The determination of whether proposed work is Substantial Improvement or repair of Substantial Damage is made based on all proposed work. Complete all fields below that apply.

Documentation to support stated cost estimates may be required.

Check with the Building Department whether the community tracks accumulated repairs, alterations, additions and other improvements over time. Community-specific requirements may apply (e.g. cumulative costs over period of time).

<table>
<thead>
<tr>
<th>Building Permit Number:</th>
</tr>
</thead>
</table>

Source: Property Assessment □ (includes factor of _______)  
Attached Appraisal □  
*use market value before improvement or before damage occurred  

$___________(A)

REPAIRS  
FBC, EB Ch. 5  
_Flood Damage?_  
Yes □ No □

Describe work needed to repair to pre-damaged condition:  
Cost* to repair to pre-damaged condition:  

$___________ (B)

ALTERATIONS  
FBC, EB Ch. 6-8  

Describe alterations:  
Cost* of alterations:  

$___________ (C)

ADDITIONS  
FBC, EB Ch. 11  

Describe additions:  
Horizontal Addition? Yes □ No □  Structurally interconnected? Yes □ No □  
Vertical Addition? Yes □ No □  
Foundation work? Yes □ No □  

$___________ (D)

HISTORIC BUILDING  
FBC, EB, Ch. 11  

Does structure currently meet definition at FBC, EB Ch. 11 and Sec. 1102.  
Yes □ No □  

After the proposed work is completed, will the building continue to meet the definition at FBC, EB Ch. 11? Yes □ No □  
If “yes” to both, proposed work is not considered substantial improvement. If “no”, complete form.

Cost to correct existing cited health, sanitary, safety code violations (attach citations)  

$___________(E)

CALCULATING RATIO  

\[
\left( \frac{B + C + D - E}{A} \right) \times 100
\]

\[\text{_______}\% \ (F)\]

FOR OFFICE USE ONLY  

Check all that apply in accordance with FBC, EB, any technical amendments thereto, and the local floodplain management ordinance.

☐ Building is Historic Structure and will retain historic designation after proposed work is completed; work is not considered “substantial improvement.”  
☐ Estimates of costs reviewed and accepted  
☐ Estimates of costs returned for more information  
☐ Appraisal, if provided, reviewed and deemed to represent building  
☐ Ratio of costs to market value does not constitute “substantial improvement.”  

☐ Horizontal addition is not structurally interconnected and does not constitute “substantial improvement” of base building  
☐ Addition must be compliant with FBC, EB and FBC, B Section 1612.  
☐ Addition must be compliant with FBC, EB and FBC, R Section R322.
| ☐ Ratio of costs to market value constitutes “substantial improvement.” |
| ☐ Structure has sustained substantial damage and any repairs are considered “substantial improvement.” |
| ☐ Building must be brought into compliance with FBC, EB and FBC, B Section 1612. |
| ☐ Building must be brought into compliance with FBC, EB and FBC, R Section R322. |
| ☐ Horizontal addition is structurally interconnected or is considered “substantial improvement.”  
  ☐ Building must be brought into compliance with FBC, EB and FBC, B Section 1612.  
  ☐ Building must be brought into compliance with FBC, EB and FBC, R Section R322. |
| ☐ Applicant must submit building permit application demonstrating compliance with flood hazard area requirements. |

**Issue letter to owner**
- ☐ Not Substantial Improvement
- ☐ Substantial Improvement
- ☐ Substantial Damage
- ☐ Substantially Damaged by Flood (may qualify for NFIP ICC insurance payment)

Determination completed by: ______________________________________________________
Determination approved by:

______________________________________________             __________________
Building Official       Date

☐ Worksheet and Letter to Owner put in permit file.

*Attach detailed cost estimates, to include materials and labor, including value of donated/discounted materials and owner/volunteer labor. Estimate must also include: site prep, demolition, debris disposal, other ordinance or code requirement costs, construction management/contractor profit, sales tax, all structural elements and exterior finishes, all interior finish elements including paint, and all utility and service equipment. Exclude costs not associated with the building, e.g.: cleanup/trash removal, costs of plans/specs, land surveys, permit fees, carpeting over finished floors, yard improvements, plug-in appliances.

**Agreement by Property Owner or by Owner’s Agent:**
I agree to correct any construction deficiencies identified by inspection that are determined to be necessary to assure compliance with the applicable building permit, including elevation of the lowest floor, elevation of machinery and equipment servicing the building, and provisions applicable to any enclosures below the elevated building, including crawl/underfloor spaces. I agree to have the NFIP Elevation Certificate (FEMA Form 086-0-33) completed and signed by a Florida licensed professional surveyor and to submit it as required by the Florida Building Code. I agree to have any deficiencies in the Elevation Certificate corrected.

Date: ___________________ Signature: __________________________ _________

Owner/Owner’s Agent