



**City of Sarasota Building Division**  
**1575 2nd Street, 2nd Floor**  
**Sarasota, FL 34230 (941)263-6494**

## **SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE**

### **NOTICE TO PROPERTY OWNER**

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Rebuilding your Home after the storm?  
Adding on, renovating, or remodeling your home?  
Here's information **YOU** need to know about the "50% Rule".

If your home or business is below the 100-year flood elevation or the "1-percent-annual chance flood." plus freeboard, known as design flood, the City of Sarasota 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 damage, these regulations may affect how you rebuild. These laws are required by the National Flood Insurance Program to protect lives and investment from future flood damages. Your community must adopt and enforce these laws in order for federally backed flood insurance to be made available to City of Sarasota residents and property owners.

### **SAVE YOURSELF TIME AND MONEY!**

#### **PLEASE READ THE FOLLOWING INFORMATION:**

**SUBSTANTIAL DAMAGE** means damage of any origin sustained by a structure whereby the cost of restoring the structure to it's before damage condition would equal or exceed 50 percent of the market value or replacement cost 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, to which the cost equals or exceeds 50 percent of the market value, determined by an approved appraisal or the structure value listed on the Sarasota County Property Appraisers website "before the start of construction" of the improvement.

If a building is "substantially damaged" or "substantially improved", it must be brought into compliance with the City of Sarasota's flood damage prevention regulations, including elevating the building to or above the 100-year flood elevation or the "1-percent-annual chance flood."

The City of Sarasota, following the National Flood Insurance Program requirements, has the responsibility to determine "substantial damage" and "substantial improvement", and has implemented the procedures on the following pages to do so.

**Design flood elevation** The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet.



## SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE NOTICE TO PROPERTY OWNERS

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The City of Sarasota will use the assessed value of your structure (excluding the land) recorded by the Sarasota County Property Appraiser's Office. If you disagree with the Property Appraiser's valuation of the structure, you may engage a property appraiser licensed by the State of Florida to submit a comparable property appraisal for the total market value of the structure.

You must obtain and submit to us a detailed and complete cost estimate for the addition, remodeling, reconstruction or for repair of all the damages sustained by your home, **prepared and signed by a licensed general contractor**. The contractor must sign an affidavit indicating that the cost estimate submitted includes all damages or all improvements to your home, not just structural. The signed contract document must be submitted with your application. If the owner is acting as his or her own contractor, the owner is responsible for submitting the cost estimate, and providing documentation, including subcontractor bids, to document the cost estimate.

The City of Sarasota will evaluate the cost of improvements or repairs and determine if they are fair and reasonable. For damage repairs, pre-storm prices and rates will be utilized. The cost of improvements or repairs does not include items not considered a permanent part of the structure. (*i.e., plans, surveys, permits, sidewalks, pools, screens, sheds, gazebos, fences, etc. -- see attached copy*)

If your home is determined to have "substantial damage" or is proposed to be "substantially improved", then **an elevation certificate** must be submitted to us to determine the lowest floor elevation. Garages and carports are not considered to be the "lowest floor".

If the lowest floor is below the 1% chance flood commonly referred to as the 100-year flood elevation, the building must be elevated to, or above that level. Likewise, all electrical and mechanical equipment (heating and cooling, etc.), bathrooms, and laundry rooms must be elevated to, or above, the 100-year flood level or the "1-percent-annual chance flood." Only parking, building access and limited, incidental storage is allowed below the design flood level. Non-residential buildings may be "flood proofed" instead of being elevated.

If the lowest floor of the structure, including electrical and mechanical equipment and bathroom are already above 100-year flood elevation or the "1-percent-annual chance flood", the building can be repaired and reconstructed without having to comply with the fifty percent (50%) rule.

Building plans must be prepared to show how the building is to be elevated. If located in a V-zone, Coastal High Hazard Area, or if the building is to be flood proofed, these plans must be prepared and certified by a registered professional engineer or architect. Certificates for this purpose are available from the City of Sarasota Building and Zoning Division.

### IMPORTANT NOTE ON DONATED MATERIALS AND VOLUNTEER LABOR

In accordance with federal and state regulations, you must **include the value** of any donated materials and volunteer labor in your cost estimate. The current market value of all donations and the current average hourly rate for volunteering **does apply** towards the "50% Rule" discussed in this document. To determine the value of donated materials, please use the "pre-storm" normal retail cost for each item donated. For volunteer labor, determine the normal "pre-storm" hourly rate charged for the trade. For instance, ask your contractor what he would normally have charged per hour for framing if volunteers will be assisting you with framing, and then estimate the number of hours of volunteer work you will use during the project, and include the amount on your Cost Estimate form.



## **SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE**

### **ITEMS TO BE INCLUDED**

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#### **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 (e.g., 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 over sub-flooring
- ☐ Bathroom tiling and fixtures
- ☐ Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)
- ☐ Kitchen, utility and bathroom cabinets
- ☐ Built-in bookcases, cabinets and furniture
- ☐ Hardware

#### **ALL UTILITY AND SERVICE EQUIPMENT, INCLUDING:**

- ☐ HVAC equipment
- ☐ Repair or reconstruction of plumbing and electrical services
- ☐ Light fixtures and ceiling fans
- ☐ Security systems
- ☐ Built-in kitchen appliances
- ☐ Central vacuum systems
- ☐ Water filtration, conditioning or recirculation systems

#### **ALSO, INCLUDE:**

- ☐ Labor and other costs associated with demolishing, removing or altering building components
- ☐ Overhead and profit.



## SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

### ITEMS TO BE EXCLUDED

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#### **EXCLUDE:**

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, appliances which are not built-in, etc.

#### **OUTSIDE IMPROVEMENTS TO BE EXCLUDED, INCLUDE BUT ARE NOT LIMITED TO:**

Landscaping

Sidewalks

Fences

Docks and Davits

Seawalls

Driveways

Decks

Gazebos

Detached structures (incl. garages)

Yard lights

Swimming pools\spas

Screened pool enclosures

Sheds

Landscape irrigation systems

### **ITEMS REQUIRED TO EVALUATE YOUR APPLICATION**

**APPLICANT MUST SUBMIT ALL OF THE FOLLOWING** (please check off each item):

1. ☐ **Completed and signed application** for substantial damage/improvement review (included in this package).
2. ☐ **Elevation certificate** if property is located above base flood elevation.
3. ☐ **Property Owner's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in this package.)
4. ☐ **Contractor's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in this package).
5. ☐ **Estimated Cost** of reconstruction/improvement form (included in this package) and all required backup. Include sub-contractor's bids and itemized cost lists (see footnote on Cost Estimate Form).
6. ☐ This **checklist**.



## SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

### APPLICATION FOR SUBSTANTIAL DAMAGE OR SUBSTANTIAL IMPROVEMENT REVIEW

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

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

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_

Flood Zone \_\_\_\_\_ BFE \_\_\_\_\_ NAVD88 Lowest Floor Elevation \_\_\_\_\_ NAVD 88

*(Excluding garage or carport)*

Check one of the following:

☐ I **am** attaching a State Certified Appraiser's Market Value report, valuing the structure at: \_\_\_\_\_

☐ I am **not** attaching a State Certified Appraiser's report and I accept the use of the valuation of my property that has been recorded by the County Property Appraiser's Office.

#### **SIGNATURES:**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_



## SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

### Property Owner's Substantial Damage or Substantial Improvement Affidavit

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

Contractor's Name: \_\_\_\_\_

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

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

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 on 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.**

See attached itemized list.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me this day personally appeared, \_\_\_\_\_ who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20. \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

Notary Public State of \_\_\_\_\_

My commission expires: \_\_\_\_\_



## SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

### Contractor's Substantial Damage Or Substantial Improvement Affidavit

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

Contractor's Name: \_\_\_\_\_

Contractor's Company Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_

Contractor's State Registration or Certification Number: \_\_\_\_\_

Contractor's City of Sarasota Registration Number (if applicable): \_\_\_\_\_

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 on 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, AS THE CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS.**

See attached itemized list.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY SIGNATURE

Notary Public State of \_\_\_\_\_ My commission expires \_\_\_\_\_



## Cost Estimate of Reconstruction / Improvement

Application Number \_\_\_\_\_ Date \_\_\_\_\_ Address: \_\_\_\_\_

This cost estimate of reconstruction/improvement must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost **at the current market value** for any work they intend to perform, **including construction supervision costs**.

	Sub-Contractor Bids	Contractor or Owner Estimates	
	Bid Amounts (see note "D")	Material Costs	Labor Costs
1 Masonry			
2 Carpentry Material (rough)			
3 Carpentry Labor (rough)			
4 Roofing			
5 Insulation and Weather-strip			
6 Exterior Finish (Stucco)			
7 Doors, Windows & Shutters			
8 Lumber Finish			
9 Hardware			
10 Drywall			
11 Cabinets (Built-in)			
12 Floor Covering			
13 Plumbing			
14 Shower / Tub /Toilet			
15 Electrical & Light Fixtures			
16 Concrete			
17 Built-in Appliances			
18 HVAC			
19 Paint			
20 Demolition & Removal			
21 Overhead & Profit			
22 Construction Supervision Costs			
<b>Subtotals</b>			
<b>Total Estimate Cost</b> (all three subtotals added together)			

- A) Subcontractor bids may be used for any material and/or labor cost breakdown. **INCLUDE** donations and volunteer labor.
- B) If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form.
- C) Cost backup must be provided for every line item entry. If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form. For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate sheet that references the line number. For example, the backup documentation may contain a section called "Drywall to be installed (Line 10)":

	<u>This Sheet (Line 10)</u>	<u>Separate Sheet</u>
Materials:	\$2,000.00	1,000 s.f. ½" Drywall @ \$2.00/s.f. = \$2,000.00
Labor:	\$320.00	16 MH to Hang Drywall @ \$20.00 / MH = \$320.00