



Substantial Improvement/ Damage Review

Permit Application Number _____

Parcel ID Number _____

Property Address _____

City & Zip Code _____

Name of Owner _____

Owner's Phone Number _____

Owner's Address: _____

Name of Co-Owners _____

Name of Contractor _____

Name of Architect _____

FIRM Community Panel Number _____ FIRM Index Date _____

Flood Zone _____ Required Base Flood Elevation _____

Top Elevation of Bottom Floor (including basement or enclosure) _____

PLEASE INITIAL APPROPRIATE STATEMENT(S)

_____ I am attaching an appraisal report of my property. **NOTE:** If an appraisal report is submitted, the appraised square foot value of existing building will be used as the minimum construction value per square foot for the proposed (habitable) improvements.

_____ I am not submitting an appraisal report of my property.

_____ I accept the Market Value Estimate, based on County tax records, of the City of St. Petersburg.

_____ I accept the attached estimated cost of construction as fair cost of repair or improvement for my home.

Signature of Owner

Date

Signature of Co-Owner

Date

Revised 8/2005



SUBSTANTIAL IMPROVEMENT OR DAMAGE

If you are rebuilding your home after a storm, renovating, remodeling, or adding an addition to your home, here is information you need to know concerning

The 50% RULE

If your home or business is below the 100 -year flood elevation, which is determined by the information on your "Elevation Certificate," St. Petersburg has flood damage prevention regulations that may affect how you remodel, renovate or add on to your building. If your home or business sustained structural and/or interior and exterior damage, or if you plan improvements, these regulations may affect how you rebuild. These laws are required by the National Flood Insurance Program to protect your lives and investments from future flood damages. Our community must adopt and enforce these laws in order for federally-backed flood insurance to be made available to community residents and property owners.

TO SAVE YOURSELF TIME, AGGRAVATION AND MONEY, PLEASE READ THE FOLLOWING INFORMATION.

If a building is "substantially damaged" or "substantially improved," it must be brought into compliance with the City of St. Petersburg flood damage prevention regulation, including elevating the building to or above the 100-year flood elevation.

- √ **SUBSTANTIAL DAMAGE** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its "before-damage condition" would equal or exceed 50% of the market value of the structure before the damage occurred.

Note: the cost of the repairs must include all costs necessary to fully repair the structure to its before-damage condition.

- √ **SUBSTANTIAL IMPROVEMENT** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement.

The City of St. Petersburg, following National Flood Insurance Program requirements, has the responsibility to determine “substantial damage” and “substantial improvement” and has implemented the following procedures:

1. The City of St. Petersburg will estimate market value by using the tax assessment value of your structure (excluding the land).

If you disagree with this estimate of Market Value, you may hire a state licensed appraiser and submit a certified property appraisal for the depreciated value of the structure. If the appraisal exceeds the “estimated market value” it may be necessary to have the appraisal reviewed by an independent review appraiser to assure the value established by the appraisal represents the fair market value of the structure.

2. You must submit to the City of St. Petersburg a complete, detailed, and itemized (materials and labor) cost estimate of any combination of repairs, reconstruction, rehabilitation, additions, remodeling, alteration and/or improvements to your home/structure.

The City of St. Petersburg will evaluate the cost of improvements or repairs and determine if they are fair and reasonable. The cost for the proposed improvement must represent the current market value of the work and material. As a guide, the City of St. Petersburg will use Building Code Valuation Tables published by major building code groups as approved by the Building Official. When using this data, it should be noted that these are average costs based on typical construction methods, and have been adjusted based on regional modifiers. A copy of this data is available from the City of St. Petersburg Construction Services and Permitting Division. For damage repairs, pre-storm prices and rates will be utilized.

If an appraisal has been submitted, the square foot “replacement cost new” values used in the appraisal are used to determine the market value of the work and materials for improvements.

3. If your home is determined to have “substantial damage” or is proposed to be “substantially improved,” an Elevation Certificate must be submitted to the City of St. Petersburg to determine the lowest floor elevation. Garages and carports are not considered to be the “lowest floor.”

If the lowest floor is below the 100-year flood elevation, the building must be elevated to or above that level. Likewise, all electrical and mechanical (heating and cooling, etc.), bathrooms, and laundry rooms must be elevated to or above the 100-year flood level. Only parking, building access, and limited, incidental storage is allowed below the flood level. Non-residential buildings may be “flood-proofed” instead of being elevated.

4. The Building Official may require a investigative inspection for any project to document the pre-improvement condition of the structure.

SUBSTANTIAL IMPROVEMENT OR DAMAGE

ITEMS TO BE EXCLUDED

- * Items not attached to the structure, any site items, accessory structures, loose debris.
- * Plans and specifications
- * Survey costs
- * Permit fees
- * Debris removal (removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees), and clean up (dirt and mud removal, building dry out, etc.)
- * Items not considered real property such as throw rugs, furniture, refrigerators, stoves not built-in, etc.
- * **OUTSIDE IMPROVEMENTS, INCLUDING:**
 - * Landscaping
 - * Sidewalks
 - * Fences
 - * Yard lights
 - * Swimming pools and associated equipment, e.g., pumps, heaters, etc.
 - * Screened pool enclosures
 - * Sheds
 - * Gazebos
 - * Detached structures (including garages)
 - * Landscape irrigation system

SUBSTANTIAL IMPROVEMENT OR DAMAGE

ITEMS TO BE INCLUDED

*** ALL ITEMS ATTACHED TO STRUCTURE**

*** ALL STRUCTURAL ELEMENTS, INCLUDING:**

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

*** ALL INTERIOR FINISH ELEMENTS, INCLUDING:**

- x Tiling, linoleum, stone, or carpet
- x Bathroom tiling and fixtures
- x Wall finishes (drywall, painting, stucco, plaster, paneling, marble, or other decorative finishes)
- x Kitchen, utility, and bathroom cabinets
- x Built-in bookcases, cabinets, and furniture
- x Hardware
- x Mirrors

*** ALL UTILITY AND SERVICE EQUIPMENT, INCLUDING:**

- x HVAC equipment
- x Repair or reconstruction of plumbing and electrical services
- x Lighting fixture and ceiling fans
- x Security systems
- x Built-in kitchen appliances
- x Central vacuum systems
- x Water filtration, conditioning, or re-circulation systems
- x Permanently installed insect protection system
- x Intercom system
- x Permanently installed stereo speakers and systems
- x Theater systems

ALSO:

- x Labor and other costs associated with demolishing, removing, or altering building components
- x Overhead and profit

NOTE: Additional information may be necessary to substantiate fair cost of repair or improvement.

COST BREAKDOWN*

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

LEGEND
 LS - Lump Sum
 SF - Square Foot
 LF - Linear Foot
 SQ - Roof Square
 SY - Square Yard

Demolition

\$ _____ Labor

Description of work _____ Quantity _____ LS \$ _____ Mat.
 (desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Slab on Grade

\$ _____ Labor

Description of work _____ Quantity _____ SF \$ _____ Mat.
 (desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Foundation & Structural Steel

\$ _____ Labor

Description of work _____ Quantity _____ LF \$ _____ Mat.
 (desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Masonry Wall

\$ _____ Labor

Description of work _____ Quantity _____ SF \$ _____ Mat.
 (desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Lumber/Framing

\$ _____ Labor

Description of work _____ Quantity _____ LS \$ _____ Mat.
 (desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Truss/Rafters

\$ _____ Labor

of engineered trusses _____ # of rafters _____ size _____ Quantity _____ LS \$ _____ Mat.
 (desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Finish Carpentry

\$ _____ Labor

Description of work _____ Quantity _____ LS \$ _____ Mat.
 (desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

COST BREAKDOWN (CONT.)

Roofing type

- | | | | |
|----------------------------------|---------------------------------|---|----------------------------------|
| <input type="checkbox"/> Tile | <input type="checkbox"/> Flat | <input type="checkbox"/> Addition Only | <input type="checkbox"/> Entire |
| <input type="checkbox"/> Shingle | <input type="checkbox"/> Gravel | <input type="checkbox"/> Entire House | <input type="checkbox"/> Partial |
| <input type="checkbox"/> Metal | | <input type="checkbox"/> Existing Structure | |

\$ _____ Labor

Total # of squares _____ Quantity _____ SQ \$ _____ Mat.

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Stucco

- Masonry Frame w/Wire Lath With Stone/Brick

\$ _____ Labor

Description _____ Quantity _____ SY \$ _____ Mat.

(desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Siding/Soffit/Fascia

- | | |
|---------------------------------------|--------------|
| <input type="checkbox"/> Cementitious | Siding _____ |
| <input type="checkbox"/> Wood | Soffit _____ |
| <input type="checkbox"/> Vinyl | Fascia _____ |
| <input type="checkbox"/> Aluminum | |

\$ _____ Labor

Description _____ Quantity _____ SF \$ _____ Mat.

(desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Cabinets

- Re-Laminate
 Laminate
 Modular
 Wood
 Custom

Tops

- Re-Laminate
 Laminate
 Tile
 Solid
 Granite
 Other _____

\$ _____ Labor

Description _____ Quantity _____ LF \$ _____ Mat.

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Appliances Built In (new or replaced):

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Clothes Dryer | <input type="checkbox"/> Water Heater |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Wine Cooler |
| <input type="checkbox"/> Disposal | <input type="checkbox"/> Range |
| <input type="checkbox"/> Trash Compactor | <input type="checkbox"/> Oven |
| <input type="checkbox"/> Washing Machine | <input type="checkbox"/> Other _____ |

\$ _____ Labor

Description _____ Quantity _____ LS \$ _____ Mat.

(desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Elevator/Chair Lift

\$ _____ Labor

Description of work _____ Quantity _____ LS \$ _____ Mat.

(desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

COST BREAKDOWN (CONT.)

Gas

LP
 Natural

Description _____ Quantity _____ \$ _____ Labor
 (desc. cont.) _____ \$ _____ Mat.

 Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Plumbing

Number of Baths:
 New _____
 Remodeled _____ \$ _____ Labor

Description _____ Quantity _____ LS \$ _____ Mat.
 (desc. cont.) _____
 Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Plumbing Fixtures

	# of Fixtures:	Manufacturer	Detailed Description	
Lav.	New	_____	_____	
	Replaced	_____	_____	
Toilet	New	_____	_____	
	Replaced	_____	_____	
Shower	New	_____	_____	
	Replaced	_____	_____	
Tub	New	_____	_____	
	Replaced	_____	_____	
Bidet	New	_____	_____	
	Replaced	_____	_____	
Kit.Sink	New	_____	_____	\$ _____ Labor
	Replaced	_____	_____	\$ _____ Mat.
Labor and Material Total				\$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Electrical

of New Circuits
 60 AMP _____ New Service Size _____
 50 AMP _____ New Panel Size _____
 40 AMP _____ Sub Panel _____
 30 AMP _____
 20 AMP _____
 15 AMP _____ \$ _____ Labor

Description of work _____ \$ _____ Mat.
 (desc. cont.) _____
 Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

COST BREAKDOWN (CONT.)

Electrical Fixtures

of Fixtures

Ceiling Fans _____

Dimmers _____

Duplex Receptacles _____

Light Fixtures _____

Lights Recessed _____

Satellite Dishes _____

Security System _____

Smoke Detectors _____

Switches _____

Other* _____ \$ _____ Labor

* Please Provide Detailed Description _____ \$ _____ Mat.

(desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

HVAC

Add Supply R/A No New Equipment

of Supplies _____

of Returns _____

New Split A/C for Addition Only

Size Ton _____

Heat _____

Seer Rating _____

New Split A/C Entire House

Size Ton _____

Heat _____

Seer Rating _____

\$ _____ Labor

Description _____ Quantity _____ LS \$ _____ Mat.

(desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Doors

of Units

Entry _____

Sliding Glass _____

Garage _____

French _____

Interior Doors _____

\$ _____ Labor

Description _____ Quantity _____ LS \$ _____ Mat.

(desc. cont.) _____

Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

COST BREAKDOWN (CONT.)

Windows

	#	Manufacturer	Type	Impact Resistant
New	_____	_____	_____	_____
Replacement	_____	_____	_____	_____
Skylights	_____	_____	_____	\$ _____ Labor
Description _____	_____	_____	_____	\$ _____ Mat.
(desc. cont.) _____	_____	_____	_____	_____
Labor and Material Total				\$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Insulation

	\$ _____ Labor
Type _____	Quantity _____ SF \$ _____ Mat.
Description _____	_____
Labor and Material Total \$ _____	

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Dry Wall

	\$ _____ Labor
# of Boards _____	Plaster _____
Description _____	Quantity _____ LS \$ _____ Mat.
Labor and Material Total \$ _____	

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Fireplace

Manufacturer _____	\$ _____ Labor
Site _____	_____
<input type="checkbox"/> Gas <input type="checkbox"/> Wood Burning	Quantity _____ LS \$ _____ Mat.
Description _____	_____
Labor and Material Total \$ _____	

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Interior

Painting

Wood Paneling

Wall Paper

Tile

	\$ _____ Labor
Description _____	Quantity _____ LS \$ _____ Mat.
(desc. cont.) _____	_____
Labor and Material Total \$ _____	

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

COST BREAKDOWN (CONT.)

Exterior Painting

Description of work _____ Quantity _____ \$ _____ Labor
(desc. cont.) _____ \$ _____ Mat.
Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Floor Covering

Tile _____ SF \$ _____ Cost Subtotal
Wood _____ SF \$ _____ Cost Subtotal
Carpet _____ SF \$ _____ Cost Subtotal
Marble _____ SF \$ _____ Cost Subtotal
Stone _____ SF \$ _____ Cost Subtotal
Other _____ SF \$ _____ Cost Subtotal
Total _____ SF \$ _____ Cost Total \$ _____ Labor
Description _____ \$ _____ Mat.
Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Stair Case

Marble
 Concrete
 Wood
 Carpet
 Custom
 Pre-Manufactured Kit

Description (handrail, treads, risers, newel posts) _____ Quantity _____ LS
_____ \$ _____ Labor
_____ \$ _____ Mat.
Labor and Material Total \$ _____

Source of value: Sub-Cont.Estimate Sub-Cont.Detailed Bid Sq. Ft. Method Detailed Labor and Material Take-Off

Overhead & Profit

Description _____ Quantity _____ LS \$ _____

Contingency per contract or Contingency of approx. 5% to allow for change orders and unforeseen field conditions

Description _____ Quantity _____ LS \$ _____

RECONSTRUCTION / IMPROVEMENT

Designer or Architect/Engineer Affidavit

Parcel ID Number: _____

Name & Address of Designer or Architect/Engineer: _____

Phone Number: _____

License Number: _____

Property Address: _____

I hereby attest to the fact that I prepared a set of Construction Plans and Specifications for the above mentioned property. The cost estimate attached hereto and signed by the Contractor and Owner has been reviewed by me. The materials listed as such in the estimate constitutes the entire amount of work to be constructed by the construction plans prepared under my supervision. I will not be held responsible for actions taken by the contractor, or the homeowner without my knowledge or approval. I understand that I am subject to enforcement action and/or fines if these construction plans are altered to increase the scope of work without prior authorization from the City of St. Petersburg.

The grade of materials may vary as to the Manufacturer but not to exceed the cost stated herein.

I understand that any permit issued by the City of St. Petersburg 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 & Materials \$ _____

Overhead & Profit \$ _____

Contingency \$ _____

Total Cost \$ _____

Architect's Signature: _____

State: _____

County: _____

Sworn and subscribed before me this _____ day of _____, 20__ by _____ who is _____ personally known to me or has produced _____ as identification.

Notary Signature
Commission expires:

(seal)



RECONSTRUCTION / IMPROVEMENT

Contractor Affidavit

Parcel ID Number: _____

Name & Address of Contractor: _____

Phone Number: _____

License Number: _____

Property Address: _____

I hereby attest to the fact that I personally inspected the above-mentioned property and produced the attached itemized list of repairs, reconstruction and/or remodeling list, which is hereby submitted for a Substantial Damage/Improvement Review. These damages/improvements are all of the damages/improvements sustained by this structure, and all additions, improvements, or repairs proposed on the subject building are included in this estimate.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs or improvements not included on the attached list of repairs to this structure, or that I have included non-conforming or illegal structures/additions to the existing structure, without having presented plans for such addition. I understand that any permit issued by the City of St. Petersburg 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.

(See attached itemized list)

Total Labor & Materials \$ _____

Overhead & Profit \$ _____

Contingency \$ _____

Total Cost \$ _____

Contractor's Signature: _____

State: _____

County: _____

Sworn and subscribed before me this _____ day of _____, 20__ by _____ who is _____ personally known to me or has produced _____ as identification.

Notary Signature
Commission expires:

(seal)

