City of St. Petersburg
Building Department
Construction Services & Permitting

FLOODPLAIN SUBSTANTIAL IMPROVEMENT/ DAMAGE REVIEW PACKAGE

1 Fourth Street North
St. Petersburg, FL 33701
(727) 893-7231 Phone
permits@stpete.org

Permit Application No.:_____

Parcel I.D. No.:_____

Property Address: _____

City, State & Zip Code:_____

Name of Owner:_____

Owner's Phone No.: _____

Owner's Address: _____

Owner's City, State & Zip Code:_____

Name of Co-Owner's:_____

Name of Contractor: _____

FIRM Community Panel No._____ Firm Index Date _____

Flood Zone _____ Required Base Flood Elevation_____

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

PLEASE INITIAL APPROPRIATE STATEMENT:

_____ I am attaching an appraisal report of my property.

_____ 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

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 49% RULE

If your home or business is below the Design Flood Elevation (DFE), 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:

This document is required to be completed and submitted for review when the estimated construction value is 25 Percent or more of the market value of the structure.

If a building has been determined to be "substantially damaged" or "substantially improved," it must be brought into compliance with the Florida Building Code (FBC), ASCE 24 and the City of St. Petersburg's flood damage prevention regulations, whichever is more restrictive, including elevating the building to or above the DFE.

- **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 49%** 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 49%** 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 comparative property appraisal, completed within the last 12 months, for the adjusted 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.

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 DFE, 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 DFE. 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 an investigative inspection for any project to document the pre-improvement condition of the structure.

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

ITEMS TO BE INCLUDED:

- **ITEMS ATTACHED TO STRUCTURE**
- **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 (brick, stucco or siding) including painting and decorative moldings
  - Windows and doors
  - Re-shingling or re-tiling a roof
  - Hardware
- **ALL INTERIOR FINISH ELEMENTS, INCLUDING:**
  - Tiling, linoleum, stone, or carpet
  - Bathroom tiling and fixtures
  - Wall finishes (drywall, painting, stucco, plaster, paneling, marble, or other decorative finishes)
  - Kitchen, utility, and bathroom cabinets
  - Built-in bookcases, cabinets, and furniture
  - Hardware
  - Mirrors
- **ALL UTILITY AND SERVICE EQUIPMENT, INCLUDING:**
  - HVAC equipment
  - Repair or reconstruction of plumbing and electrical services
  - Lighting fixture and ceiling fans
  - Security systems
  - Built-in kitchen appliances
  - Central vacuum systems
  - Water filtration, conditioning, or re-circulation systems
  - Permanently installed insect protection system
  - Intercom system
  - Permanently installed stereo speakers and systems
  - Theater systems
- **ALSO:**
  - Labor and other costs associated with demolishing, removing, or altering building components
  - 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

☐ Hip ☐ Gable ☐ Flat

$ _____ 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

- ☐ Tile
- ☐ Shingle
- ☐ Metal

- ☐ Addition Only
- ☐ Entire House
- ☐ Existing Structure

Description

- ☐ Etire
- ☐ Partia

$ _____ 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

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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

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Siding/Soffit/Fascia

- ☐ Cementitious
- ☐ Wood
- ☐ Vinyl
- ☐ Aluminum

Siding _____

Soffit _____

Fascia _____

$ _____ 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

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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

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Appliances Built In (new or replaced)**:**

- ☐ Clothes Dryer
- ☐ Dishwasher
- ☐ Disposal
- ☐ Trash Compactor
- ☐ Washing Machine
- ☐ Water Heater
- ☐ Wine Cooler
- ☐ Range
- ☐ Oven
- ☐ 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

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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

$ _____ Labor

Description _____ Quantity _____ $ _____ 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

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 _____ 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

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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

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Dry Wall

$ _____ Labor

# of Boards _____ Plaster _____ 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

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Fireplace

Manufacturer _____ Site _____ $ _____ Labor

☐ Gas ☐ 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

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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

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

Description _____ Quantity _____LS $ _____

GRAND TOTAL $_____
(Including Overhead and Profit)

City of St. Petersburg
Building Department

Construction Services & Permitting

RECONSTRUCTION / IMPROVEMENT OWNER AFFIDAVIT

One Fourth Street North
St. Petersburg, FL 33701
(727) 893-7231 Phone/permits@stpete.org

Parcel I.D. No.:_____

Name of Contractor:_____

Contractor's License No.:_____

Name of Owner:_____

Owner's Address: _____

Owner's Phone No.: _____

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

Total Labor & Materials $ _____

Contingency $ _____

Total Cost $ _____

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 my home, or that I have included non-conforming or illegal structures/additions to the existing structure, without having presented plans for such additions. 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.

I hereby acknowledge that I have read and understand the above affidavit.

_____ _____

Owner's Signature Date

State of _____

County of _____

Sworn to and subscribed before me by means of physical presence or online notarization by _____

_____ who is personally known to me or produced _____ as identification, this _____ day of _____, 20____.

_____ Notary Seal:

Notary Signature

Printed Name: _____

City of St. Petersburg
Building Department
Construction Services & Permitting

RECONSTRUCTION / IMPROVEMENT CONTRACTOR AFFIDAVIT

One Fourth Street North
St. Petersburg, FL 33701
(727) 893-7231 Phone/permits@stpete.org

Parcel I.D. No.:_____

Name of Contractor:_____

Contractor's License No.:_____

Name of Owner:_____

Owner's Address: _____

Owner's Phone No.: _____

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 $ _____

Contingency $ _____

Total Cost $ _____

I hereby acknowledge that I have read and understand the above affidavit.

_____ _____
Contractor's Signature Date

State of _____

County of _____

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization by _____

_____ who is personally known to me or produced _____ as identification, this _____ day of _____, 20____.

_____ Notary Seal:
Notary Signature
Printed Name: _____