



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 (see attached)**
- 2. CONTRACTOR'S AFFIDAVIT (see attached)**
- 3. FEMA GUIDELINES FOR COST ASSOCIATED WITH SI/SD**

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

The following documents appropriately completed and notarized as required 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 Flood Control Code 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 Flood Control Code Non-Conforming Structure Repair and/or Improvement, fully completed, executed by licensed contractor and notarized.
- 3. CONTRACT:** 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 and notarized.
 - 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

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

Name of Notary: Printed/Typed/Stamped

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



TOWN OF LONGBOAT KEY – BUILDING DEPARTMENT

501 Bay Isles Road, Longboat Key, FL 34228

Phone: 941-316-1966 FAX: 941-316-1970

GUIDELINES FOR FEMA IMPROVEMENT/REPAIR COSTS

ITEMS TO BE INCLUDED IN THE FEMA 50% RULE

Items that must be included in the costs of improvement. The cost of renovation are those directly associated with the building renovation. The following list characterizes the types of costs that must be included and is not intended to be exhaustive. Such items must be included and defined in the itemized cost breakdown provided by contractor:

- Site preparation
- Demolition and construction debris disposal
- Materials and labor
- Construction management and supervision
- Sales tax on materials
- Overhead and profit

- Structural elements and exterior finishes, including:
 - o Foundations
 - o Concrete slabs
 - o Bearing walls, tie beams, trusses
 - o Joists, beams, subflooring, framing, ceiling, etc.
 - o Interior bearing walls
 - o Exterior finishes
 - o Windows and exterior doors
 - o Roofing, gutters, and downspouts
 - o Hardware
 - o Attached decks and porches

- Interior finish elements including:
 - o Floor finishes including carpet over unfinished floors.
 - o Bathroom tiling and fixtures
 - o Wall finishes
 - o Built-in cabinets
 - o Interior doors
 - o Interior finish carpentry
 - o Built-in bookcases and furniture
 - o Hardware
 - o Insulation
 - o Interior non-bearing walls

- Utility and service equipment
 - o Heating and ventilation
 - o Plumbing fixtures and piping
 - o Electrical wiring, outlets, and switches
 - o Light fixtures and ceiling fans
 - o Security systems
 - o Built-in appliances
 - o Central vacuum systems
 - o Water filtration, conditioning, and recirculation

ITEMS TO BE EXCLUDED FROM FEMA 50% RULE

Items that can be excluded are those that are not directly associated with building. The following list characterizes types of costs that may be excluded:

- Final clean-up and trash removal
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting over finished flooring
- Yard improvements and landscaping
- Plug in appliances