

**Owner**  
**Substantial Damage/Substantial Improvement**  
**REPAIR/RECONSTRUCTION AFFIDAVIT**

Permit Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Check One or both, as applicable)

( ) I hereby attest to the fact that the repairs/reconstruction and/or remodeling list submitted for **Substantial Damage Review** by my contractor are all the damages sustained by this structure and that all other additions and improvements, or repairs proposed on the subject property are included in this estimate. **No other contractor has made any repairs, reconstruction, additions, or remodeling not included on the attached list.**

( ) I hereby attest to the fact that the repairs, additions, rehabilitations, reconstructions and/or remodeling list submitted for **Substantial Improvement Review** by my contractor are all of the improvements that will be done to the existing structure and that all other additions, improvements, or repairs on the subject property are included in this estimate. **No other contractor has made any repairs, reconstruction, additions, or remodeling not included on the attached list.**

Understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs **NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS TO MY HOME** or that I have included non-conforming or illegal structures/additions to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

\_\_\_\_\_  
Signature of Owner and Date

\_\_\_\_\_  
Signature of Co-Owner and Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me this day, \_\_\_\_\_ and \_\_\_\_\_  
Personally appeared before me, each of whom, being by me duly sworn deposes, stated that he/she has signed, read, understands and agrees to comply with all the aforementioned conditions of this affidavit.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
My Commission Expires

**Application for Substantial Damage/Substantial Improvement Review**

Tax Appraisers Folio #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

City and Zip Code: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Owner(s) Mailing Address: \_\_\_\_\_

Owner(s) Telephone #: \_\_\_\_\_  
Home Telephone # \_\_\_\_\_ Alternate # (Office/Mobile) \_\_\_\_\_

Co-Owner(s) Name: \_\_\_\_\_

Co-Owner(s) Address: \_\_\_\_\_

Co-Owner(s) Telephone #: \_\_\_\_\_

FIRM Panel # \_\_\_\_\_ Flood Zone: \_\_\_\_\_ BFE: \_\_\_\_\_

Pre-Storm Elevation: \_\_\_\_\_ (Circle Elevation Used) MSL NGVD NAVD

( ) I am attaching an appraisal report of my property, or Initials: \_\_\_\_\_

( ) I am not submitting an appraisal report of my property and  
I accept the community's Estimated Market Value. Initials: \_\_\_\_\_

( ) I accept the attached estimated cost of construction as a fair cost  
Of repair/improvement for my home. Initials: \_\_\_\_\_

**Signatures:**

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

Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor  
Substantial Damage/Substantial Improvement  
AFFIDAVIT**

Permit Number: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Owner Name \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

I hereby attest to the fact that I, or an employee of my company, personally inspected the above mentioned property and produced the attached list of itemized repairs, additions, rehabilitations, reconstructions and/or remodeling list which are hereby submitted for **Substantial Damage/Substantial Improvement Review.**

(Check one or both, as applicable)

( ) These damages are all the damages sustained by this structure and all other additions and improvements, or repairs proposed on the subject property are included in this estimate.

( ) These improvements are all of the improvements that will be done to the existing structure and all other additions, improvements, or repairs on the subject property are included in this estimate.

I understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs **NOT INCLUDED ON THE ATTACHED LIST TO THIS STRUCTURE** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

Total Labor and Materials: \$ \_\_\_\_\_

Overhead and Profit: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

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

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of: \_\_\_\_\_

Before me this day, \_\_\_\_\_ and \_\_\_\_\_  
Personally appeared before me, each of whom, being by me duly sworn deposes, stated that he has signed, read, understands and agrees to comply with all the aforementioned conditions of this affidavit.

Notary Signature: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

## ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT

Permit Number: \_\_\_\_\_

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

ITEMS	COST		TOTAL COST
	LABOR	MATERIALS	
Concrete, Form, Etc			
Carpentry, Rough			
Roofing			
Insulation & Weather Strip			
Exterior Finish (Stucco)			
Doors, Windows & Shutters			
Lumber, Finish			
Carpentry, Finish			
Hardware, Finish			
Hardware, Rough			
Cabinets, Built-in			
Floor Covering (tile, rug)			
Plumbing			
Shower/Tub/Toilet			
Electrical			
Light Fixtures			
Appliances, Built-in			
HVAC			
Paint			
Overhead and Profit			
<b>TOTAL</b>			

(Please attach any additional information)

Contractor Name: \_\_\_\_\_ License # \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ITEMS REQUIRED TO DETERMINE SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT**

Applicant must submit the following: (Make sure you have copies)

1. Complete the attached application
2. Detailed Cost of Reconstruction Estimate and Affidavit, signed by a General Contractor and a copy of his/her License Certificate.
3. FEMA Elevation Certificate.
4. Photos before and after the storm (if applicable and available)
5. Floor plan drawing (if available)
6. Owner's affidavit signed, dated and certified and
7. Contractor's affidavit signed, dated and certified.

### **Substantial Damage/Substantial Improvement Items to be excluded:**

Plans and specifications  
Survey costs  
Permit Fees

Cost to demolish storm-damaged building components  
Debris removal

### **Outside improvements including:**

- Landscaping
- Sidewalks
- Fences
- Yard lights
- Swimming pools
- Screened pool enclosures
- Sheds, Gazebos, Detached structures (including garages)
- Landscape irrigation systems

## **Substantial Damage/Substantial Improvement Items to be Included**

### **All Structural elements, including:**

Spread or continuous foundations footings and pilings  
Monolithic or other types of concrete slabs  
Bearing walls, tie beams and trusses  
Floors and ceilings  
Attached decks and porches  
Interior partition walls  
Exterior wall finishes (brick, stucco or siding) including painting and decorative moldings  
Windows and doors  
Reshingling or retiling a roof  
Hardware

### **All interior finishing elements, including:**

Tiling, linoleum, stone, or carpet over subflooring  
Bathroom tiling and fixtures  
Wall finishes (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:**

Labor and other costs associated with removing or altering undamaged building components to accommodate improvements or additions.  
Overhead and profit