

Substantial Damage/Improvement Review Packet

Applicant must submit the following:

1. The completed building permit application and substantial improvement review packet including required plans and documents;
2. An estimated Cost of Reconstruction/Improvement form, completed by a Licensed General Contractor, Architect or Engineer and signed by the Owner/contractor or a General Contractor;
3. For ALL PROPOSED PROJECTS Submit an Elevation Certificate or survey giving lowest and next highest floor elevations elevation, Either document may have been done at time of construction or at time of last sale of property;
4. Current photos of the structure, or photos before and after the storm (if applying for repair of storm damage);
5. Floor plan drawing showing area of structure to be repaired or altered and calculations of percentage of work area to aggregate area and percentage of structural alteration;
6. Photos of existing structure, exterior and interior;
7. Both Owner and Contractor Cost Affidavits, completed, signed and dated;
8. NOTE: For Improvement value the most recent Property Appraiser assessment of Just Improved Value will be used. In cases where the assessment level is unacceptably low or where the projected ratio of cost of proposed construction to market value is close to 50 percent, adjustments for assessment level may be made. Adjustments cannot exceed 120 percent of tax assessed value. 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.

SUBSTANTIAL IMPROVEMENT / DAMAGE FEDERAL GUIDELINES

ITEMS TO BE INCLUDED TOWARD ESTIMATED COST

All structural elements, including:

- Spread or continuous foundation, footings and pilings
- Monolithic or other types of concrete slabs
- Bearing wall, 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) including painting and decorative moldings
- Windows and doors
- Re-shingling or re-tiling of roof
- Hardware

All interior finish elements, including:

- Tiling, linoleum, stone, or carpet over sub-flooring
- Wall finishes, e.g. drywall, painting, stucco, plaster, paneling,

marble, or other decorative finishes

- Kitchen, utility and bathroom cabinets
- Bathroom tiling and fixtures
- Built-in bookcases, cabinets, and furniture
- Hardware

All utility and service equipment, including:

- HVAC/Mechanical equipment
- Plumbing and electrical services such as; Water filtration, conditioning or re-circulation systems
- light fixtures and ceiling fans and security and low voltage systems
- Built-in kitchen appliances
- Central vacuum systems

Also:

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

ITEMS TO BE EXCLUDED FROM ESTIMATED COST

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

(Not an all-inclusive list)

ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT

Parcel ID# _____

Property Address: _____

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

Items	Material Cost	Labor Cost	TOTAL Cost
Demolition			
Foundation Complete			
Structural Steel			
Masonry Walls			
Carpentry Complete			
Gas Complete			
Stucco			
Mirrors & Fixed Glass			
Central Vacuum			
Elevator			
Appliances (Built-in)			
Water Softener			
Roofing Complete			
Plumbing Complete			
Electrical Wiring			
Lighting Fixtures			
Ceiling Fans			
Intercom or Alarm System			
HVAC Complete			
Exterior Doors & Windows			
Exterior Finish			
Insulation Complete			
Drywall Complete			
Ceramic Tile Complete			
Waterproofing			
Fireplace			
Painting Complete – Int. & Ext.			
Cabinets Complete			
Flooring Complete (Finish)			
Other: _____			
Supervision			
Overhead & Profit			
TOTAL			

(PLEASE attach any additional information)

Preparer's Name: _____ License # and Type: _____

Address: _____ Phone: _____

Preparer's Signature: _____ Date: _____

**CONTRACTOR
RECONSTRUCTION/IMPROVEMENT AFFIDAVIT**

Parcel ID#: _____

Owner's Name: _____ Phone: _____

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/reconstruction and/or remodeling which is hereby submitted for the Substantial Damage/Improvement Review. These listed 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 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 repairs/improvement, or that I have included non-conforming or improvements or illegal structures/additions to the existing structure without having presented plans for such additions. I understand that any permit issued by the Town 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	\$ _____
Total Cost	\$ _____

Contractor Signature

Contractor Signature

SIGNATURES ON THIS FORM MUST BE NOTARIZED

State of _____

County of _____

Before me this day personally appeared _____ who, being duly sworn deposes and says that s/he has read, understands, and agrees to comply with all the aforementioned conditions.

Sworn and subscribed before me this ____ day of _____, 20____.

Personally known ___ OR produced _____ as identification.

Signature of Notary My commission expires _____.

**OWNER
RECONSTRUCTION/IMPROVEMENT AFFIDAVIT**

Parcel ID#: _____

Owner's Name: _____ Phone: _____

Address: _____

Contractor's Name: _____ License # _____

I hereby attest to the fact that the repairs/reconstruction and/or remodeling list submitted for the Substantial Damage/Improvement Review by my contractor includes ALL of the damages/improvements sustained by this structure and will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in this estimated construction herewith. No other contractor has made any repairs or reconstruction or additions or remodeling not included in the attached list.

TOTAL COST \$ _____

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 repairs/improvement, or that I have included non-conforming or improvements or illegal structures/additions to the existing structure without having presented plans for such additions. I understand that any permit issued by the Town 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.

Owner Signature

Co-Owner Signature

SIGNATURES ON THIS FORM MUST BE NOTARIZED

State of _____

County of _____

Before me this day personally appeared _____ who, being duly sworn deposes and says that s/he has read, understands, and agrees to comply with all the aforementioned conditions.

Sworn and subscribed before me this ____ day of _____, 20____.

Personally known ___ OR produced _____ as identification.

Signature of Notary My commission expires _____.

FEMA - IMPROVEMENT VALUATION WORKSHEET

(Substantial Improvement / Substantial Damage)

PROPERTY ADDRESS : _____

PROPERTY APPRAISER:

Just Market \$ _____ - Land Adjusted \$ _____ = \$ _____
Value Value Value of Structure

VALUE OF STRUCTURE : \$ _____ x 50 % = _____ (a)

PERMITS WITHIN 1 YEAR:

PERMIT TYPE:

CURRENT PERMIT: # _____ = \$ _____

OTHERS: # _____ = \$ _____

_____ = \$ _____

_____ = \$ _____

TOTAL: \$ _____ (b)

THEREFORE: (b) \$ _____ < (a) \$ _____

OK: (Y) ___ or (N) ___

VERIFIED BY: _____

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

- _____ Elevation Certificate
- _____ Survey showing the finish floor elevation
- _____ Current Appraisal using the depreciated value