



Town of Longboat Key – Building Department

501 Bay Isles Road, Longboat Key FL 34228

Phone: 941-316-1966 Fax: 941-316-1970

FEMA IMPROVEMENT/REPAIR APPLICATION PACKET and INSTRUCTIONS

ITEMS IN THIS PACKET

1. **Property Owners' Affidavit**
2. **Contractor's Affidavit**
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 applications packets will be denied and a new application packet must be submitted.

1. **Property Owners' Affidavit** of flood Control Code Non-Conforming Structures 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 a 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

Property Address: _____

Property ID Number: _____

Property Owner(s) Name _____
(As shown on County Tax Record)

Mailing Address: _____

Phone/Fax Number: _____

Email Address: _____

Contractor's Name: _____

Business Name: _____

Florida Contractor License Number: _____

I (We) hereby swear or affirm, under the penalties of perjury, the cost for all work being done to the subject property, including, but not limited to, repairs, alterations, improvements, or additions are included in the attached cost totaling \$_____, and 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 these documents are true and accurate, and 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 there is no other work to be done, or 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 any false statement may subject me/us to criminal and civil penalties, as well as disciplinary proceedings. Further, any false statements 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 Property Owner

NOTARY

STATE OF _____
COUNTY OF _____

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

Notary: _____ Seal: _____

Print Name of Notary: _____

Personally known to me or produced identification: _____



TOWN OF LONGBOAT KEY
CONTRACTORS AFFIDAVIT OF FEMA NON-CONFORMING
STRUCTURE REPAIR AND/OR IMPROVEMENT

Property Address: _____

Property ID Number: _____

Contractor's Name: _____

Business Name: _____

Business Address: _____

Phone/Fax Number: _____

Email Address: _____

FL Contractor License Number: _____

Property Owner(s) Name: _____

(As shown on the County Tax Record)

I hereby swear or affirm under the penalties of perjury the cost 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 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 these documents are true and accurate, 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, there is no other work to be done, or 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

Contractor's License Number

NOTARY

STATE OF _____

COUNTY OF _____

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

Notary: _____

Seal: _____

Print Name of Notary: _____

Personally known to me or produced identification: _____



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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.

Contractors may use any industry standard format: however, the Plans examiner may require additional information after the plan review.

ACTIVITY	LABOR Cost	MATERIALS Cost
FRAMING	\$	\$
ELECTRICAL	\$	\$
PLUMBING	\$	\$
HVAC	\$	\$
CONCRETE	\$	\$
ROOFING	\$	\$
DOORS	\$	\$
WINDOWS	\$	\$
TILE	\$	\$
FLOORING	\$	\$
CABINETS	\$	\$
COUNTERTOPS	\$	\$
TRIM	\$	\$
PAINT	\$	\$
BUILT-IN APPLIANCES	\$	\$
OVERHEAD & PROFIT	\$	\$
OTHER	\$	\$
TOTAL COST	\$	\$



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GUIDELINES FOR FEMA IMPROVEMENTS / REPAIR COSTS

ITEMS TO BE INCLUDED IN THE FEMA 50% RULE

Items that must be included in the costs of improvements. The cost of the renovation are those directly associated with the building renovation. The following list of characterized 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 provide 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:

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

Interior finish elements including:

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

Utility and service equipment:

- Heating and ventilation
- Plumbing fixture and piping
- Electrical wiring, outlets, and switches
- Light fixtures and ceiling fans
- Security systems
- Built-in appliances
- Central vacuum systems
- Water filtration, condition, 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 characterized 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		

Other improvements:

Landscaping	Sidewalks	Fences
Yard lights	swimming pools	Screened pool enclosures
Detached structures (including garages, sheds, and gazebos)		Landscape irrigation systems