



## FLOODPLAIN SUBSTANTIAL IMPROVEMENT PACKAGE

This package is for structures in the floodplain that are not compliant with the floodplain management regulations. You will be required to provide a completed Substantial Improvement Package upon submitting a building permit for an improvement on a structure in the floodplain. The package consists of the following items:

- Application for Construction in a Floodplain
- Floodplain Substantial Improvement Disclosure Form
- Cost Breakdown Itemization

You will be required to submit a Cost Breakdown Itemization upon submitting a building permit plan for an improvement on a structure in the floodplain that are not compliant with the floodplain management regulations. This detailed cost breakdown is to be completed and signed by either the contractor or by the owner-builder.

The itemization consists of a cover page outlining the overall information for the project, a Building Shell breakdown page, a breakdown page for each floor, and a breakdown page for other costs. You can add additional floor pages as needed. If a page is not necessary, do not complete it and remove it from the package before submittal. Each breakdown page consists of a line item and related information/costs associated with that line item. Use the following procedures for each applicable page in the package.

**IMPORTANT:** MUST FOLLOW THE INSTRUCTIONS ON PAGES 8-10.



## FLOODPLAIN COST BREAKDOWN COVER PAGE

Items with an asterisk (\*) are required. All elevations must be recorded in NAVD88 datum.

\* Contractor Type (check one):      ☐ Licensed Contractor      ☐ Owner-Builder  
 \* Substantial Improvement Threshold (check one):      ☐ 49%      ☐ 50%      ☐ Other: \_\_\_\_\_

|                                                                                                        |    |                                                                  |    |
|--------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------|----|
| * Permit Number:                                                                                       |    | * Permit Application Date:                                       |    |
| * Base Flood Elevation (BFE):                                                                          |    | * BFE Source:                                                    |    |
| * Proposed Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM):                 |    | * Design Flood Elevation (DFE):                                  |    |
| * Coastal A Zone or V Zone:                                                                            |    | * Substantial Improvement Limit:                                 | \$ |
| * Pinellas County Property Appraiser (PCPAO) Market Value of Structure (found on the FEMA/WLM Letter): | \$ | Private Market Value Appraisal of Structure (Depreciated Value): | \$ |

|                      |  |
|----------------------|--|
| Property Address:    |  |
| * Parcel ID:         |  |
| * Legal Description: |  |

|                                          |    |                                      |    |
|------------------------------------------|----|--------------------------------------|----|
| * Cost of Shell:                         | \$ | Contractor Profit/Overhead:          | \$ |
| * Cost of Enclosure/First Floor:         | \$ |                                      |    |
| Cost of Second Floor:                    | \$ | <b>* Project Subtotal:</b>           | \$ |
| Cost of Additional Floors:               | \$ |                                      |    |
| Other Costs:                             | \$ | <b>* Total Project Cost:</b>         | \$ |
| <b>* Total Cost of Shell and Floors:</b> | \$ | Total Cost of Other Related Permits: | \$ |

|                                             |  |
|---------------------------------------------|--|
| * Contractor or Owner-Builder Name:         |  |
| Contractor Company Name:                    |  |
| Contractor Company Address:                 |  |
| * Contractor or Owner-Builder Phone Number: |  |
| Contractor State License Number:            |  |
| * Contractor or Owner-Builder Signature:    |  |

## FLOODPLAIN BUILDING SHELL COST BREAKDOWN WORKSHEET

| Item                                                                      | N/A | Area/Quantity | New Materials | Used Materials | Labor | Total |
|---------------------------------------------------------------------------|-----|---------------|---------------|----------------|-------|-------|
| Site Preparation                                                          |     |               |               |                |       |       |
| Exterior Demolition & Debris Removal                                      |     |               |               |                |       |       |
| Footings                                                                  |     |               |               |                |       |       |
| Floor Slabs                                                               |     |               |               |                |       |       |
| Termite Treatment                                                         |     |               |               |                |       |       |
| Exterior Frame Walls                                                      |     |               |               |                |       |       |
| Exterior Masonry & Concrete Walls                                         |     |               |               |                |       |       |
| Floor Framing                                                             |     |               |               |                |       |       |
| Floor Sheathing                                                           |     |               |               |                |       |       |
| Roof & Ceiling Framing                                                    |     |               |               |                |       |       |
| Roof Sheathing                                                            |     |               |               |                |       |       |
| Roof Covering                                                             |     |               |               |                |       |       |
| Gutters & Downspouts                                                      |     |               |               |                |       |       |
| Fascia & Soffits                                                          |     |               |               |                |       |       |
| Exterior Stairs/Handrails/Landings                                        |     |               |               |                |       |       |
| Exterior Decks & Balconies                                                |     |               |               |                |       |       |
| Exterior Guardrails                                                       |     |               |               |                |       |       |
| Exterior Wall Covering (Stucco)                                           |     |               |               |                |       |       |
| Exterior Wall Covering (Vinyl Siding)                                     |     |               |               |                |       |       |
| Exterior Wall Covering (Aluminum Siding)                                  |     |               |               |                |       |       |
| Exterior Wall Covering (Hardie Material)                                  |     |               |               |                |       |       |
| Exterior Wall Covering (Wood Products)                                    |     |               |               |                |       |       |
| Exterior Wall Covering (Paint)                                            |     |               |               |                |       |       |
| Exterior Wall Covering (Other)                                            |     |               |               |                |       |       |
| Windows                                                                   |     |               |               |                |       |       |
| Exterior Doors                                                            |     |               |               |                |       |       |
| Glass Block                                                               |     |               |               |                |       |       |
| Garage Doors & Openers                                                    |     |               |               |                |       |       |
| Skylights & Solar Tubes                                                   |     |               |               |                |       |       |
| Glazing Protection                                                        |     |               |               |                |       |       |
| Waste Plumbing                                                            |     |               |               |                |       |       |
| Potable (Drinking) Water Plumbing                                         |     |               |               |                |       |       |
| Potable (Drinking) Water Filtration/<br>Conditioning/Recirculation System |     |               |               |                |       |       |
| A/C Compressor/Condenser Unit & Wiring                                    |     |               |               |                |       |       |
| A/C Air Handler Unit & Wiring                                             |     |               |               |                |       |       |
| Solar Panels & Equipment                                                  |     |               |               |                |       |       |
| Installed Generator                                                       |     |               |               |                |       |       |
| Exterior Beams & Columns                                                  |     |               |               |                |       |       |
| Decorative Moldings                                                       |     |               |               |                |       |       |
| Ceiling Insulation                                                        |     |               |               |                |       |       |
| Wall Insulation                                                           |     |               |               |                |       |       |
| Floor Insulation                                                          |     |               |               |                |       |       |
| Flood Vents                                                               |     |               |               |                |       |       |
| Fire Suppression System                                                   |     |               |               |                |       |       |
| Fire Escape                                                               |     |               |               |                |       |       |

**Total Building Shell Cost: \$** \_\_\_\_\_

## FLOODPLAIN ENCLOSURE/FIRST FLOOR COST BREAKDOWN WORKSHEET

| Item                                 | N/A | Area/Quantity | New Materials | Used Materials | Labor | Total |
|--------------------------------------|-----|---------------|---------------|----------------|-------|-------|
| Interior Demolition & Debris Removal |     |               |               |                |       |       |
| Wall Framing                         |     |               |               |                |       |       |
| Drywall – Walls                      |     |               |               |                |       |       |
| Drywall – Ceiling                    |     |               |               |                |       |       |
| Wall Finish/Painting/Covering        |     |               |               |                |       |       |
| Ceiling Finish/Painting/Covering     |     |               |               |                |       |       |
| Baseboard/Crown Molding/Trim Boards  |     |               |               |                |       |       |
| Floor Covering                       |     |               |               |                |       |       |
| Electrical Service Panel             |     |               |               |                |       |       |
| Electrical Sub Panel                 |     |               |               |                |       |       |
| Electrical Receptacles (120 VAC)     |     |               |               |                |       |       |
| Electrical Receptacles (240 VAC)     |     |               |               |                |       |       |
| Electrical Light Fixtures & Switches |     |               |               |                |       |       |
| Ceiling Fans & Exhaust Fans          |     |               |               |                |       |       |
| Electrical Wiring                    |     |               |               |                |       |       |
| Central Vacuum System                |     |               |               |                |       |       |
| Security System & Intercom System    |     |               |               |                |       |       |
| A/C Ducting                          |     |               |               |                |       |       |
| Sinks                                |     |               |               |                |       |       |
| Toilets                              |     |               |               |                |       |       |
| Bathtubs & Jacuzzis                  |     |               |               |                |       |       |
| Showers                              |     |               |               |                |       |       |
| Water Heater                         |     |               |               |                |       |       |
| Washing Machine & Dryer Hookup       |     |               |               |                |       |       |
| Sump Pumps                           |     |               |               |                |       |       |
| Built-in Appliances                  |     |               |               |                |       |       |
| Built-in Furniture                   |     |               |               |                |       |       |
| Closet Shelving                      |     |               |               |                |       |       |
| Cabinets & Vanities                  |     |               |               |                |       |       |
| Counter Tops                         |     |               |               |                |       |       |
| Interior Doors                       |     |               |               |                |       |       |
| Fireplace/Hearth/Mantel              |     |               |               |                |       |       |
| Chimney / Chimney Cap                |     |               |               |                |       |       |
| Elevator & Equipment                 |     |               |               |                |       |       |
| Interior Stairs/Handrails/Landings   |     |               |               |                |       |       |
| Interior Guardrails                  |     |               |               |                |       |       |

**Total Enclosure/First Floor Cost: \$** \_\_\_\_\_

## FLOODPLAIN SECOND FLOOR COST BREAKDOWN WORKSHEET

| Item                                 | N/A | Area/Quantity | New Materials | Used Materials | Labor | Total |
|--------------------------------------|-----|---------------|---------------|----------------|-------|-------|
| Interior Demolition & Debris Removal |     |               |               |                |       |       |
| Wall Framing                         |     |               |               |                |       |       |
| Drywall – Walls                      |     |               |               |                |       |       |
| Drywall – Ceiling                    |     |               |               |                |       |       |
| Wall Finish/Painting/Covering        |     |               |               |                |       |       |
| Ceiling Finish/Painting/Covering     |     |               |               |                |       |       |
| Baseboard/Crown Molding/Trim Boards  |     |               |               |                |       |       |
| Floor Covering                       |     |               |               |                |       |       |
| Electrical Service Panel             |     |               |               |                |       |       |
| Electrical Sub Panel                 |     |               |               |                |       |       |
| Electrical Receptacles (120 VAC)     |     |               |               |                |       |       |
| Electrical Receptacles (240 VAC)     |     |               |               |                |       |       |
| Electrical Light Fixtures & Switches |     |               |               |                |       |       |
| Ceiling Fans & Exhaust Fans          |     |               |               |                |       |       |
| Electrical Wiring                    |     |               |               |                |       |       |
| Central Vacuum System                |     |               |               |                |       |       |
| Security System & Intercom System    |     |               |               |                |       |       |
| A/C Ducting                          |     |               |               |                |       |       |
| Sinks                                |     |               |               |                |       |       |
| Toilets                              |     |               |               |                |       |       |
| Bathtubs & Jacuzzis                  |     |               |               |                |       |       |
| Showers                              |     |               |               |                |       |       |
| Water Heater                         |     |               |               |                |       |       |
| Washing Machine & Dryer Hookup       |     |               |               |                |       |       |
| Sump Pumps                           |     |               |               |                |       |       |
| Built-in Appliances                  |     |               |               |                |       |       |
| Built-in Furniture                   |     |               |               |                |       |       |
| Closet Shelving                      |     |               |               |                |       |       |
| Cabinets & Vanities                  |     |               |               |                |       |       |
| Counter Tops                         |     |               |               |                |       |       |
| Interior Doors                       |     |               |               |                |       |       |
| Fireplace/Hearth/Mantel              |     |               |               |                |       |       |
| Chimney / Chimney Cap                |     |               |               |                |       |       |
| Elevator & Equipment                 |     |               |               |                |       |       |
| Interior Stairs/Handrails/Landings   |     |               |               |                |       |       |
| Interior Guardrails                  |     |               |               |                |       |       |

**Total Second Floor Cost: \$** \_\_\_\_\_

## FLOODPLAIN OTHER FLOORS COST BREAKDOWN WORKSHEET

Other Floor Number: \_\_\_\_\_

| Item                                 | N/A | Area/Quantity | New Materials | Used Materials | Labor | Total |
|--------------------------------------|-----|---------------|---------------|----------------|-------|-------|
| Interior Demolition & Debris Removal |     |               |               |                |       |       |
| Wall Framing                         |     |               |               |                |       |       |
| Drywall – Walls                      |     |               |               |                |       |       |
| Drywall – Ceiling                    |     |               |               |                |       |       |
| Wall Finish/Painting/Covering        |     |               |               |                |       |       |
| Ceiling Finish/Painting/Covering     |     |               |               |                |       |       |
| Baseboard/Crown Molding/Trim Boards  |     |               |               |                |       |       |
| Floor Covering                       |     |               |               |                |       |       |
| Electrical Service Panel             |     |               |               |                |       |       |
| Electrical Sub Panel                 |     |               |               |                |       |       |
| Electrical Receptacles (120 VAC)     |     |               |               |                |       |       |
| Electrical Receptacles (240 VAC)     |     |               |               |                |       |       |
| Electrical Light Fixtures & Switches |     |               |               |                |       |       |
| Ceiling Fans & Exhaust Fans          |     |               |               |                |       |       |
| Electrical Wiring                    |     |               |               |                |       |       |
| Central Vacuum System                |     |               |               |                |       |       |
| Security System & Intercom System    |     |               |               |                |       |       |
| A/C Ducting                          |     |               |               |                |       |       |
| Sinks                                |     |               |               |                |       |       |
| Toilets                              |     |               |               |                |       |       |
| Bathtubs & Jacuzzis                  |     |               |               |                |       |       |
| Showers                              |     |               |               |                |       |       |
| Water Heater                         |     |               |               |                |       |       |
| Washing Machine & Dryer Hookup       |     |               |               |                |       |       |
| Sump Pumps                           |     |               |               |                |       |       |
| Built-in Appliances                  |     |               |               |                |       |       |
| Built-in Furniture                   |     |               |               |                |       |       |
| Closet Shelving                      |     |               |               |                |       |       |
| Cabinets & Vanities                  |     |               |               |                |       |       |
| Counter Tops                         |     |               |               |                |       |       |
| Interior Doors                       |     |               |               |                |       |       |
| Fireplace/Hearth/Mantel              |     |               |               |                |       |       |
| Chimney / Chimney Cap                |     |               |               |                |       |       |
| Elevator & Equipment                 |     |               |               |                |       |       |
| Interior Stairs/Handrails/Landings   |     |               |               |                |       |       |
| Interior Guardrails                  |     |               |               |                |       |       |

**Total Other Floor Cost: \$** \_\_\_\_\_

## FLOODPLAIN OTHER COST BREAKDOWN WORKSHEET

[illegible]

**Total Other Cost: \$**\_\_\_\_\_

## FLOODPLAIN COST BREAKDOWN PACKAGE INSTRUCTIONS

### Floodplain Cost Breakdown Cover Sheet:

1. At the top of the cover page, select if you are a *“Licensed Contractor”* or an *“Owner-Builder”* and select the *“Substantial Improvement Threshold”*. Unincorporated Pinellas County has a 49% substantial improvement threshold. Check with the municipality to determine what the substantial improvement threshold is.
2. Complete the other required sections denoted with an asterisk.
  - a. The *“BFE Source”* section is to identify where the Base Flood Elevation (BFE) is coming from. This could be FEMA FIRM, FIS Profile, Vulnerability Assessment, Pinellas County Stormwater Master plan (SWMP), or a Pinellas County Watershed Management Plan (WMP). There is a drop-down list to select from.
3. Once all the applicable worksheets are complete, the *“Cost of Shell”*, *“Cost of Enclosure/First Floor”*, *“Cost of Second Floor”*, *Cost of Additional Floors”*, *“Other Costs”*, and the *“Total Cost of Shell and Floors”* on the cover sheet will auto-calculate.
4. The *“Contractor Profit/Overhead”* portion is for Contractors only. If you are NOT a contractor, leave this line blank. Contractors insert their Profit/Overhead costs for this project in this section (10% minimum). This should reflect the necessary costs for operating their business above the actual material and labor costs for the project, such as accounting, utilities, office expenses, etc.
5. The *“Project Subtotal”* and *“Total project Cost”* will auto-calculate.
6. The *“Total Cost of Other Related Permits”* is the total cost of permits that were completed on the structure within the last year.
7. At the bottom of the cover page, complete the sections for *“Contractor or Owner-Builder Name”*, *“Contractor Company Name”*, *“Contractor Company Address”*, *“Contractor or Owner-Builder Phone Number”*, *“Contractor State Registration or Certification Number”*, and sign the page.

### Floodplain Cost Breakdown Worksheets:

1. Check column *“N/A”* if the item is not used on your project.
2. Fill in the *“Area/Quantity”* column as necessary to provide an estimate of the size of the work area or the quantity of items, such as square feet of drywall, number of outlets, doors, windows, etc.
3. The *“New Materials”* column is for costs of new materials being used for that specific line item.
4. The *“Used Materials”* column is for costs of purchased used materials or when removed materials are being re-installed for that specific line item. Insert the material cost of purchasing the used material, repairing the reused item (if any), or storing the existing materials. This will indicate items which were remove and reinstalled on the project and not needed to be re-purchased (kitchen cabinets removed and reinstalled, interior doors reused, etc.) (Refer to Section 4.4.4 of the *FEMA Substantial Improvement/Substantial Damage Desk Reference, FEMA P-758*).
5. All items, new or reused, will have an associated labor cost involved. Insert this cost in the *“Labor”* column. The associated labor cost should align with International Code Council (ICC).
6. The *“Total”* column will auto-calculate based on what is inserted in the other columns.
7. Once the worksheets are complete, the *“Total Cost”* section at the bottom of the pages with auto-calculate.
8. If an item or work description is not part of the cost breakdown and is found on the plans, the cost breakdown will be rejected.
9. Do not include the primary/general contractor's profit or contingencies on the cost breakdown pages. This is factored in on the cover sheet.
10. If there are any items used on this project that are not listed on the worksheets, add them on the *“Floodplain Other Cost Breakdown Worksheet”* in the blank spaces provided.

## **ITEMS EXCLUDED IN SUBSTANTIAL IMPROVEMENT COST BREAKDOWN**

### **General:**

- Plans and specifications
- Temporary stabilization of a building (so its safe to assess required repairs)
- Survey costs
- Permit fees and inspection fees
- Trash removal needed before improvements or repairs can be performed (e.g., removal of debris and trash from building or lot, dumpster rental, transport fees to landfill, and landfill tipping fees)
- Clean-up needed before improvements or repairs can be performed (e.g., dirt and mud removal, cleaning, disinfecting, and building dry out)
- Plug-in appliances (e.g., washers, dryers, and stoves)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes

### **Items not considered real property including:**

- Throw rugs
- Carpeting and re-carpeting installed over finished flooring such as wood or tiling
- Furniture that is not built-in
- Refrigerators
- Appliances which are not built-in (e.g., free standing microwave on the counter is not considered built-in)

### **Outside improvements including:**

- Landscaping
- Irrigation systems
- Sidewalks and driveways
- Fences
- Yard lights
- Swimming pools and outdoor spas
- Screened pool enclosures
- Sheds
- Gazebos
- Detached structures (including detached garages)
- Docks and davits
- Seawalls
- Decks

## **ITEMS INCLUDED IN SUBSTANTIAL IMPROVEMENT COST BREAKDOWN**

### **All structural elements including:**

- Foundations (e.g., spread or continuous foundation footings, pilings, posts, piers, perimeter walls, chain walls, etc.)
- 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
- Windows and doors
- Repairing or relocating roof trusses
- Re-shingling or re-tiling a roof
- Gutters and downspouts
- Hardware
- Staircases

### **All interior finish elements including:**

- Tiling, linoleum, stone, or carpet over sub-flooring
- Bathroom tiling and fixtures
- Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble, or other decorative finishes)
- Kitchen, utility, and bathroom cabinets
- Built-in bookcases, cabinets, entertainment, and other built-in furniture
- Insulation
- Hardware

### **All utility and service equipment including:**

- HVAC equipment
- Repair or reconstruction of plumbing and electrical services
- Electrical wiring, outlets, and switches
- Light fixtures and ceiling fans
- Intercom and security systems (Hard wired, professional systems)
- Built-in kitchen appliances (e.g., dishwasher, refrigerator, etc.)
- Central vacuum systems
- Potable (drinking) water wells, associated equipment, and plumbing
- Septic tanks, drain fields, associated equipment and plumbing
- Water filtration, conditioning, or recirculation systems
- Solar paneling and equipment
- Elevators and necessary equipment
- Installed generators servicing the structure and associated components

### **Additional costs:**

- Materials and labor (must be included even if donated)
- Site preparation related to the improvement or repair (e.g., foundation repair or grading)
- Demolition and construction debris removal
- Costs associated with demolishing, removing, or altering building components
- Sales taxes on materials
- Costs associated with complying with any other regulations or code requirement that is triggered by the work (including costs to comply with ADA)
- Construction management and supervision
- Overhead and profit