



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. For ALL PROPOSED PROJECTS submit an Elevation Certificate or survey giving lowest and next highest floor elevations. Either document may have been done at time of construction or at time of last sale of property;
3. Current photos of the structure, or photos before and after the storm (if applying for storm damage);
4. 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;
5. Highlighted demolition plan *along with photos* of existing structure, exterior and interior;
6. A completed Substantial Demolition determination form;
7. Both Owner and Contractor Cost Affidavits, completed, signed and dated;
8. 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%, adjustments for assessment level may be made. Adjustments cannot exceed 120% 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.



GUIDELINES FOR FEMA IMPROVEMENT/REPAIR COSTS

ITEMS TO BE INCLUDED IN THE FEMA 50% RULE

Items that must be included in the costs of improvement. The cost of renovation are those directly associated with the building renovation. The following list characterizes the types of costs that must be included and is not intended to be exhaustive. Such items must be included and defined in the itemized cost breakdown provided by contractor:

- Site preparation
- Demolition and construction debris disposal
- Materials and labor
- Construction management and supervision
- Sales tax on materials
- Overhead and profit
- Structural elements and exterior finishes, including:
 - o Foundations
 - o Concrete slabs
 - o Bearing walls, tie beams, trusses
 - o Joists, beams, subflooring, framing, ceiling, etc.
 - o Interior bearing walls
 - o Exterior finishes
 - o Windows and exterior doors
 - o Roofing, gutters, and downspouts
 - o Hardware
 - o Attached decks and porches
- Interior finish elements including:
 - o Floor finishes including carpet over unfinished floors.
 - o Bathroom tiling and fixtures
 - o Wall finishes
 - o Built-in cabinets
 - o Interior doors
 - o Interior finish carpentry
 - o Built-in bookcases and furniture
 - o Hardware
 - o Insulation
 - o Interior non-bearing walls
- Utility and service equipment
 - o Heating and ventilation
 - o Plumbing fixtures and piping
 - o Electrical wiring, outlets, and switches
 - o Light fixtures and ceiling fans
 - o Security systems
 - o Built-in appliances
 - o Central vacuum systems
 - o Water filtration, conditioning, and recirculation

ITEMS TO BE EXCLUDED FROM FEMA 50% RULE

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

- Final clean-up and trash removal
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting over finished flooring
- Yard improvements and landscaping
- Plug in appliances



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 _____



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 _____