



Town of Redington Beach  
17425 Gulf Boulevard  
Redington Shores, FL 33708  
727.397.5538 Phone

[www.townofredingtonbeach.com](http://www.townofredingtonbeach.com)

## SUBSTANTIAL IMPROVEMENT / DAMAGE PACKET

### ITEMS REQUIRED TO DETERMINE SUBSTANTIAL IMPROVEMENT/DAMAGE

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

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. Pre-FIRM properties (built prior to December 31, 1974) undergoing alteration of a value that exceeds 25% of the Pinellas County approximate market value shall provide staff with an independent appraisal report.
4. Current photos of the structure, or photos before and after the storm.
5. Highlighted floor plan drawing showing area of structure to be repaired or altered.
6. Substantial Improvement/Construction Affidavit completed, signed, and dated.
7. 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.
8. Any additions or new construction require a geotechnical report.
9. (3) Elevation Certificates (FEMA Form 81-31) are required for new construction and additions. An Elevation Certificate is required for showing the lowest living level at base flood elevation (BFE) plus 1 foot of free board and at final construction prior to receiving a Certificate of Occupancy.
10. A recorded Declaration of Land Restriction (Non-conversion Agreement), completed, signed, and dated for new construction and additions to Post-FIRM structures.
11. 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 115 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.

**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

## Costs for Substantial Improvements and Repair of Substantial Damage

### Included Costs

Items that must be included in the costs of improvement or costs to repair are those that are directly associated with the building. The following list of costs that must be included is not intended to be exhaustive, but characterizes the types of costs that must be included:

- Materials and labor, including the estimated value of donated or discounted materials and owner or volunteered labor
- Site preparation related to the improvement or repair (foundation excavation, filling in basements)
- Demolition and construction debris disposal
- Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs
- Costs associated with complying with any other regulation or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA)
- Costs associated with elevating a structure to an elevation that is lower than the BFE
- Construction management and supervision
- Contractor's overhead and profit
- Sales taxes on materials
- Structural elements and exterior finishes, including:
  - Foundations (e.g., spread or continuous foundation footings, perimeter walls, chainwalls, pilings, columns, posts, etc.)
  - Monolithic or other types of concrete slabs
  - Bearing walls, tie beams, trusses
  - Joists, beams, subflooring, framing, ceilings
  - Interior non-bearing walls
  - Exterior finishes (e.g., brick, stucco, siding, painting, and trim)
- Structural elements and exterior finishes (cont.):
  - Windows and exterior doors
  - Roofing, gutters, and downspouts
  - Hardware
  - Attached decks and porches
- Interior finish elements, including:
  - Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring)
  - Bathroom tiling and fixtures
  - Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, and marble)
  - Built-in cabinets (e.g., kitchen, utility, entertainment, storage, and bathroom)
  - Interior doors
  - Interior finish carpentry
  - Built-in bookcases and furniture
  - Hardware
  - Insulation
- Utility and service equipment, including:
  - HVAC equipment
  - Plumbing fixtures and piping
  - Electrical wiring, outlets, and switches
  - Light fixtures and ceiling fans
  - Security systems
  - Built-in appliances
  - Central vacuum systems
  - Water filtration, conditioning, and recirculation systems



## Excluded Costs

Items that can be excluded are those that are not directly associated with the building. The following list characterizes the types of costs that may be excluded:

- Clean-up and trash removal
- Costs to temporarily stabilize a building so that it is safe to enter to evaluate required repairs
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting and recarpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, and gazebos)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes
- Plug-in appliances such as washing machines, dryers, and stoves

**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 Town of Redington Shores 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.

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**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

# ESTIMATED COST OF IMPROVEMENTS/RECONSTRUCTION

Parcel ID#:

Property Address:

## BUILDING

(Materials and Labor Cost are required)

ITEMS	MATERIALS COST	LABOR COST	Sales Tax	TOTAL COST	Notes/Details
DEMOLITION				\$0.00	
FOUNDATION, SLAB				\$0.00	
DRYWALL				\$0.00	
DRYWALL LABOR				\$0.00	
BREAKING WALLS, TIE BEAM, TRUSSES				\$0.00	
FRAMING, JOIST, BEAMS, SUB FLOORING				\$0.00	
INTERIOR NON-BEARING WALLS				\$0.00	
EXTERIOR FINISHES (STUCCO, SIDING, PAINTING, TRIM, BRICK, ETC.)				\$0.00	
WINDOWS AND EXTERIOR DOORS				\$0.00	
CABINETS AND VANITIES				\$0.00	
HARDWARE				\$0.00	
ATTACHED DECKS AND PORCHES				\$0.00	
FLOOR COVERING				\$0.00	
BATHROOM/KITCHEN TILE				\$0.00	
WALL FINISH/PAINTING/COVERING				\$0.00	
BUILT IN APPLIANCES				\$0.00	
BUILT IN CABINETS, BOOKCASES, FURNITURE, MIRRORS, CLOSET SHELVING				\$0.00	
INTERIOR DOORS				\$0.00	
BASE/TRIM				\$0.00	
HARDWARE (STRAPPING, BOLTS, SCREWS)				\$0.00	
INSULATION				\$0.00	
INSULATION LABOR				\$0.00	
FIREPLACE/HEARTH/MANTEL/CHIMNEY				\$0.00	
ELECTRICAL WIRING				\$0.00	
ELECTRICAL FIXTURES, CEILING FANS, OUTLETS, SWITCHES				\$0.00	
SECURITY SYSTEM, INTERCOM				\$0.00	
SMOKE DETECTORS				\$0.00	
ELECTRICAL PANEL, METER BASE				\$0.00	
PLUMBING PIPING				\$0.00	
PLUMBING FIXTURES				\$0.00	
WATER HEATERS				\$0.00	
WATER FILTRATION, CONDITIONING AND RECIRCULATION SYSTEMS				\$0.00	
HVAC EQUIPMENT				\$0.00	

DUCTWORK, GRILLS						\$0.00
BATHROOM FANS, RANGE HOOD, CENTRAL						
VACUUM, DRYER EXHAUST						\$0.00
GAS PIPING						\$0.00
GAS TANK						\$0.00
SINGLES, UNDERLAMENT, MOD BIT						\$0.00
GUTTERS, DOWNSPOUTS						\$0.00
CONSTRUCTION MANAGEMENT AND						\$0.00
SUPERVISION						\$0.00
OVERHEAD & PROFIT						\$0.00
ITEMS PURCHASED BY HOMEOWNER						\$0.00
TOTAL						\$0.00
Add 10% contingency						\$0.00
GRAND TOTAL						0.00

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 in 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

(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.



## FEMA – IMPROVEMENT VALUATION WORKSHEET

(Substantial Improvement / Substantial Damage)

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

PINELLAS COUNTY PROPERTY APPRAISER: \_\_\_\_\_

Just Market Value \$ \_\_\_\_\_ - Land Adjusted Value \$ \_\_\_\_\_

=Value of Structure \$ \_\_\_\_\_

VALUE OF STRUCTURE: \$ \_\_\_\_\_ X 49% = \$ \_\_\_\_\_ (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 exceeds 49% the customer needs to provide one of the following:

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

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

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

STAFF USE ONLY