



# Substantial Improvement Application packet

## ITEMS REQUIRED TO DETERMINE SUBSTANTIAL DAMAGE/IMPROVEMENT

Applicant must submit the following: (make sure you have extra copies for your files)

1. The completed building permit and substantial improvement review application(s) (including required plans and documents);
2. An estimated Cost of Reconstruction/Improvement form, completed by a Licensed General Contractor, Architect or Engineer and signed by the Owner/contractor or a General Contractor with a copy of his license certificate attached, (Contractors license must be recognized as valid under current City licensing regulations);
3. Certified FEMA Elevation Certificate or survey giving lowest and next highest floor elevations, either document must have been done at time of construction or at time of last sale of property;
4. Current photos of the structure, or photos before and after the storm (if applying to repair storm damage);
5. Highlighted floor plan drawing showing area of structure to be repaired or altered;
6. Substantial Improvement Affidavit, completed, signed and dated;
7. An independent market value appraisal of structure performed within three years of the application date. The depreciated value of the structure will be used as the market value. A Monroe Count Property Appraiser assessment may be used in lieu of an independent appraisal.



## **SUBSTANTIAL DAMAGE/IMPROVEMENT**

### **ITEMS TO BE INCLUDED \* :**

All structural elements, including:

- Spread or continuous foundation footings & 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, etc.
- Windows and doors
- Outside improvements, including: Re-shingling or re-tiling a roof
- Hardware

All interior finish elements, including: T

- Tiling, linoleum, stone or carpet over sub-flooring
- Bathroom tiling and fixtures
- Screened pool enclosures
- Wall finishes, including dry wall, painting, stucco, plaster, paneling, marble or other decorative finishes
- Kitchen, utility and bathroom cabinets
- Built-in book cases, 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 & other costs associated with demolishing, removing or altering building components
- Construction supervision and/or management
- Equivalent costs of work done by owner & volunteers (charged at \$18.00 an hour)
- Overhead and profit

**\*\* NOT an all-inclusive list.**

## ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT

Parcel ID# \_\_\_\_\_

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

This Cost Estimate of Reconstruction/Improvement must be prepared and signed by a licensed General Contractor, Architect or Engineer

Items	Material Cost	Labor Cost	Total Cost
Demolition			
Foundation Complete			
Structural Steel			
Masonry Walls			
Carpentry Complete			
Gas Complete			
Stucco			
Mirrors & Fixed Glass			
Central Vacuum			
Elevator			
Appliances (Built-in)			
Water Softener			
Roofing Complete			
Plumbing Complete			
Electrical Wiring			
Lighting Fixtures			
Ceiling Fans			
Intercom or Alarm System			
HVAC Complete			
Exterior Doors & Windows			
Exterior Finish			
Insulation Complete			
Drywall Complete			
Ceramic Tile Complete			
Waterproofing			
Fireplace			
Painting Complete – Int. & Ext.			
Cabinets Complete			
Flooring Complete (Finish)			
Other: _____			

Supervision			
Overhead & Profit			
<b>TOTAL</b>			

(PLEASE attach any additional information)

Contractor's Name: \_\_\_\_\_ CGC License #: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 Marathon 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

**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 \_\_\_\_\_.

**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 Marathon 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

**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