



Substantial Damage/Improvement Review Packet

*Applicant must submit the following:
PLEASE READ – THIS FORM HAS CHANGED*

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. Highlighted demolition plan along with photos of existing structure, exterior and interior;
7. A completed Substantial Demolition determination form;
8. Both Owner and Contractor Cost Affidavits, completed, signed and dated;
7. NOTE: For Improvement value the most recent Manatee County 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 City'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, 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 City of Anna Maria 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 City of Anna Maria 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 _____.



CITY OF ANNA MARIA BUILDING DEPARTMENT

DEMOLITION

Commercial & Residential Structures

1. **BUILDING PERMIT APPLICATION** - The applications must be completed and signed by the owner of the property or submission of the **CONTRACTOR/AGENT AUTHORIZATION FORM** owner authorizing the contractor or agent to sign for and obtain the Building Permit.
2. **SITE PLAN** - A plan or survey of the property showing the location of the structure to be removed, the location of dumpster and type of site protection.
3. **UTILITIES** – Utilities terminated on the property by the licensed plumber shall be identified with a wood stake marker, blue for water and orange for sewer at the service end.
4. **ASBESTOS CERTIFICATION:** Submission of asbestos notification statement to the Florida Department of Environmental Protection.

FBC 104.1.10 Asbestos. The enforcing agency shall require each building permit for the demolition of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of §469.003 Florida Statutes and to notify the Department of Environmental Protection of her or his intentions to remove asbestos, when applicable, in accordance with state and federal law.

5. **LICENSED CONTRACTOR AND WORKMAN COMPENSATION** - Proof of State of Florida Licensed and insurance needs to be submitted by the contractor.
6. **DEMOLITION INSPECTIONS:**
 - First inspection to be made after all utility connections has been disconnected and secured in such manner that no unsafe or unsanitary conditions shall exist during or after demolition operations.
 - Final inspection to be made after all demolition work is completed.

CITY OF ANNA MARIA

Asbestos Notification Statement.

FBC 104.1.10 Asbestos. The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of section 469.003 Florida Statutes and to notify the Department of Environmental Protection of her or his intentions to remove asbestos, when applicable, in accordance with state and federal law.

FS 469.003 License required

(1) No person may conduct an asbestos survey, develop an operation and maintenance plan, or monitor and evaluate asbestos abatement unless trained and licensed as an asbestos consultant as required by this chapter.

(2)(a) No person may prepare asbestos abatement specifications unless trained and licensed as an asbestos consultant as required by this chapter.

(b) Any person engaged in the business of asbestos surveys prior to October 1, 1987, who has been certified by the Department of Labor and Employment Security as a certified asbestos surveyor, and who has complied with the training requirements of s. 469.013(1)(b), may provide survey services as described in s. 255.553(1), (2), and (3). The Department of Labor and Employment Security may, by rule, establish violations, disciplinary procedures, and penalties for certified asbestos surveyors.

(3) No person may conduct asbestos abatement work unless licensed by the department under this chapter as an asbestos contractor, except as otherwise provided in this chapter.

I certify that I have read and understand and will comply with the provisions of this asbestos notification statement and that I will comply with all state and federal regulations pertaining to asbestos.

Owners Signature: _____ Date : _____

Property Location where Florida Building Code section 104.1.10 is applied _____

STATE OF FLORIDA COUNTY OF _____ .
I certify under penalty of perjury that the factual statements contained in this application are true this _____ day of _____, 20____, by _____.
_____ Notary Public: My Commission Expires:
Personally Known _____ or Produced Identification _____
Type of Identification Produced: _____



CITY OF ANNA MARIA

SUBSTANTIAL DEMOLITION WORK SHEET

A COLOR CODED DEMOLITION PLAN WITH ALL COMPONENTS IDENTIFIED MUST ACCOMPANY THIS WORK SHEET PLEASE READ ALL INSTRUCTIONS!!

A demolition plan **with photos of the existing structure** shall be submitted at the time of permit application for renovations or alterations of a structure. The demolition plan must adequately show the extent and percentage of each component to be removed. A demolition permit based upon this detailed plan will be issued as part of the overall permit and completed prior to release of any permit to alter, add to or otherwise refurbish a pre-FIRM structure. A site visit by the building official may be required.

The demolition of 50 percent or more of the aggregate components of a building may result in a non-viable structure or a rebuild that triggers full compliance with Florida State Building Code as locally amended. Even demolition under 50% of the aggregate structure may trigger compliance with Florida Building Code. Consult the FBC – Existing Building Code for additional information.

Based upon the color coded demolition plan give the percentages based upon the following:

- Thirty percent is given for the roof system
 Square foot of roof existing _____
 Square foot of roof to be removed _____
 Percentage of removed roof _____
 Percentage prorated against thirty percent (i.e.) 50 percent of thirty is 15 _____

- Thirty percent is given for the foundation and associated ground slab
 Square foot of foundation plus slab existing _____
 Square foot of foundation plus slab to be removed _____
 Percentage of foundation plus slab to be removed _____
 Percentage prorated against thirty percent (i.e.) 50 percent of thirty is 15 _____

- Thirty percent is given for the exterior perimeter walls.
 Linear foot of exterior perimeter walls existing _____
 Linear foot of exterior perimeter walls to be removed _____
 Percentage of exterior perimeter walls to be removed _____
 Percentage prorated against thirty percent (i.e.) 50 percent of thirty is 15 _____

- Ten percent is given for windows and doors.
 Square foot of windows and doors existing _____
 Square foot of windows and doors to be removed _____
 Percentage of windows and doors to be removed _____
 Percentage prorated against thirty percent (i.e.) 50 percent of ten is 5 _____

SUBSTANTIAL DEMOLITION WORK SHEET

- Ten percent is given for non-bearing interior partitions.
 Linear foot of non-bearing interior existing _____
 Linear foot of non-bearing interior to be removed _____
 Percentage of non-bearing interior to be removed _____
 Percentage prorated against thirty percent (i.e.) 50 percent of ten is 5 _____

- Ten percent is given for bearing interior partitions.
 Linear foot of bearing interior partitions existing _____
 Linear foot of bearing interior partitions to be removed _____
 Percentage of bearing interior partitions to be removed _____
 Percentage prorated against thirty percent (i.e.) 50 percent of ten is 5 _____

- Thirty percent total is given for utility systems such as mechanical, electrical and plumbing including low voltage. Each system is worth ten (10) percent. Figure by Square foot renovated and fixtures replaced for plumbing, square foot renovated and replacement of main equipment for electrical and square foot renovated and equipment replaced for mechanical. Equipment includes panel boards, outlets, ducts and in the case of a split system the condenser and air handler.

Describe the Mechanical/electrical/plumbing Equipment/Fixtures to be replaced

Percentages

Electrical _____ each system is worth ten percent

Plumbing _____ each system is worth ten percent

Mechanical _____ each system is worth ten percent

- Ten percent for built-in features such as appliances, bookshelves, other built-ins, etc.

Percent removed _____

- Five percent for attached extensions such as decks or carports.

Square foot existing _____ Square foot removed _____

Percentage prorated against Five (5) percent _____

Total of all percentages _____

Signature of person completing form _____ **Date** _____