GROWTH MANAGEMENT DEPARTMENT POLICY

POLICY TITLE: Flood Damage Protection – Substantial Damage and Improvement of Buildings

POLICY #: 406GM        DATE ADOPTED: January 1, 2005
DIVISION: Building Inspection        DATE LAST REVISED:
DEPT./DIV. HEAD SIGNATURE: Ronnie Spooner 01/01/05

406.01 AUTHORITY
The Building Official is charged with the responsibility of enforcing the Flood Damage Protection Regulations adopted by the City of Tallahassee.

406.02 SCOPE AND APPLICABILITY
This policy establishes the procedures to be used in determining compliance with damaged or improved buildings and structures within the Flood Insurance Rate Map (FIRM) designated areas of flooding.

406.03 POLICY STATEMENT
All permits issued for the repair, alteration, reconstruction or additions to buildings and structures located within the designated flood areas as delineated by the most current FIRM established in Chapter 6, Flood Damage Protection in the Land Development Code shall be reviewed for compliance with the Flood Damage Protection regulations and this policy.

406.04 PROCEDURE
406.04.01 The assessed value of the building or structure in question shall be obtained from Leon County Property Appraiser's office and shall be made a part of the application documentation.
POLICY TITLE: Flood Damage Protection – Substantial Damage and Improvement of Buildings

406.04.02 The applicant shall be required to provide the following:

- Application for Substantial Damage/Improvement Review.
- Detailed cost of improvement/reconstruction estimate and affidavit, signed by a contractor properly licensed by the State of Florida.
- Elevation Certificate or elevation survey.
- A floor plan indicating damaged areas, even if plans may not be required for permitting.
- Owner’s Reconstruction/Improvement Affidavit signed and dated, substantially in conformance with the form created by the Building Inspection Division.
- Contractor’s Reconstruction/Improvement Affidavit signed and dated, substantially in conformance with the form created by the Building Inspection Division.

406.05 ATTACHMENTS

- Application for Substantial Damage/Improvement Review
- Estimated Cost of Reconstruction/Improvement
- Owner Reconstruction/Improvement Affidavit
- Contractor Reconstruction/Improvement Affidavit

406.06 ADMINISTRATION

The Building Inspection Division shall administer this policy.

406.07 EFFECTIVE DATE

January 1, 2005
APPLICATION FOR
SUBSTANTIAL DAMAGE/IMPROVEMENT REVIEW

Parcel ID #:________________________________________

Property Address:____________________________________

Owner’s Name:______________________________________

Co-Owner’s Name:____________________________________

Owner’s Mailing Address:_______________________________

Owner’s Phone #:____________________________________

FIRM Panel: ___________________________ FIRM Date: ____________

Flood Zone: ___________________________ BFE: ______________________

Lowest Floor Elevation (excluding garage):_________________________

I am attaching an appraisal report of my property, or _____ (initials)
I am not submitting an appraisal report of my property   _____ (initials)
I accept the Leon County Property Appraiser’s accessed value  _____ (initials)

I accept the attached estimated cost of construction as a fair
cost of repair or improvement for my structure.     _____ (initials)

Signatures:

Owner: ________________________________________________

Date: _________________________________________________

Co-Owner: ______________________________________________

Date: _________________________________________________
# ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT

**PARCE ID#:** _____-_____-_____-

**Address:** ____________________________________________________________

This cost estimate of reconstruction/improvement must be prepared and signed by a licensed contractor.

<table>
<thead>
<tr>
<th>Items</th>
<th>Cost Labor &amp; Materials</th>
<th>Reconstruction/Repair Ratio of Work</th>
<th>Official Use</th>
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</thead>
<tbody>
<tr>
<td>Concrete, Form, ETC</td>
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<tr>
<td>Carpentry Material (rough)</td>
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<td>Carpentry Material (labor)</td>
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<tr>
<td>Roofing</td>
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<tr>
<td>Insulation &amp; Weatherstrip</td>
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<tr>
<td>Exterior Finish (stucco)</td>
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<tr>
<td>Doors, Windows &amp; Shutters</td>
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<tr>
<td>Lumber Finish</td>
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<td>Carpenter Labor, Finish</td>
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<td>Hardware (rough)</td>
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<td>Hardware (finish)</td>
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<tr>
<td>Cabinets (built-in)</td>
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<td>Floor covering (tile/carpet)</td>
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<td>Plumbing</td>
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<td>Shower/Tub/Toilet</td>
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<td>Electrical</td>
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<td>Light Fixtures</td>
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<td>HVAC</td>
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<td>Paint</td>
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<td>Demolition and Removal</td>
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<td>Overhead and Profit</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

(Please attach any additional information)

**Contractor Name:** ____________________________  **License #:** ________________

**Address:** ____________________________  **Phone #:** ________________

**Signature:** ____________________________  **Date:** ________________
OWNER
RECONSTRUCTION/IMPROVEMENT AFFIDAVIT

Property Address: ________________________________________________________________
Parcel ID#: _______-_____-_____-____
Contractor Name: ___________________________ License #: __________________________
Owner Name: ________________________________________________________________
Address: ________________________________________________________________
Phone #: __________________________

I hereby attest to the fact that the repairs, reconstruction and/or remodeling list submitted for a Substantial Damage/ Improvement Review by my contractor are ALL OF THE DAMAGES/IMPROVEMENTS sustained by or to be done to this structure, and that all additions, improvements, or repairs proposed 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.**

I understand that I am subject to enforcement and penalties for violation 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/IMPROVEMENTS to MY HOME or that I have included non-conforming or illegal structures/additions, or repairs included to the existing structure without having presented plans for such work. I understand that any permit issued by the City of Tallahassee 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.

______________________________________ _____________________________
SIGNATURE OF OWNER              DATE

State of ___________________ County of __________________________

The foregoing instrument was acknowledged before me by __________________________
Who is personally known by me or who has produced __________________________
_______________________________ as identification and who did not take an oath.

WITNESS my hand and official seal this _____day of __________________ A.D. 20____

_______________________________________
Notary Public State of Florida at Large
CONTRACTOR
RECONSTRUCTION/IMPROVEMENT AFFIDAVIT

Property Address: ________________________________________________________________
Parcel ID#: _________-_______-_______
Construction Company Name: ______________________________________________________
Address: ________________________________________________________________
Phone #: ___________________________ 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 items that are hereby submitted for a Substantial Damage/
Improvement Review. These damages/improvements are ALL OF THE
DAMAGES/IMPROVEMENTS sustained by or to be done to this structure, and that all
additions, improvements, or repairs proposed on the subject building are included in this
estimate.

I understand that I am subject to enforcement and penalties for violation action and/or
fines if the inspection of the property reveals that I have made repairs or improvements
NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS/IMPROVEMENTS
to this structure or any non-conforming or illegal structures/additions, or repairs included
to the existing structure without having presented plans for such work. I understand that
any permit issued by the City of Tallahassee 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 and Materials: $ __________________
Overhead & Profit: $ __________________
Total Cost: $ __________________

______________________________________ _____________________________
SIGNATURE OF QUALIFIER DATE

State of ___________________ County of _______________________________________

The foregoing instrument was acknowledged before me by __________________________
Who is personally known by me or who has produced __________________________
_______________________________ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____________ A.D. 20___

_______________________________________
Notary Public State of Florida at Large