



## ST. PETE BEACH BUILDING DIVISION FEMA Substantial Improvement Review Package

**PLEASE PRINT**

Application Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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

Property Owner(s): \_\_\_\_\_ Contractor Company Name: \_\_\_\_\_

License Holder Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Property Owner email: \_\_\_\_\_ Contractor email: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY OWNER, PLEASE CHECK ONE:**

- I am attaching a Florida State Certified Appraiser's report of the property.
- I am not attaching a Florida State Certified Appraiser's report, and I accept the use of the valuation of the property that has been recorded by the Pinellas County Property Appraiser's Office.

\_\_\_\_\_  
Property Owner Signature

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**OFFICE USE ONLY:**

**Current Open Permits:** \_\_\_\_\_

**Permits issued since 7/1/2021:** \_\_\_\_\_

\_\_\_\_\_

# 5-YEAR Cumulative Disclosure Form

## Ordinance 2021-15

**SUBSTANTIAL IMPROVEMENT.** Any combination of repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure taking place during a five-year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. The period of accumulation begins when the first improvement or repair of each building or structure is permitted, subsequent to July 1, 2021. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that is the minimum necessary to assure safe living conditions.
2. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.
3. Solely for the purpose of accumulating costs, the following costs may be excluded provided the total cost of a project, including these costs and all other costs of all improvements and repairs undertaken at the same time, do not exceed 50 percent of the market value of the building or structure. Costs associated with horizontal additions and vertical additional shall not be excluded.
  - (a) Costs of additional, code-compliant building elements or alterations or replacements of materials or building elements whose express purpose is the mitigation of future wind or flood damage. Examples of code-compliant wind and flood mitigation measures include, but are not limited to, the installation or replacement of storm shutters; replacement of windows and doors with impact resistant glass; strengthening of roof attachments or exterior walls; replacing existing materials with wind and flood damage-resistant materials; elevating machinery and equipment; and installation of flood openings.
  - (b) Costs of additional, code-compliant energy efficiency retrofits whose express purpose is the improvement of energy efficiency of the building, provided the costs of such measure. Examples of code-compliant energy efficiency retrofits include but are not limited to application of insulation; replacement of windows and doors with insulated products; installation of geo-thermal climate control systems; installation of attic ventilation equipment; and the installation of solar energy systems.
  - (c) Costs for replacing existing mechanical equipment, water heaters, built-in appliances, or electrical panel

STATE OF FLORIDA – County of Pinellas

Before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says that they understand and agree to comply with all the aforementioned conditions.

\_\_\_\_\_  
Property Owner Signature

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

**CITY OF ST. PETE BEACH  
PROPERTY OWNER SI/SD IMPROVEMENT AFFIDAVIT**

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

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

This disclosure is to comply with substantial improvement as defined in 44 Code of Federal Regulations 59.1: any reconstruction, rehabilitation, addition, or other improvements of a structure, the cost of which equals or exceeds 50 percent of the depreciated value of the structure before the "start of construction" of the improvement.

Owner and contractor agree that the total scope and cost of this project shall not be increased in any manner without the express written consent of the St. Pete Beach Building Department. Further acknowledgment is made that any increase may require the entire structure to be brought in compliance with current City of St. Pete Beach flood regulations and applicable building codes, including elevation of the structure.

I fully understand all additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e., termite damage, deteriorated wood) occurring in this project may trigger the requirement for total compliance with flood regulations of this structure.

I hereby attest that the list of work and cost estimate submitted with my Substantial Damage or Substantial Improvement Application reflects ALL OF THE WORK TO BE CONDUCTED on the subject structure including all additions, improvements and repairs and, if the work is the result of Substantial Damage, this work will return the structure at least to the "before damage" condition and bring the structure into compliance with all applicable codes. Neither I nor any contractor or agent will make any repairs or perform any work on the subject structure other than what has been included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE FINES, IF ANY INSPECTION OF THE PROPERTY REVEALS THAT I, OR MY CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS. I FURTHER ACKNOWLEDGE THAT ANY CHANGE TO THE SCOPE OF WORK THAT WAS NOT APPROVED MAY REQUIRE THE ENTIRE STRUCTURE TO COMPLY WITH CURRENT CITY OF ST. PETE BEACH FLOOD REGULATIONS AND APPLICABLE BUILDING CODES.

TOTAL IMPROVEMENT COST (FROM APPENDIX A BREAKDOWN): \$ \_\_\_\_\_

STATE OF FLORIDA – County of Pinellas

Before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says that they understand and agree to comply with all the aforementioned conditions.

\_\_\_\_\_  
Property Owner's Signature

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

**CITY OF ST. PETE BEACH  
CONTRACTOR'S SD/SI IMPROVEMENT AFFIDAVIT**

Permit #: \_\_\_\_\_ Property Address: \_\_\_\_\_

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

This disclosure is to comply with substantial improvement as defined in 44 Code of Federal Regulations 59.1: any reconstruction, rehabilitation, addition, or other improvements of a structure, the cost of which equals or exceeds 50 percent of the depreciated value of the structure before the "start of construction" of the improvement.

Owner and contractor agree that the total scope and cost of this project shall not be increased in any manner without the express written consent of the St. Pete Beach Building Department. Further acknowledgment is made that any increase may require the entire structure to be brought in compliance with current City of St. Pete Beach flood regulations and applicable building codes, including elevation of the structure.

I fully understand all additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e., termite damage, deteriorated wood) occurring in this project may trigger the requirement for total compliance with flood regulations of this structure.

I hereby attest that I, or a member of my staff, personally inspected the subject property and produced the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Substantial Damage or Substantial Improvement Review. The list of work contains ALL OF THE WORK TO BE CONDUCTED on the subject property. If the property sustained Substantial Damage, this list of work will return the structure to at least its condition prior to damage and bring the structure into compliance with all applicable codes. I further attest that all additions, improvements, or repairs proposed for the subject building are included in this estimate, and that neither I nor any contractor or agent representing me will make any repairs or perform any work on the subject structure other than what has been included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE FINES, IF ANY INSPECTION OF THE PROPERTY REVEALS THAT I, OR MY CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS. I FURTHER ACKNOWLEDGE THAT ANY CHANGE TO THE SCOPE OF WORK THAT WAS NOT APPROVED MAY REQUIRE THE ENTIRE STRUCTURE TO BE BROUGHT INTO COMPLIANCE WITH CURRENT CITY OF ST. PETE BEACH FLOOD REGULATIONS AND APPLICABLE BUILDING CODES.

TOTAL IMPROVEMENT COST (FROM APPENDIX A BREAKDOWN): \$ \_\_\_\_\_

STATE OF FLORIDA – County of Pinellas

Before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says that they understand and agree to comply with all the aforementioned conditions.

\_\_\_\_\_  
Contractor's Signature

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

# FEMA SI/SD COST BREAKDOWN

PERMIT NUMBER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**INSTRUCTIONS:** Complete every cell listed if applicable. If not applicable to your project, write "--" in the cell. If any work is being performed in-house by the contractor or, on an owner/builder permit, by the owner, enter the cost of that labor in the cell (must be fair market value). Please refer to additional information at the end of this form.

BUILDING SHELL	SQUARE FOOTAGE OR QUANTITY	TOTAL
Demolition work & trash removal proposal		
Masonry proposal		
Concrete delivery proposal if not incl in masonry proposal		
Rough Carpentry labor proposal (include framing, sheathing, siding, trim, fascia, soffit install)		
Framing materials quote (lumber, sheathing, trusses, posts, beams, LVLs, straps, siding, trim, fascia, soffit, decking, etc)		
Interior Trim Carpentry labor proposal		
Trim materials quote (trim, millwork, doors, columns, stair parts)		
Roof covering 1 proposal TYPE: _____		
Roof covering 2 proposal TYPE: _____		
Gutters proposal		
Chimney work proposal		
Stucco proposal		
Other wall covering proposal, TYPE: _____		
Windows & doors proposal		
Garage door proposal		
Misc glazing proposal (skylights, storefront glazing, glass block, etc)		
Other structural proposal (ie: beams, columns, etc)		
Insulation proposal		
Misc: _____		
Misc: _____		

<b>PLUMBING SYSTEM</b>		
Plumbing proposal (including equip, WH, water filtration system, pumps)		
Plumbing fixture proposal or product sheet with price (sinks, tubs, jacuzzis, toilets, bidets, showers, faucets, disposals)		
Misc: _____		
<b>MECHANICAL SYSTEM</b>		
Mechanical/HVAC proposal (including equip, air handler, condenser, mini split)		
HVAC fixture proposal or product sheet with price (hoods, bath fans, MUA fans)		
Misc: _____		
<b>ELECTRICAL SYSTEM</b>		
Electrical proposal (incl new service size, sub panels, new circuits, switches, receptacles, and fixtures supplied)		
Electrical fixture proposal (fans, light fixtures, sconces, motion/light sensors)		
Other proposal: generator, solar, etc		
Misc: _____		
<b>GAS SYSTEM (LP OR NATURAL)</b>		
Gas proposal (includes supplied equipment)		
Gas fixture proposal (gas appliances indoor/outdoor, gas FP, fire features, gas lights, etc)		
Misc: _____		
<b>INTERIOR FINISHES &amp; STORAGE</b>		
Drywall/Hardie Board/Finishing/Texture/Paint		
Wall tile (shower/tub surround, backsplash, FP mantle, etc)		
Paneling/Other wall covering: _____		
Floor covering TYPE: _____		
Floor covering TYPE: _____		
Cabinetry & shelving (including install) LIST ROOMS: _____		
Countertop proposal (including install)		
Built-in appliances proposals (including install) LIST: _____		
Closet shelving/system proposal		
Electric or Wood burning FP/hearth/mantle proposal		
Misc: _____		
Misc: _____		

<b>OTHER UNLISTED ITEMS:</b>		
Misc: _____		
Misc: _____		
Misc: _____		
Misc: _____		
Used materials: _____		
<b>SUBTOTAL</b>		
<b>REQUIRED CONTINGENCY (10% OF SUBTOTAL)</b>		
<b>REQUIRED OVERHEAD &amp; PROFIT (20% FOR OWNER-BUILDER PERMITS)</b>		
<b>TOTAL IMPROVEMENT COST</b>		

- a. Copy of the signed construction contract between owner and contractor must be provided. Owner/Builder is exempt from this requirement.
- b. All subcontractor bids must include the following information: date, project address, specific scope of work, total cost of project, which must specify: materials only, labor only, or materials and labor.
- c. Subcontractor bids for the following trades are mandatory: mechanical, electrical, plumbing, gas, and roofing.
- d. All other subcontractor bids can be utilized and must include the above information in place of a general contractor estimate or owner estimate.
- e. All materials provided by the contractor or owner must include a price quote by the vendor or manufacturer and must include the following information:
- f. If the owner is providing labor, then the value of the labor should be estimated based on applicable minimum hourly wage scales for the type of construction work to be completed. The Building Official can provide additional guidance to determine reasonable labor rates for professional trades (i.e. electricians, plumbers, block masons, framers, etc).
- g. Contractor's overhead and profit must be at least 20% of the subtotal.

**\*\* 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 the improvement work, revocation of the Certificate of Occupancy for the building, and / or an order to remove the structure.**

Preparer's Signature \_\_\_\_\_

Date \_\_\_\_\_