



For questions please contact: (727) 380-5201

Ш	urricane kepairs
Pei	mit Application Checklist
	A detailed Scope of Work or narrative clearly explaining the work to be done for all trades (Building, Mechanical, Electrical, Plumbing, etc.)
	A Floor Plan labeling and identifying all rooms (living, kitchen, bathroom, bedroom, etc.)
	If located in a flood zone, a Substantial Improvement Package is required, detailing ALL costs of materials, labor, overhead and profit that are necessary to repair the structure to its pre-damaged condition. The values must represent fair market values and permits cannot be processed without these forms.
	If the property owner is acting as the contractor, an Owner Reconstruction/Improvement Affidavit is required.
	If any structural work is being performed, please consult a licensed professional (engineer or architect) to obtain signed and sealed drawings.
	Photos of all the interior rooms (bathroom/s, kitchen, bedrooms, etc.) and all sides of the exterior of the structure are required.
	If any windows, exterior doors, roofing materials, etc. are being replaced, please provide the Florida Product Approval (FPA) number.
	A Notice of Commencement (NOC) must be recorded with the Pasco County Clerk of the Court and Comptroller's office and uploaded to the permit before the first inspection

## Residential Alteration Permit Requirements

Alteration permits are required for any work that does not increase the square footage of an existing home. For restoration repairs related to Hurricane Helene or Hurricane Milton, or if the property is in a flood zone, a Residential Alteration permit is necessary. A contractor can submit the application, or the homeowner can submit it themselves. Subcontractors must be added by the contractor, or individual trades can apply separately for their own permits if the homeowner is acting as their own contractor. If this is the case, the owner will be required to complete a "Reconstruction/ Improvement Affidavit".



For additional information, scan the QR code or visit mypas.co/BuildingConstruction

Please note the items listed above are minimum requirements. Please understand that additional items might be required for permit intake and processing.



**BUILDING CONSTRUCTION SERVICES CENTRAL PERMITTING** West Pasco Government Center 8661 Citizens Drive, Suite 100 New Port Richey, FL 34654

For questions please contact: (727) 380-5201

# Hurricane Repairs Scope of Work Questionnaire

Please provide clarification regarding scope of work and answer the questions below. This information must also match the Substantial Improvement Package for all costs of repairs

•	How many feet of water came into the home from storm surge/flooding?	
•	Were the electrical outlets submerged under water? If so, they will need to be replaced per NEC: Update Substantial Improvement package to show costs for Electrical repairs.	
•	Is HVAC outside/inside unit being replaced? Was it submerged in flood waters? Update Substantial Improvement package to show costs for Mechanical repairs.	
•	Will there be any exterior doors, garage door, or windows replaced? Many people in this area had damage to their garage door and entry doors from the force of flood waters. Please provide Florida Product Approval numbers for doors or windows if being replaced. (553.842 Florida Statutes)	
•	Is the wall insulation being replaced? Update Substantial Improvement package to show costs for repairs.	
•	Is everything like for like replacements or will there be any changes to the existing layout?	
•	Will the cabinets in kitchen/bathrooms be replaced?	
•	Will there be work to interior finish materials (flooring, baseboards, door/window trim, etc.)? If yes, show on Substantial Improvement document.	
•	Is there any interior wall framing being done?	
•	Are any plumbing fixtures being replaced? (Sinks, tub, toilets, water heater, etc.)	
•	Is any exterior work being done? (Exterior wall repairs to stucco, siding, soffits, fascia, trim etc.) Provide Florida Product Approval numbers if applicable. (553.842 Florida Statutes)	
•	Is there any structural work being done? If not, write on the plan "No structural work being done." If structural work is being done then provide signed and sealed engineering. Please include this information in the Substantial Improvement package and scope of work.	



## **Substantial Improvement Package**

#### **Scope of Work / Narrative**

### **INTERIOR WORK**

<b>Summary of Work:</b> (Please provide photos) (Example – "Renovating due to flood waters
entered home 3'-0" high" etc.)
<del>-</del>
el . · · l
Electrical:
Mechanical:
Wiechanicai:
Plumbing:
<b>BEDROOMS:</b> (Please provide photos) (Example – Bedroom #1 replace drywall, electrical throughout, Bedroom #2etc.)
DATUROOMS (DI
<b>BATHROOMS:</b> (Please provide photos) (Example – Bathroom #1 replace drywall, replace cabinets, reset plumbing fixtures, electrical throughout, etc.)

OTHER ROOMS: (Please provide photos)				
Kitchen:	(Example – "Remove/replace lower cabinets, reset plumbing fixtures, etc.)			
Dining Ro	oom:			
Living Ro	om:			
Laundry F	Room:			
ŀ	EXTERIOR WORK			
Roof:				
Exterior W	/alls, Siding, Trim:			
	Poors & Windows: Include Florida Product Approval FPA#			
	<b>I Work:</b> (Exterior walls, n, roof framing, etc.)			

1	DESCRIPTION OF WORK - QUANTITY USED		LABOR (L) MATERIALS COSTS (M)
	Demolition	Includes all associated costs for demolition including rental equipment. Does not include removal.	L \$ M \$
	ISIAN ON Grade	Includes monolithic footing and required reinforcing steel. If stem wall construction, only include slab.	L \$ M \$
	Foundation, Concrete Reinforcing Steel	Includes poured in place footings and stem walls to finished floor elevation.	L \$ M \$
	Masonry Wall	Includes all masonry materials including cement, fill cell and tie beam steel, lintels and sills.	L \$ M \$
	Lumber/Framing	Includes all conventional rough framing lumber including conventional roof and floor framing.	L \$ M \$
	Attached Decks and Porches	Includes all new or replaced decks and porches.	L \$ M \$
	Pre-Engineered Roof Trusses	Includes all new or replaced pre-engineered roof trusses.	L \$ M \$
	Wall and Roof Sheathing	Includes all exterior wall and roof sheathing and fasteners.	L \$ M \$
	Floor Sheathing	Includes all interior floor sheathing and fasteners.	L \$ M \$
	Finish Carpentry	Includes all interior trim materials for doors, windows, openings. Includes wood and non-wood products.	L \$ M \$
	Structural Steel	Includes all structural steel excluding concrete reinforcing steel.	L \$ M \$
	Roof Covering	Calculate number of roof squares,Needs product approval numbers for the materials being used.	L \$ M \$
	Tile	Addition Only	L \$ M \$
	Shingle		L \$ M \$
	Metal	Entire Building	L \$ M \$
	Build-up		L \$ M \$

	I		Т
			L \$ M \$
			L \$ M \$
	Cabinets	Includes all new/replaced or re-laminated millwork and countertops. What is the linear feet of the cabinets (total)?	L \$ M \$
	Built-in Appliances	Includes new dishwasher, trash compactor, water heater, range, oven, any other built-in appliances.	L \$ M \$
	Elevator	Includes all required materials and equipment for a complete installation.	L \$ M \$
	Gas	Includes all new or replaced gas piping, regulators and final connections.	L \$ M \$
	Exterior Wall Siding	Includes all exterior siding, fasteners, vapor barriers and flashings.	L \$ M \$
S	Soffit	Includes all exterior soffit and fasteners	L \$ M \$
	Exterior Entry	Includes all new or replaced entry doors less finished carpentry trim. Need product approval numbers for the doors.	L \$ M \$
	Garage Door	Includes all new or replaced garage doors including automatic openers. Need product approval numbers for door.	L \$ M \$
	Wallpaper	Includes all new or replaced wallpaper.	L \$ M \$
	Ceramic Tile	Includes all new or replaced floor, wall or ceiling tile. What is the total SQFT of tile being replaced?	L \$ M \$
	Carpet	Includes all new or replaced carpet over subflooring. What is the total SQFT of carpet being replaced?	L \$ M \$
	Wood Flooring	Includes all new or replaced wood flooring. What is the total SQFT of wood flooring being replaced?	L \$ M \$
	Other floor covering such as vinyl or linoleum	Includes all types, new or replaced. What is the total SQFT of flooring being replaced?	L \$ M \$

Plumbing	Includes all new or replaced waste, vent and water piping.	L \$ M \$
Shower, Tub, Toilet	Includes all new or replaced fixtures and piping. Are you replacing NEW fixtures or just resetting ORIGINAL fixtures?	L \$ M \$
Electrical	Includes all new or replaced wiring, boxes, switches, and panel boxes. How many outlets, switches,boxes are being replaced?	L \$ M \$
Light Fixtures, Ceiling Fans	Includes all new or replaced fixtures and/or fans.	L \$ M \$
HVAC	Includes all new or replacement systems, duct work, exhaust fans, thermostats and drains. Please provide the AHRI for the unit.	L \$ M \$
Sliding Glass Doors	Includes all new or replaced doors less finished carpentry trim. Needs product approval numbers for doors.	L \$ M \$
New or Replacement Windows	Includes all new or replacement windows less finished carpentry trim. Needs product approval numbers for windows.	L \$ M \$
Shutters	Includes all new or replacement shutters. Needs product approval numbers for shutters.	L \$ M \$
Insulation	Includes all new or replacement roof, wall or floor insulation. How many sheets of insulation are being used?	L \$ M \$
Gypsum Wall Board	Includes all new or replaced gypsum wall board and finishes required for paint. How many boards are being used?	L \$ M \$
Fireplace	Includes all new or replacement wood burning, gas or electric fireplaces.	L \$ M \$
Interior Painting	Includes all interior painting, staining or varnishing of interior walls, ceiling, floors and trim.	L \$ M \$
Exterior Painting	Includes all painting or liquid applied to exterior, waterproofing.	L \$ M \$
Interior Doors	Includes all interior doors. How many doors are being replaced and what type of doors? ( Panel, Bi-fold, Closet, Pocket)	L \$ M \$
Skylights	Includes all new or replacement skylights excluding trim.	L \$ M \$
Hardware (Rough)	Includes all hardware (rough).	L \$ M \$

Hardware (Finish) Includes all finish hardware.		L \$ M \$		
Insulation, Weather Stripping Includes all insulation, weather stripping.		L \$ M \$		
Ground Remediation Includes all ground remediation.		L \$ M \$		
Central Vacuum Systems	Includes all new or replacement systems.	L \$ M \$		
Security Systems	Includes all types of security systems.	L \$ M \$		
Add All Miscellaneous Construction Materials Not Otherwise Classified \$				
COST BREAKDOWN CALCULATIONS				
Materials Costs (M) and L	\$			
Overhead and Profit Tota	\$			
PROPOSED PROJECT (	\$			

Any one or more, or any combination thereof, repair, reconstruction, rehabilitation, addition, alteration, or other improvement of a building or structure taking palce during a one (1) year period.			
	Permit # Cost of Past Improvements	\$	
	Permit # Cost of Past Improvements	\$	
	Permit # Cost of Past Improvements	\$	
	Permit # Cost of Past Improvements	\$	

#### Costs that must be included in SI/SD Determinations:

Material and labor, including the estimated value of donated or discounted materials and owner or volunteer labor.

- Site preparation related to the improvement or repair.
- Labor and other costs associated with demolishing, moving or altering building components to accommodate improvements, additions and making repairs.
- Costs associated with complying with any other regulations or code requirement that is triggered by the work, including costs to comply with American Disability Act.
- Costs associated with elevating a structure when the proposed elevation is lower than the required flood elevation.
- Construction management and supervision.
- Contractor's overhead and profit.
- Structural elements and exterior finishes, including:
  - Foundations
  - Monolithic or other types of concrete slabs
  - Bearing walls, tie beams, trusses
  - Joists, beams-sub-flooring, framing, ceilings
  - o Interior non-bearing walls
  - Exterior finishes (brick, stucco, painting, trim, etc.)
  - Windows and exterior doors
  - o Roofing, gutters and downspouts
  - Hardware
  - Attached decks and porches

#### Interior finish elements, including:

- o Floor finishes (hardwood, linoleum and wall to wall carpeting or subflooring)
- Bathroom tiling and fixtures
- Wall finishes
- Built in cabinets
- Interior doors
- Interior finish carpentry
- o Built in bookcases and furniture
- Hardware
- Insulation

#### Costs that may be excluded from SI/SD Determinations:

- **Utility Service equipment, including:** 
  - Heating, ventilation and air conditioning (HVAC) equipment
  - Plumbing fixtures and piping
  - o Electrical wiring, outlets and switches
  - Light fixtures and ceiling fans
  - Security systems
  - o Central vacuum systems
  - o Water filtration, conditioning and recirculation systems
- Clean up and trash removal
- Costs to temporary stabilize a building so that is safe to enter to evaluate and identify required repairs
- Costs to obtain or prepare plans and specifications
- **Land survey costs**
- Permit fees and inspection fees
- Carpeting and re-carpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigations, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures
- Costs required for the minimum necessary work to correct existing violations of health, safety and sanitary codes
- Plug in appliances such as washing machines, dryers, and stoves



## Contractor Reconstruction/ Improvement Affidavit

If there is no contractor the homeowner may complete this packet

Parcel ID No.:		
Property Address:		
Address:		
License No.:		
Phone No.:		
I hereby attest to the fact that I, or a mentioned property and produced the or remodeling list which are hereby Review. These damages/improvements by this structure, and that all addition building are included in the estimate. penalties for violation action and/or fir made repairs or improvements NOT IMPROVEMENTS TO THIS STRUCTURE or repairs is included to the existing standitions. I understand that any permit does not authorize the reconstruction, sheds or nonconforming uses or structure.	attached itemized list of reparations are ALL OF THE DAMAGES/IM is, improvements or repairs purely in the inspector of the property	irs, reconstruction, and/ Damage/Improvement PROVEMENTS sustained roposed on the subject ect to enforcement and perty reveals that I have HED LIST OF REPAIRS/ I structures/additions or sented plans for such ursuant to this affidavit
See attached itemized list	Total Labor and Materials	\$
	Overhead and Profit	\$
	Total Cost	\$
Contractor Signature		Date



### **Owner Reconstruction/Improvement Affidavit**

If there is no contractor the homeowner may complete this packet

Parcel ID No.:	
Property Address:	
Contractor Name:	
Address:	
License No.:	
Owner Name:	
Phone No.:	
from the Substantial Damage/Improvement DAMAGE/IMRPOVEMENTS sustained by this building, and that all additions, improvements in this estimated construction herewith. No reconstruction or additions or remodeling not in the subject to enforcement reveals that I have made repairs or improvement reveals that I have included the reveals that I have made repairs or improvement reveals that I have made repairs or improvement reveals that I have included the reveals that I have made repairs or improvement reveals that I have included the reveals that I have made repairs or improvement reveals that I have included the reveals that	action and/or fines if inspection of the property ents NOT INCLUDED ON THE ATTACHED LIST OF d nonconforming illegal structures/additions to ed plans for such additions. I understand that ant to this affidavit does not authorize the any illegal additions, fences, sheds, or
Owner Signature*	Co-Owner*
A contractor for the owner may sign this form f	or the owner.
Date	



## PASC COUNTY FLORIDA CONSENT TO DEMOLISH

Owner(s) or Perso	n with Authority ove	r Property:					
Mailing address fo	or Person with Author	rity:					
	ıre(s) to be demolish						
	en with reference to the						
<ul> <li>a. I own and/or law</li> <li>b. Pasco County, F substantially dar</li> <li>c. The County is in structure meets</li> </ul>	his consent is given with reference to the following facts:  I own and/or lawfully-control the Property referenced above.  Pasco County, Florida, contends the Property contains a structure that has been determined to be substantially damaged pursuant to FEMA guidelines.  The County is in the process of reviewing all substantially damaged structures to determine if the structure meets the criteria for demolition pursuant to section 18-171 Pasco County Ordinances.  I wish to resolve and expedite this matter and avoid litigation with the County over this matter.						
be entitled pursuan clearance of all item	ther notice, orders, form to law, and hereby as from the property by the property at the ab demolition work.	immediately cons Pasco County, Flo	ent to demolition of orida, or its agent. All c	the structure(s) and costs associated with			
☐ Well/septic	move the (please cheoructure(s) (description	,	:ture):				
days the appropriate	m the close of the den e permits are applied f Pasco County Land D	or to replace or co	nstruct a new structur	•			
	ctive immediately upor a legal interest in the F		l/or I have obtained co	ensent from any such			
	this Consent is execut lorida, or any other pe		nout duress or undue	influence on the part			
Executed an	nd agreed to this	day of	, 20				
Ву:							
STATE OF FLORID COUNTY OF PASC	)A						
The foregoing instruof	ument was acknowled , 20 by personally known 	ged before me by to me or	means of physical pre He person presented the fol	sence this day ally appeared before llowing identification			
[SEAL]		Notary:					

Print Name:



#### I received a substantial damage determination. What Are My Options?

As required by the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP), Pasco County has made a preliminary determination that certain buildings in the floodplain have been substantially damaged. When the cost to repair a building in the special flood hazard area is equal to or greater than 49 percent of the pre-damaged building value (also known as "FEMA's 50% Rule"), the building is considered substantially damaged. This determination is based on the damage assessment conducted by the inspectors following Hurricanes Helene and Milton and estimates the cost of the work required to restore the building to its pre-damaged condition.

If you received a substantial damage determination letter, you may wish to contact your insurance agent to understand how raising the elevation of your building can reduce NFIP flood insurance premiums. If an NFIP flood insurance policy covered you during Hurricanes Helene and Milton, you should contact your insurance provider to discuss the Increased Cost of Compliance (ICC) coverage, which can help pay for the work required to bring your home into compliance. For more information on ICC coverage and other details related to substantial improvement and damage, please visit us at <a href="may.reg">mypas.co/47Rq9bY</a>

Due to this preliminary determination, you must choose one of the following options:

- Option One: If the property owner would like to keep the existing building, they are required to bring the building into compliance with the current flood damage-resistant provisions of the NFIP and the Florida Building Code (FBC). One significant requirement for newly constructed or substantially damaged buildings is that the lowest floor, as defined in the FBC, must be elevated above the base flood elevation (BFE) as shown on FEMA's flood insurance rate map (FIRM), plus an additional foot of freeboard. This is known as the required flood protection level (FPL) or BFE + 1'. For more information on how to determine the "lowest floor" of the building, please reference the guidance "Building in a Special Flood Hazard Area at mypas.co/floodhazardarea You may also visit our Flood information page and search for your specific property for more detail information at mypas.co/floodareaproperties
- **Option Two:** Demolish the existing building and build a new, elevated structure. In some situations, buildings are so severely damaged that they cannot be elevated. For these buildings, demolition may be the only feasible alternative. For owners that want to demolish the building and make that election within the first 90 days, Pasco County will facilitate the demolition at no cost to the owner. Owners will retain all rights to the real property the building was set upon. Owners will need to complete a waiver and Pasco County will coordinate all of the permitting and demolition contracting on behalf of the owner.

• Option Three: Apply for a building permit and detail all the costs that will be required to repair the existing building to its pre-damaged condition at the current lowest floor elevation if you feel that the labor and materials cost to rebuild your existing building will not meet or exceed 49% of its pre-damaged value. A building permit application must be submitted along with a Substantial Damage/Substantial Improvement Affidavit, a complete scope of work, plans, and specifications that incorporate code compliance measures.

In addition to detailed, documented costs to restore, owners may provide an alternative pre-damage market value of the building through a private appraisal in lieu of the value provided by the Pasco County Property Appraiser's Office. This is a specific type of appraisal with very detailed requirements that should follow the Uniform Standards of Professional Appraisal Practice, Standards Rule for flood plain determinations. Private appraisal must use Actual Cash Value to determine the value of the building. Actual cash value (ACV) is the cost to replace a building on the same parcel with a new building of like-kind and quality minus depreciation due to age, use, and neglect. Providing a private appraisal will provide a more accurate value of the building and often results in a higher dollar value threshold for 49 percent rule calculations.

Together these forms will be evaluated by the floodplain coordinator to determine if the preliminary determination will be revised. If the initial determination is revised so that the building is no longer considered substantially damaged (below the 49% rule damage threshold), the revised assessment will replace the determination contained in this letter and will become the official determination for your building. If you already have an issued building permit to demolish or repair your existing building or build a replacement building, your cost forms have been reviewed, your substantial damage determination has been revised, and you may disregard the substantial damage determination letter. For more information, please visit the Building Construction Services Substantial Improvement and Damage page on our website: <a href="majorated to determine information">mypas.co/47Rq9bY</a>

All work in a flood zone requires a permit to be issued prior to beginning work, including but not limited to demolishing, renovating, repairing, or building. Construction activities started prior to receiving an issued building permit covering that scope of work are violations and may result in citations, fines, and/or other legal action. Please note that Pasco County is obligated to audit all unpermitted work in the floodplain. Parcels identified as being substantially damaged and have no permit activity for 90 days following the issuance of a substantial damage letter may be issued an order to demolish at the owner's expense. Fees for permits for storm damages are currently being waived; however, after 90 days, fees for violations will be enforced.

Note that your required building permit application must include documentation of all costs to restore on the "Substantial Damage/Substantial Improvement Affidavit," listing all labor and material costs necessary to restore the building to its pre-damaged condition. Pasco County is

required to consider all costs to restore, not just costs for the permit being applied for. Any additional details you can provide, such as pictures, contractor quotes, estimates, and adjustments, are extremely useful to our professionals in making their determinations. An example of an acceptable Substantial Damage/Substantial Improvement Affidavit is available online.

#### What else can you do if you live in a flood hazard area and your home is substantially damaged?

- File claims through your homeowners and flood insurance policies.
- Apply for assistance through <u>FEMA</u>, <u>SBA</u> and your <u>NFIP Increased Cost of Compliance</u>
   <u>Coverage</u>. Assistance can pay for temporary housing and offset some costs for rebuilding up to new flood safety code.
- Request assistance from Pasco County. Residents are eligible for housing assistance through Human Services: mypas.co/CommDev
- Request a reassessment of your damage by providing more detail
- Contact us with questions: There are over 13,000 affected buildings in the Special Flood
  Hazard Area. We have doubled the size of our team to serve you. We are here to help you
  and your neighbors; please contact us at 727-380-5201 or send an email to
  floodprogram@pascocounty.net

A digital copy of this information is available at the QR Codes Below.



Flood Information by Property



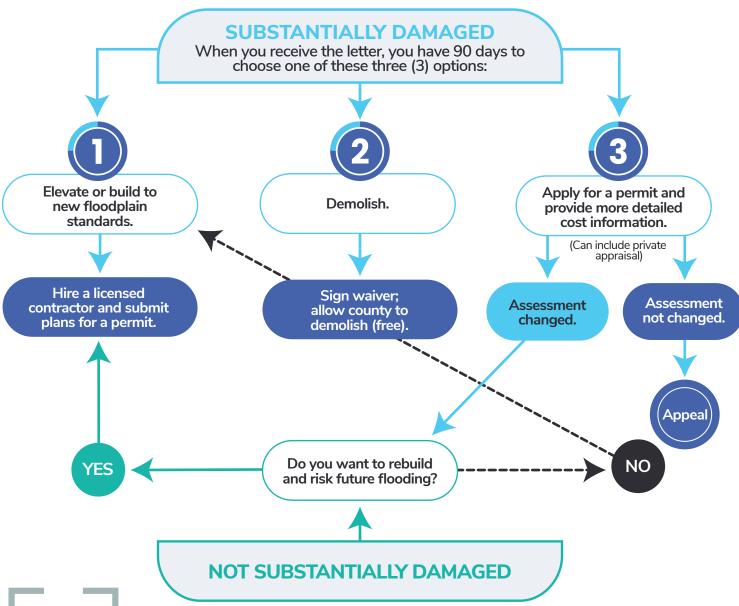
Substantial Damage / Improvement Affidavit



Substantial Damage Information

# Your home is being assessed for STORM-RELATED DAMAGE

You'll receive a letter from Pasco County informing you whether your home is determined to be **substantially damaged** (i.e., whether the damage constitutes more than 49% of your building's market value).







# Repairing Homes in a Flood Zone



1

Get a detailed estimate of the cost to repair damage to your home.

Understand your home's market value.

2

Visit PascoPA.com and click 'Records Search' to look up your address

Find 'Just Value' of your building

Add 15% to the 'Just Value' to determine market value

3

Determine if the cost to repair your home is less than 49% of your home's market value.\*



Hire a contractor or pull permits to begin work



Call Pasco Building Construction Services (BCS) to discuss repair options

Example of 49%:

Home 'Just Value' = \$ 200,000

Multiply by 1.15 = \$ 230,000 (Market Value)

Multiply by 0.49 = **\$ 112,700** 



Repairs are less than \$112,700 (Hire contractor, pull permits)



Repairs are equal to or more than \$112,700 (Call BCS)

\*Any improvements to your home in the past year could affect this calculation. Call BCS to discuss.

For more detailed information, call BCS at 727.380.5201 or scan the QR code