEMPTION CRITERIA**

In addition to FEMA Guidelines, Architect Stamped Plans, Plot Plan and Building Permit, an owner must have a Residence on the property and the Safe Room must

adhere to the following criteria, before a "Safe Room Exemption" can be filed.

1. Must be a permitted building
2. Must have Independent Foundation
3. Must have Independent 4" Slab Ceiling
4. Must have Ventilation (by solar fan or PVC pipes)
5. Must have Heavy Steel Gauge Door that swings in

The Building certified Architect must stamp the Exemption Form; the County Engineering department must certify that the safe room is NOT located in flood zone, storm surge or other area susceptible to flooding; and the Zone Appraiser must inspect and verify before the exemption can be granted.

The form is to be completed, stamped and signed-off for submission to Real Property Assessment Section by **September 30th** of any year, to benefit from a \$40,000 exemption the following year, into perpetuity.

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(Architect's or Structural Engineer's letterhead)

SUBJECT: CERTIFICATION OF CONSTRUCTION  
Claim for Safe Room Exemption (Chapter 5A-11.27, K.C.C. 1987)

The safe room for the subject property was inspected on \_\_\_\_\_  
and was found to conform with the requirements of County Ordinance Number 752 including, but not  
limited to the following:

1. Load Criteria - Designed and constructed for wind loads not less than 250 miles per hour,  
in accordance with the ASCE Standard Number 7-98.
2. Missile Impact Criteria - Designed and constructed for missile impact with a system  
tested, approved, and recommended by FEMA (see FEMA 361 "Design and Construction  
Guidance for Community Shelters", July 2000 Edition, as amended).
3. The Safe Room was designed and constructed pursuant to standards at a minimum in  
compliance with FEMA 320 "Taking Shelter From the Storm: Building a Safe Room Inside  
Your House", August 1999 Edition, as amended, and FEMA 361 "Design and Construction  
Guidance for Community Shelters", July 2000 Edition, as amended.

The Safe Room was installed by \_\_\_\_\_

State Contractor License Number \_\_\_\_\_, and under

Building Permit Number \_\_\_\_\_.

Very truly yours,

\_\_\_\_\_  
Name of Licensed Architect or Structural Engineer

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Professional Seal or Stamp

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