

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

<u>406.01</u> <u>AUTHORITY</u>

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 APPLICABILTY 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.

406.03POLICY STATEMENTAll 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.

<u>406.04</u> <u>PROCEDURE</u>

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.

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- **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.

<u>406.05</u> <u>ATTACHMENTS</u>

- 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.

<u>406.07</u> <u>EFFECTIVE DATE</u>

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 (e	xcluding garage):	
• •	l report of my property, or praisal report of my property Property Appraiser's accessed value	(initials) (initials) (initials)
I accept the attached estim cost of repair or improvem	ated cost of construction as a fair ent 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.

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

Total ______ (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 C	OF OWNER	DATI	E
State of	County of		
The foregoing instrum	ent was acknowledged	before me by	
Who is personally kno	own by me or who has p	produced	
	as identifica	ation and who did no	ot take an oath.
WITNESS my hand a	nd 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 abovementioned 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:	\$

Notary Public State of Florida at Large