



**City of Belleair Bluffs**

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<http://safebuilt.com/locations/florida-gulf-coast-office>

## SUBSTANTIAL IMPROVEMENT/DAMAGE PACKET

Permit Number: \_\_\_\_\_



### ITEMS REQUIRED TO DETERMINE SUBSTANTIAL IMPROVEMENT/DAMAGE

Applicant must submit the following (*Make sure you have an extra copy for your files*):

(This packet is required with each permit application for each property in Flood Zone)

1. The completed building permit and substantial improvement/damage packet including the required 2 sets of (minimum) plans and documents;
2. An estimated Cost of Reconstruction/Improvement form, completed by a Licensed General Contractor, Architect, Engineer, or owner builder and signed by the Owner/Contractor or Contractor with a copy of his license certificate attached;
3. Current photos of the structure, or photos before and after the storm (if applicable);
4. Highlighted floor plan drawing showing area of structure to be repaired or altered;
5. Substantial Improvement/Construction Affidavit completed, signed, and dated;
6. An independent appraisal of the depreciated value of the structure will be used as the market value. It shall be noted on the appraisal that it is for FEMA purposes;
7. NOTE: If the use of assessed value is questioned, an appeal is warranted, but the burden of proof can be placed on the permit applicant who can submit an independent appraisal by a qualified appraiser establishing actual cash value (replacement cost depreciated for age and quality of construction of building). The building value must be fairly depreciated to reflect the age of the building and the deterioration of building components. These appraisals are subject to review by outside appraisal firms of the Town's selection. Cost for such independent review will be borne by the applicant.

**APPLICATION FOR SUBSTANTIAL IMPROVEMENT/DAMAGE REVIEW**

Tax Appraiser's Parcel ID# \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Co-Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

FIRM Panel: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Base Flood Elevation: \_\_\_\_\_

Lowest Floor Elevation (excluding garage): \_\_\_\_\_

(GO TO [WWW.MSC.FEMA.GOV](http://WWW.MSC.FEMA.GOV) FOR FLOOD MAPS AND INFORMATION)

Initial \_\_\_\_\_ I am attaching an independent appraisal report of my property.

Initial \_\_\_\_\_ I accept Pinellas County's Approximate Market Value

Initial \_\_\_\_\_ I accept the attached estimated cost of construction as a fair cost of repair or improvement for my structure.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Signature of Co-Owner*

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

## **SUBSTANTIAL IMPROVEMENTS/DAMAGES**

### **Items to be included:**

#### *All structural elements, including:*

- Spread or continuous foundation footings and pilings
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams, and trusses
- Wood or reinforced concrete decking or roofing
- Floors and ceilings
- Attached decks and porches
- Interior partition walls
- Exterior wall finishes (e.g. brick, stucco or siding)
- Windows and doors
- Re-shingling or re-tiling a roof
- Hardware

#### *All interior finish elements, including:*

- Tiling, linoleum, stone, or carpet over sub-flooring
- Bathroom tiling and fixtures
- Wall finishes, including drywall, painting, stucco, plaster, paneling, marble or other decorative finishes
- Kitchen, utility and bathroom cabinets
- Built-in book cases, cabinets and furniture
- Hardware

#### *All utility and service equipment*

- HVAC equipment
- Repair or reconstruction of plumbing and electrical services
- Light fixtures and ceiling fans
- Security systems
- Built-in kitchen appliances
- Central vacuum systems
- Water filtration, conditioning or recirculation systems

#### *Also:*

- Labor and other costs associated with demolishing, removing, or altering building components
- Construction supervision and/or management
- Equivalent costs of work done by owner and volunteers
- Overhead and profit

### **Items to be excluded:**

- Plans and specifications
- Survey costs
- Permit fees
- Debris removal (e.g. removal of debris from building or lot, dumpster rental, transport fees to landfill tipping fees) and cleanup (e.g. dirt and mud removal, building dry-out, etc.)
- Items not considered real property, such as throw rugs, furniture, refrigerator, stoves not built-in, etc.
- Landscaping
- Sidewalks
- Fences
- Yard lights
- Swimming pools
- Screened pool enclosures
- Sheds
- Gazebos
- Detached structures (including garages)
- Landscape irrigation

## **ESTIMATED COST OF IMPROVEMENTS/RECONSTRUCTION**

Parcel ID#: \_\_\_\_\_

Property Address: \_\_\_\_\_

This Cost of Estimate of Improvement/Reconstruction must be prepared and signed by a licensed General Contractor,  
Architect, Engineer or Owner/Builder

### **BUILDING**

(Materials and Labor Cost are required)

<b>ITEMS</b>	<b>MATERIALS COST</b>	<b>LABOR COST</b>	<b>TOTAL COST</b>
Demolition			
Foundation, Slab(s)			
Drywall			
Bearing Walls, Tie Beams, Trusses			
Framing, Joists, Beams, Subflooring			
Interior Non-Bearing Walls			
Exterior Finishes (Stucco, Siding, Painting, Trim, Brick, etc.)			
Windows and Exterior Doors			
Cabinets / Vanities / Countertops			
Hardware			
Attached Decks & Porches			
Floor Covering			
Bathroom Tile / Kitchen Tile			
Wall Finish / Painting / Covering			
Built-In Appliances			
Built-In Cabinets, Bookcases, Furniture, Mirrors, Closet Shelving			
Interior Doors			
Baseboards / Crown Molding / Trim Boards			
Hardware (Strapping, bolts, screws, etc)			
Insulation			

Fireplace / Hearth / Mantel / Chimney			
Stairs / Handrails / Guardrails			
<b>BUILDING TOTAL</b>			\$

**ELECTRICAL**  
(Materials and Labor Cost are required)

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Electrical Wiring			
Electrical Fixtures, Ceiling Fans, Outlets, Switches			
Security System, Intercom System			
Smoke Detectors			
Electrical Panel(s) & Meter Base(s)			
<b>ELECTRICAL TOTAL</b>			\$

**PLUMBING**  
(Materials and Labor Cost are required)

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Plumbing Piping			
Plumbing Fixtures			
Water Heaters			
Water Filtration, Conditioning and Recirculation Systems			
<b>PLUMBING TOTAL</b>			\$

## MECHANICAL

(Materials and Labor Cost are required)

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
HVAC Equipment			
Ductwork, Grills			
Bathroom Fan(s), Range Hood, Central Vacuum, Dryer Exhaust			
<b>MECHANICAL TOTAL</b>			\$

## GAS

(Materials and Labor Cost are required)

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Gas Piping			
Gas Tank			
<b>GAS TOTAL</b>			\$

## ROOF

(Materials and Labor Cost are required)

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Shingles, Underlayment, Mod Bit			
Gutters, Downspouts			
<b>ROOF TOTAL</b>			\$

## MISCELLANEOUS

(Materials and Labor Cost are required)

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Construction Management & Supervision			
Overhead & Profit			
Sales Tax on Materials			
ITEMS PURCHASED BY HOMEOWNER			
<b>MISCELLANEOUS TOTAL</b>			\$

<b>TOTALS</b>	
<b>BUILDING TOTAL</b>	\$
<b>ELECTRIC TOTAL</b>	\$
<b>PLUMBING TOTAL</b>	\$
<b>MECHANICAL TOTAL</b>	\$
<b>GAS TOTAL</b>	\$
<b>ROOF TOTAL</b>	\$
<b>MISCELLANEOUS TOTAL</b>	\$
<b>TOTAL</b>	
<b>(THE 10% CONTINGENCY IS REQUIRED) CONTINGENCY 10%</b>	\$
<b>GRAND TOTAL</b>	\$

The value placed on all donated or discounted materials should be equal to the actual or estimated cost of such materials and must be included in the total cost. Where materials or servicing equipment are donated or discounted below normal market values, the value should be adjusted to an amount that would be equivalent to that estimated through normal market transactions. *Section 4.4.4\**

The situation described above that involves donated or discounted materials may also involve volunteer labor. Also, property owners may undertake fairly significant improvement and repair projects on their own. In both cases, the normal "market" value or "going rate" for labor must be included in the estimates of the cost of improvement and the costs to repair. *Section 4.4.5\**

I understand that I am subject to enforcement, penalties and / or fines for violation if inspection of the property reveals that I have made additions, renovations or remodeling to the property which were not included in the permit documents.

Violating the FEMA improvement threshold may result in removal of improvement work, revocation of the Certificate of Occupancy for the building, and/or an order to remove the structure.

(PLEASE attach any additional information)

Contractor's Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*FEMA P-758/May 2010 "Substantial Improvement/Substantial Damage Desk Reference", Chapter 4, Making Substantial Improvement and Substantial Damage Determinations.*

**CONTRACTOR**  
**IMPROVEMENT/RECONSTRUCTION AFFIDAVIT**

Parcel ID#: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Contractor's Name: \_\_\_\_\_ License #: \_\_\_\_\_

I hereby attest to the fact that I, or a member of my staff, personally inspected the above-mentioned property and produced the attached itemized list of repairs/reconstructions and/or remodeling which is hereby submitted for the **SUBSTANTIAL IMPROVEMENT/DAMAGE REVIEW**. These listed damages/improvements are **ALL of the improvements/damages** sustained by this structure and all additions, improvements, or repairs proposed on the subject building are included in this estimate.

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs **NOT included on the attached list of improvements/repairs**, or improvements or illegal structures/additions to the existing structure without having present plans for such additions. I understand that any permit issued by the City of Belleair Bluffs pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

Total Labor and Materials      \$ \_\_\_\_\_

Overhead and Profit                \$ \_\_\_\_\_

**TOTAL COST**                        \$ \_\_\_\_\_

\_\_\_\_\_  
**Contractor Signature**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_\_physical presence or \_\_\_\_online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public



**OWNER**

**IMPROVEMENT/RECONSTRUCTION AFFIDAVIT**

Parcel ID#: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Contractor's Name: \_\_\_\_\_ License #: \_\_\_\_\_

I hereby attest to the fact that I, or a member of my staff, personally inspected the above-mentioned property and produced the attached itemized list of repairs/reconstructions and/or remodeling which is hereby submitted for the **SUBSTANTIAL IMPROVEMENT/DAMAGE REVIEW**. These listed damages/improvements are **ALL of the improvements/damages** sustained by this structure and all additions, improvements, or repairs proposed on the subject building are included in this estimate.

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs **NOT included on the attached list of improvements/repairs**, or improvements or illegal structures/additions to the existing structure without having present plans for such additions. **I understand that any permit issued by the City of Belleair Bluffs** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**TOTAL COST**                      \$ \_\_\_\_\_

\_\_\_\_\_  
*Co-Owner Signature*

\_\_\_\_\_  
*Co-Owner Signature*

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_physical presence or \_\_\_online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

## FEMA – IMPROVEMENT VALUATION WORKSHEET

(Substantial Improvement / Substantial Damage)

PROPERTY ADDRESS: \_\_\_\_\_

PINELLAS COUNTY PROPERTY APPRAISER:

Just Market Value \$\_\_\_\_\_ - Land Adjusted Value \$\_\_\_\_\_ X 50% = \$\_\_\_\_\_ Value of Structure

VALUE OF STRUCTURE: \$\_\_\_\_\_ X 50% = \_\_\_\_\_(a)

PERMITS WITHIN 1 YEAR:

	Permit #	Permit Type	Job Value
Current permit			
Other			

Total Permit Values: & \_\_\_\_\_(b)

Therefore: (b) \$\_\_\_\_\_ < (a) \$ \_\_\_\_\_

OK: (Y)\_\_\_\_\_or (N) \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_

If value exceed 50% the customer needs to provide one of the following:

\_\_\_\_\_ Elevation Certificate

\_\_\_\_\_ Survey showing the finished floor elevation

\_\_\_\_\_ Current Appraisal using the depreciated value

**\*OFFICE USE\***