

Costs for Substantial Improvements and Repair of Substantial Damage

Included Costs

Items that must be included in the costs of improvement or costs to repair are those that are directly associated with the building. The following list of costs that must be included is not intended to be exhaustive, but characterizes the types of costs that must be included:

- Materials and labor, including the estimated value of donated or discounted materials and owner or volunteered labor
- Site preparation related to the improvement or repair (foundation excavation, filling in basements)
- Demolition and construction debris disposal
- 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 regulation or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA)
- Costs associated with elevating a structure to an elevation that is lower than the BFE
- Construction management and supervision
- Contractor's overhead and profit
- Sales taxes on materials
- Structural elements and exterior finishes, including:
 - Foundations (e.g., spread or continuous foundation footings, perimeter walls, chainwalls, pilings, columns, posts, etc.)
 - Monolithic or other types of concrete slabs
 - Bearing walls, tie beams, trusses
 - Joists, beams, subflooring, framing, ceilings
 - Interior non-bearing walls
 - Exterior finishes (e.g., brick, stucco, siding, painting, and trim)
- Structural elements and exterior finishes (cont.):
 - Windows and exterior doors
 - Roofing, gutters, and downspouts
 - Hardware
 - Attached decks and porches
- Interior finish elements, including:
 - Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring)
 - Bathroom tiling and fixtures
 - Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, and marble)
 - Built-in cabinets (e.g., kitchen, utility, entertainment, storage, and bathroom)
 - Interior doors
 - Interior finish carpentry
 - Built-in bookcases and furniture
 - Hardware
 - Insulation
- Utility and service equipment, including:
 - HVAC equipment
 - Plumbing fixtures and piping
 - Electrical wiring, outlets, and switches
 - Light fixtures and ceiling fans
 - Security systems
 - Built-in appliances
 - Central vacuum systems
 - Water filtration, conditioning, and recirculation systems

Excluded Costs

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

- Clean-up and trash removal
- Costs to temporarily stabilize a building so that it is safe to enter to evaluate required repairs
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting and recarpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, and gazebos)
- 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



FEMA COST BREAKDOWN WORKSHEET INSTRUCTIONS

The package consists of a cover page, a Building Shell breakdown page and a breakdown page for each of three floors.

Complete all of the pages required. If a page is not necessary, do not complete it. Remove it from the package before submittal.

Each page consists of a line item and related information/costs associated with that line item.

1. Check Column "NA" 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. Where new materials are being used for this line item, insert the material cost of the items in the "Materials, New" column.
4. If removed materials are being re-installed for this line item or used materials are being purchased, insert the material cost of purchasing the used material, repairing the reused item (if any), storing the existing materials or, if no costs are involved with these items, insert "\$0.00" for these items in the "Materials, Used" column. 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).
5. All items, new or reused, will have an associated labor cost involved. Insert this labor cost in the "LABOR" column.
6. Add the values of the Materials/New, Materials/Used and Labor values and insert this sum in the "TOTAL" column.
7. If there are any items used on this project that are not listed on the pages, add them at the bottom of the pages in the blank spaces provided.
8. Once the page is complete, add the values of the TOTALS column and place this number in the cell at the bottom right of the page in the cell marked TOTAL.

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.

DO NOT INCLUDE CONTRACTORS PROFIT OR CONTINGENCIES ON THE COST BREAKDOWN PAGES. THIS IS FACTORED IN ON THE COVER PAGE.

Do this procedure for each of the applicable pages in the package. Again, if a page is not necessary, do not complete it. Remove it from the package before submittal.

FEMA Cost Breakdown Worksheet Summary Page

Once all of the applicable pages are complete, insert the “TOTAL” cost from the “Shell” page onto the summary sheet in the “COST OF SHELL” cell. Then do the same for each applicable floor.

If you are a contractor, insert your Profit/Overhead costs for this project in the “CONTRACTOR PROFIT / OVERHEAD” cell. This should reflect the necessary costs for operating your business, such as accounting, utilities, office expenses, etc, as any company would have to cover, above the actual material and labor costs for the project. If you are NOT a contractor, leave this line blank.

If you are NOT a contractor, insert the Profit / Overhead costs a contractor would have needed to recover for this project in the “O-B MIN 10% OVERHEAD” cell. This would reflect the necessary costs for a contractor operating his business, such as accounting, utilities, office expenses, etc, as any company would have to cover, above the costs of the actual project. This needs to be at least 10% of the “PROJECT SUBTOTAL” value. If you ARE a contractor, leave this line blank.

Add all of these items together and place this value in the “PROJECT SUBTOTAL” cell.

Enter 10% of the “Project Subtotal” in the “10% CONTINGENCY FACTOR” cell.

In the cell for “TOTAL PROJECT COST”, insert the total of the “PROJECT SUBTOTAL” and the “10% CONTINGENCY FACTOR”.

The Building Department will fill in the values for “BUILDING DEPRECIATED VALUE, FEMA 50% LIMIT AND COST % OF LIMIT”.

Complete the section for CONTRACTOR NAME, ADDRESS, LICENSE NUMBER AND PHONE, and sign the page.

Any questions, contact the Town of Belleair Shore at clerk@belleairshore.com or by phone 727-593-9296.



FEMA Cost Breakdown Worksheet

Property Address:			
Cost of Shell			
Cost of 1st Floor			
Cost of 2nd Floor			
Cost of 3rd Floor			
Total Cost of Shell and Floors:			
Contractor: Profit/Overhead			
Owner-Builder: Min 10% Overhead			
Project Subtotal:			
10% Contingency Factor			
Total Project Cost			
*1 Year Cumulative			
Building Depreciated Value			
FEMA 50% Limit			
Cost % of Limit (Cost/Limit)			
Contractor Name:			
Contractor Address:			
Contractor License Number:			
Contractor Phone:			
Contractor Signature			

*Information can be obtained in office.



Town of Belleair Shore

Substantial Damage/ Improvement Disclosure Form

(Please Print)

Owner _____

Contractor _____

Job Address _____

Parcel ID _____

Contract Price _____

Date _____

Flood Zone _____

Req. Elevation _____

Fair Market Value _____

This disclosure is to comply with substantial improvement as defined in 44 Code of Federal Regulations 59.1: *any reconstruction, rehabilitation, addition, or other damage/improvements of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the damage/improvement.*

Owner and contractor agree that the total scope and cost of this project shall not be increased in any manner without the express written consent of the city. Further acknowledgment is made that any increase may require the entire structure to comply with current Town of Belleair Shore floodplain regulations and applicable building codes.

I fully understand all additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e. termite damage, deteriorated wood) occurring in this project may trigger the requirement for total compliance with flood regulations of this structure.

Print Owner Name

Print Contractor Name

Owner's Signature

Contractor's Signature

STATE OF FLORIDA - County of _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____, who is personally
known to me or who has produced,

STATE OF FLORIDA - County of _____
The foregoing instrument was acknowledged before me
this _____ day of _____, 20____
by _____, who is personally
known to me or who produced,

_____ as identification and who did/did not take an oath.

_____ As identification and who did/did not take an oath.