



TOWN OF LONGBOAT KEY – BUILDING DEPARTMENT
501 Bay Isles Road, Longboat Key, FL 34228
Phone: 941-316-1966 FAX: 941-316-1970

FEMA IMPROVEMENTS / REPAIR APPLICATION PACKET and INSTRUCTIONS

ITEMS IN THIS PACKET

1. PROPERTY OWNERS' Affidavit of FEMA Non-Conforming Structure Repair &/or Improvement.
2. CONTRACTOR'S Affidavit of FEMA Non-Conforming Structure Repair &/or Improvement.
3. ITEMIZED COST BREAKDOWN example.
4. FEDERAL GUIDELINES FOR FEMA Substantial Improvement / Damage Applications Form.

INSTRUCTIONS FOR APPLYING FOR A BUILDING PERMIT FOR WORK SUBJECT TO THE FEMA 50% RULE

The following documents—fully completed and executed by the appropriate party(ies), and notarized if required on the form—must be submitted together in order for the Permit Application to be processed and reviewed. Incomplete application packets will be returned to the applicant.

1. **PROPERTY OWNERS' AFFIDAVIT** of FEMA Non-Conforming Structure Repair and/or Improvement form, fully completed, executed by all owners' of the property where work will occur and notarized.
2. **CONTRACTOR'S AFFIDAVIT** of FEMA Non-Conforming Structure Repair and/or Improvement, fully completed, executed by licensed contractor and notarized.
3. **CONTACT:** Copy of fully executed CONTRACT between property owner(s) and contractor. Contract must detail all work under the permit application, including overhead and profit.
4. **COST BREAKDOWN:** Itemized COST BREAKDOWN supporting contract.
5. **BUILDING PERMIT APPLICATION** Original APPLICATION, fully completed, fully executed and notarized.
 - A. **"WORK DESCRIPTION" Section**, Page 3, of the Building Permit Application must accurately outline the scope and all area of structure to be included under the permit (FEMA 50% items and non-FEMA 50% items, if any).
 - B. **"PROJECT COST" Section**, Page 3 of the Building Permit Application: Both cost lines must be completed.
 - ◆ Estimated Cost/Actual Cost for Entire Project: includes FEMA 50% work/items and non-FEMA 50% work (such as "adding a patio, repair to driveway).
 - ◆ FEMA Value of Improvement from Affidavits and Contract: include only the costs associated with work/items subject to the FEMA 50% rule.
 - C. All **supporting documentation, plans and specifications** required for submitting a Building Permit Application must be attached to the submittal in order for it to be processed.

TOWN OF LONGBOAT KEY
PROPERTY OWNERS' AFFIDAVIT OF
FEMA NON-CONFORMING STRUCTURE REPAIR AND/OR IMPROVEMENT

Longboat Key Property Address: _____

Property TAX ID # _____

Property Owner(s) Name(s): _____
(as shown on county Tax Record) _____

Mailing Address: _____
_____ state _____ zip _____

Phone: _____ FAX: _____

Contactor's Name: _____

Business Name: _____

FL contractor license # _____

I (we) hereby swear or affirm under the penalties of perjury that the costs for all work being done to the subject property, including but not limited to repairs, alterations, improvements, or additions, are included in the attached costs totaling \$_____ and that these costs are true, accurate, and complete in all respects. Further, I (we) have reviewed all documents submitted to the Town for this project and state under oath that these documents are true and accurate, that the work to be performed will not equal or exceed 50% of the value of the structure as that amount is established by the Town's Flood Code and that there is no other work to be done, or that will be done, to the subject property during the pendency of any building permit issued as a result of this application other than the work performed pursuant to a validly issued building permit.

I (we) understand that any false statement may subject me to criminal and civil penalties, as well as disciplinary proceedings. Further, any false statement may subject the project to the revocation of any and all permits, and/or imposition of fines, penalties, and corrective actions, including but not limited to demolition of the structure(s).

The issuance of any permit relative to this application does not authorize the reconstruction, repair or maintenance of any illegal additions or improvements, including but not limited to illegal non-conforming uses or structures.

Signature of Property Owner

Signature of Co-Property Owner

NOTARY

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____.

Signature of Notary Public

SEAL:

Name of Notary: Printed/Typed/Stamped

Personally known to me or produced identification:
Identification Type Produced: _____

TOWN OF LONGBOAT KEY
CONTRACTOR'S AFFIDAVIT OF
FEMA NON-CONFORMING STRUCTURE REPAIR AND/OR IMPROVEMENT

Longboat Key Property Address: _____

Property TAX ID # _____

Contractor's Name: _____

Business Name: _____

FL contractor license # _____

Address: _____

_____ State _____ zip _____

Phone: _____ FAX: _____

Property Owner(s) Name(s): _____
(as shown on county Tax Record)

I hereby swear or affirm under the penalties of perjury that the costs for all work being done to the subject property, including but not limited to repairs, alterations, improvements, or additions, are included in the attached costs totaling \$_____ and that these costs are true, accurate, and complete in all respects. Further, I have reviewed all documents submitted to the Town for this project and state under oath that these documents are true and accurate, that the work to be performed will not equal or exceed 50% of the value of the structure as that amount is established by the Town's Flood Code and that there is no other work to be done, or that will be done, to the subject property during the pendency of any building permit issued as a result of this application other than the work performed pursuant to a validly issued building permit.

I understand that any false statement may subject me to criminal and civil penalties, as well as disciplinary proceedings. Further, any false statement may subject the project to the revocation of any and all permits, and/or imposition of fines, penalties, and corrective actions, including but not limited to demolition of the structure(s).

The issuance of any permit relative to this application does not authorize the reconstruction, repair or maintenance of any illegal additions or improvements, including but not limited to illegal non-conforming uses or structures.

Signature of Licensed Contractor

NOTARY

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____.

Signature of Notary Public

SEAL:

Name of Notary: Printed/Typed/Stamped

Personally known to me or produced identification:

Identification Type Produced: _____



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FEMA PERMIT APPLICATION COST BREAKDOWN EXAMPLE

Below is an example of some of the items that need to be defined in the cost breakdown.

Contractor may use any industry standard format; however, the Plans Examiner may require additional information after plans review.

Electrical	L&M	\$ _____	
Plumbing	Labor	\$ _____	
Plumbing	Materials	\$ _____	
HVAC	L&M	\$ _____	
Doors	L&M	\$ _____	
Tile	L&M	\$ _____	
Flooring	L&M	\$ _____	
Cabinets	L&M	\$ _____	
Countertops	L&M	\$ _____	
Framing	L&M	\$ _____	
Trim	L&M	\$ _____	
Paint	L&M	\$ _____	
Built-In Appliances		\$ _____	(ie, cooktop, DW, microwave supported by cabinets)
<u>Overhead & Profit</u>		\$ _____	
<u>TOTAL COST</u>		\$ _____	

L&M = Labor & Materials



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FEDERAL GUIDELINES FOR FEMA IMPROVEMENT / REPAIR APPLICATIONS

ITEMS TO BE INCLUDED IN THE FEMA 50% RULE

All Structural Elements, including:

- Spread/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, siding) including painting and decorative moldings
- Windows and doors
- Re-shingling or re-tiling of roof
- Hardware

All Interior Finish Elements, including:

- Tiling, linoleum, stone, carpet over sub-flooring
- Wall finishes, e.g. drywall, painting, stucco, plasterimp, paneling, marble, or other decorative finishes
- Kitchen, utility and bathroom cabinets
- Bathroom tiling and fixtures
- Built-in bookcases, 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
- Overhead and profit

ITEMS TO BE EXCLUDED FROM FEMA 50% RULE

- Plans and specifications
- Survey costs
- Permit fees
- 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.).
- Items not considered real property, such as : throw rugs (carpeting over finished floors), furniture, refrigerators, stoves not built-in, etc.

Outside Improvements, including:

- Landscaping
- Sidewalks
- Fences
- Yard lights
- Swimming pools
- Screened pool enclosures
- Sheds
- Gazebos
- Detached structures (including garages)
- Landscape irrigation system