



## **Building Department**

214 Sams Avenue

New Smyrna Beach, Florida 32168

Phone: (386) 410-2800

Fax: (386) 410-2805

[www.cityofnsb.com](http://www.cityofnsb.com)

### Substantial Improvement/Damage



## **SUBSTANTIAL IMPROVEMENT / DAMAGE PACKET**

- 1. Application for Substantial Improvement/Damage review**
- 2. Notice to Property Owners**
- 3. Cost Breakdown**
- 4. Owner's Affidavit**
- 5. Contractor's Affidavit**
- 6. List of Construction Items**



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**Application for Substantial  
Improvement/Damage Review**

Parcel ID Number: \_\_\_\_\_ Permit Application Number: \_\_\_\_\_

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

City & Zip Code: \_\_\_\_\_

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

Owner's Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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

**PLEASE INITIAL ALL APPLICABLE STATEMENT(S):**

\_\_\_ I am attaching an appraisal report of my property.

\_\_\_ I am not submitting an appraisal report of my property.

\_\_\_ I accept the Market Value Estimate, based on the Volusia County tax records.

\_\_\_ I accept the attached Reconstruction/Improvement Cost Breakdown as the total cost of repair or improvement for my home or structure.

Name of Owner: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Co-Owner: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

**Lowest Finished Floor Elevation (excluding garage, lanai and minor storage):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **NOTICE TO PROPERTY OWNERS REGARDING SUBSTANTIAL IMPROVEMENT OR DAMAGE**

If you are rebuilding your home after a storm, renovating, remodeling, or adding an addition to your home, here is information you need to know concerning:

### **The 50% RULE**

If your home or business is below the 100-year flood elevation, which is determined by the information on your "Elevation Certificate", City of New Smyrna Beach has flood damage prevention regulations that may affect how you repair, remodel, renovate or add-on to your building. If your home or business sustained structural and/or interior and exterior damage, or if you plan improvements, these regulations may affect how you rebuild. These laws are required by the National Flood Insurance Program to protect your lives and investment from future flood damage, and to minimize risks to life and property. Our community must adopt and enforce these laws in order for federally backed flood insurance to continue to be made available to our residents and property owners.

### **PLEASE READ THE FOLLOWING INFORMATION**

If a building is determined to be "substantially damaged" or "substantially improved," it must be brought into compliance with the City of New Smyrna Beach flood damage prevention regulations, including elevating the building to or above the 100-year flood elevation.

- **SUBSTANTIAL DAMAGE** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its "before-damage condition" would equal or exceed 50% of the market value of the structure before the damage occurred. Note: The cost of the repairs must include all costs necessary to fully repair the structure to its before-damage condition.
- **SUBSTANTIAL IMPROVEMENT** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement. Note: The City of New Smyrna Beach, following National Flood Insurance Program requirements, has the responsibility to determine "substantial damage" and "substantial improvement" and has implemented the procedures described on the following pages:

## **NOTICE TO PROPERTY OWNERS REGARDING SUBSTANTIAL IMPROVEMENT OR DAMAGE**

1. The City of New Smyrna Beach will determine the estimated Market Value of your structure (excluding the land) by using the Volusia County tax assessor's valuation. If you disagree with this estimate of Market Value, you may hire a state licensed appraiser and submit a certified comparative property appraisal for the depreciated value of your structure to establish the estimated Market Value of your structure.
2. You (and your contractor) must submit to the City of New Smyrna Beach a detailed and complete cost estimate of any combination of repairs, reconstruction, rehabilitation, additions, remodeling, alteration and/or improvements to your structure. The attached ***Reconstruction/Improvement Cost Breakdown*** must be completed and signed by the Contractor and Property Owner.
3. The City of New Smyrna Beach will evaluate the cost of improvements or repairs and determine if they are fair and reasonable. As a guide, the City of New Smyrna Beach will use the Building Valuation Data published by the International Code Council (ICC) for residential and other occupancies. Please note, that the contractor's and property owner's ***Reconstruction/Improvement Cost Breakdown*** is to be based on the actual costs of all repairs and improvements. Donated materials and labor must be shown at their fair market value. Pre-disaster prices and rates will be utilized for damage repairs. The cost of

improvements or repairs does not include items not considered a part of the structure, i.e., plans, surveys, permits, sidewalks, pools, screen roofed cages, sheds, gazebos, fences, septic systems, etc.

4. If your structure is determined to be “substantially damaged” or “substantially improved”, then an Elevation Certificate must be submitted to the City of New Smyrna Beach for determination of the lowest finished floor elevation. Enclosed space used for parking, building access or limited incidental storage are not considered to be the “lowest (finished) floor”.

If the lowest finished floor is below the 100-year flood elevation, the building must be elevated to or above that level. Additionally, all electrical and mechanical (heating and cooling equipment), bath and toilet rooms, laundry rooms, water heaters and finished areas must be elevated to or above the 100-year flood level. Only unfinished space used for parking, building access, and limited incidental storage is allowed below the base flood level.

5. Commercial, non-residential building plans using “flood-proofing” (in lieu of meeting the minimum elevation requirement) must be prepared and certified by a Florida registered professional engineer or architect. One foot of “freeboard” is required when flood proofing a non-residential structure.







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**Reconstruction/Improvement**

**Owner's Affidavit**

Parcel ID Number: \_\_\_\_\_ Permit Application Number: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**I Hereby Attest to the following:**

- The attached **Reconstruction/Improvement Cost Breakdown** prepared by my contractor lists all of the reconstruction, repairs and/or improvements proposed at this site.
- The materials, labor and overhead listed in the attached **Reconstruction/Improvement Cost Breakdown** constitute the entire cost of restoring the structure to its "before-damaged condition" and/or the entire cost of repairs, improvements, and additions to be constructed under this permit application.
- No other contractor has made or is under contract to make any reconstruction, repairs, additions or remodeling not included in the attached **Reconstruction/Improvement Cost Breakdown**, except as listed here:

\_\_\_\_\_  
\_\_\_\_\_

**Additionally, I Understand:**

- I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs and/or improvements not included on the attached **Reconstruction/Improvement Cost Breakdown**, or if the construction plans are altered to increase the scope of work without prior authorization from the City of New Smyrna Beach.
- The grade of materials may vary as to the manufacturer but may not exceed the costs stated on the attached **Reconstruction/Improvement Cost Breakdown**.

**Total Cost:** \$ \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_

**Notary:** State of Florida

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_

Signature of Notary \_\_\_\_\_ (Commission/Expires Stamp)



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## **Reconstruction/Improvement Contractor's Affidavit**

Parcel ID Number: \_\_\_\_\_ Permit Application Number: \_\_\_\_\_

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

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **I Hereby Attest to the following:**

- I have personally inspected the above noted property and have produced the attached ***Reconstruction/Improvement Cost Breakdown*** listing all of the reconstruction, repairs and/or improvements proposed at this site.
- The materials, labor and overhead listed in the attached ***Reconstruction/Improvement Cost Breakdown*** constitute the entire cost of restoring the structure to its "before-damaged condition" and/or the entire cost of repairs, improvements, and additions to be constructed under this permit application.
- The attached ***Reconstruction/Improvement Cost Breakdown***, except is submitted to the City of New Smyrna Beach for a ***Substantial Damage/Improvement Review***

### **Additionally, I Understand:**

- I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs and/or improvements not included on the attached ***Reconstruction/Improvement Cost Breakdown***, or if the construction plans are altered to increase the scope of work without prior authorization from the City of New Smyrna Beach.
- The grade of materials may vary as to the manufacturer but may not exceed the costs stated on the attached ***Reconstruction/Improvement Cost Breakdown***.

**Total Labor & Materials:** \$ \_\_\_\_\_

**Overhead & Profit:** \$ \_\_\_\_\_

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

**Contractor Signature:** \_\_\_\_\_

**Notary:** State of Florida

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_

Signature of Notary \_\_\_\_\_ (Commission/Expires Stamp)





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**Substantial Improvement/Damage  
Construction items**

### **Items to be included in your estimate:**

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

Spread or continuous foundation footings and 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 molding

Windows and doors

Re-shingling or re-tiling a roof

Hardware

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

Tiling, linoleum, stone, or carpet over sub-flooring

Bathroom tiling and fixtures

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 re-circulation systems

#### ***Also:***

Labor and other costs associated with demolishing, removing, or altering building components

Construction management/supervision

Overhead and profit

Equivalent costs for:

Donated materials

Volunteered labor (including owners')

Any improvements beyond pre-damaged condition, including:

Utility systems upgrades to current code requirements

**Items to be excluded:**

Plans and specifications

Survey costs

Permit fees

Items not considered real property such as throwaway rugs, furniture, refrigerators, Stoves not built-in, etc.

Debris removal (e.g. removal of debris from building or lot, Dumpster rental, transport fees to landfill and landfill tipping fees), and clean up (e.g. dirt and mud removal, building dry-out, etc.)

Outside improvements, including:

Landscaping

Sidewalks

Fences

Yard Lights

Swimming pools

Screened pool enclosures

Sheds

Gazebos

Detached structures (including garages)

Landscape irrigation system

Note: This list is intended for guidance only, and may not be all-inclusive.