

Substantial Damage Reassessment

Pinellas County Access Portal Instructions

This Reassessment Request process applies **ONLY** to structures located in unincorporated Pinellas County.

If you live in any other municipality, do not use this form. Visit your local municipality’s website for instructions. [You may find this list helpful.](#)

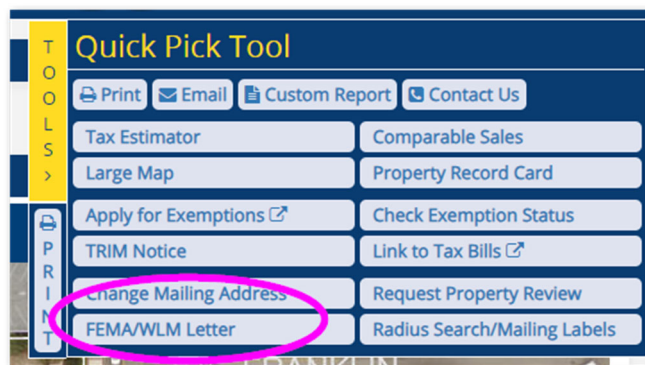
Gather Your Documents

The following are required documents to support your request for Reassessment.

- Scan a copy of the Substantial Damage Determination Letter received from the County or your local jurisdiction noted above.
- [Floodplain Substantial Damage Package Cost Breakdown](#)
- [Substantial Damage Scope of Work Narrative](#)
- A labelled floor plan identifying all rooms/units in the structure (a hand-drawn sketch is acceptable). Include approximate dimensions of each interior room (ex. Bedroom 12’ x 14’).

The following are optional documents that may support your request for Reassessment:

- Photos or videos (date stamped preferred) showing damage (flooding, fire, wind, etc.) taken before and after the storm. Photos are strongly encouraged to support this review.
- An Actual Cash Value private appraisal (with a pre-storm effective date) that follows the [Pinellas County Appraisal Review Checklist](#) **OR**
- A copy of the FEMA/WLM Letter from the Pinellas County Property Appraiser **OR**



- A [Pre-storm Building Value Reconsideration](#) from the Pinellas County Property Appraiser.

Property Damage (Hurricane or Other Calamity) Information & Resources

[Expand All](#) [Collapse All](#)

After the Storm Answers (FAQs)

Our sympathies go out to everyone impacted by the hurricanes of 2024. We at the Property Appraiser's Office want to do what we can to help homeowners repair, repair and elevate, or rebuild their homes during the recovery process.

Please review the following FAQs pertaining to our office and do not hesitate to contact us with any follow up questions you may have:

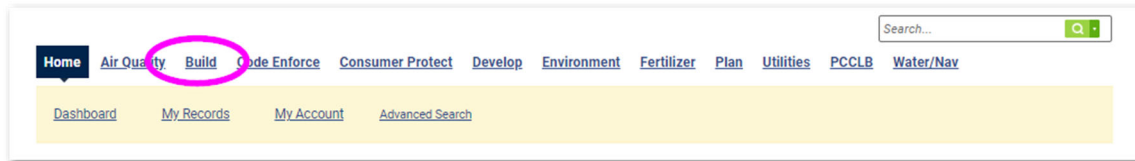
Navigate to the [Pinellas County Access Portal](#)

If you have never used the Access Portal, use the link to Create an Account. If you already have an account, Sign In using your Email and Password. Use the Forgot Password link if needed.

Detailed instructions on how to create an account [can be found online here](#).

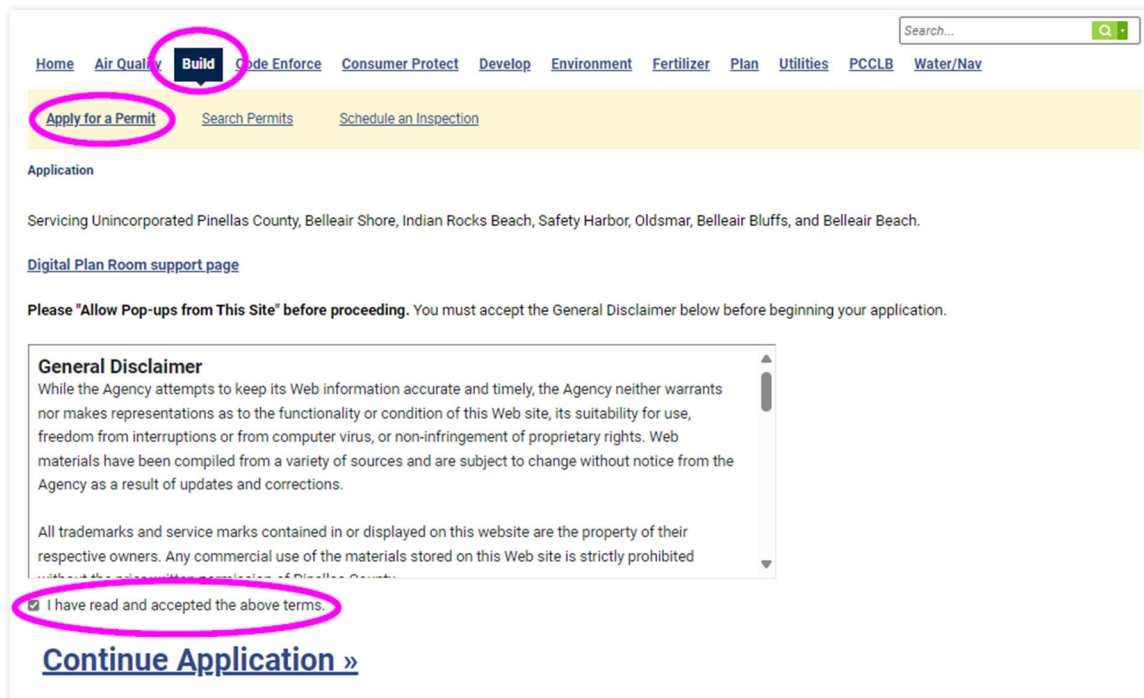
The screenshot shows the Pinellas County Access Portal homepage. The header includes the Pinellas County logo and the text "Access Portal". The main navigation menu includes "Home", "Building / Property", "Complaints", "Licensing", and "Help". A "LIVE HELP offline" button is visible. Below the navigation, there are links for "Instructions and Help", "Accessibility Assistance", "Announcements", "Register for an Account", "Reports (1)", and "Login". A search bar is located on the right side. The main content area features a "Please Login" section with a "Register Now" button. To the right, there is a "Sign In" form with fields for "USER NAME OR E-MAIL" and "PASSWORD", a "Forgot Password?" link, and a "SIGN IN" button. Below the "SIGN IN" button is a checkbox for "Remember me on this device". At the bottom of the "Sign In" form, there is a link for "Not Registered? CREATE AN ACCOUNT", which is circled in pink.

Select "Build" then "Apply for a Permit."



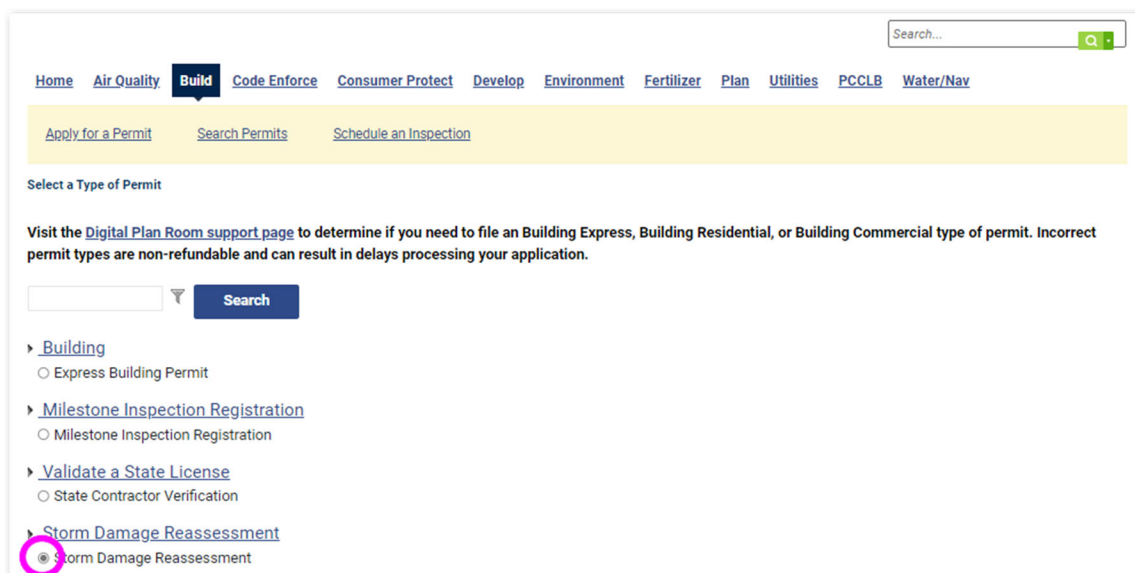
Read and Accept the Terms

Use the check box to accept then Continue Application.



Select the button for Storm Damage Reassessment.

Use the Continue Application link at the bottom of the screen to move on.



Input the Street Number, Street Name and Street Type

Use the Search button. The system will look up your property and fill in the Parcel Number and Owner Name and address if an exact match is found. If close matches are found, select the matching address. If no address is found, please check your entry and try again.

Storm Damage Reassessment

1 Location Information	2 Detailed Review Information	3 Storm Damage Review Info	4 Attachment	5 Review	6
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Step 1: Location Information > Property Information * indicates a required field.

Address

Identify the address of the site where the work is to be permitted. The system will then ask you to select your validated address from a list of close matches. If there is only one match, then all values will be filled in automatically.

*Street No.: Direction: --Select--
*Street Name: Street Type:

Unit Type: --Select-- Unit No.:

City: State: *Zip:

Parcel

*Parcel Number: ?

Owner

Owner Name: ?

Address Line 1:

City: State: Zip:

[Continue Application »](#)

Alternatively, you may enter the Parcel Number (from the [Property Appraiser's look-up](#)). Enter the numbers only (do not include the dashes) then Search. Note: the Zip Code fields can only accept the first 5 digits of a zip code. If you see an error message, please delete any characters after the primary zip.

When all fields are correctly populated, use the Continue Application link. You may use the Save and Resume Later button at any time.

Add Contact Information

If you do not already have an account, use the Add New button. You may also add an alternate contact if needed. If you already have an account, use the Select from Account button. **Name, address, phone number and email address are required fields.** Use the Continue Application link to move to the next step.

Home Air Quality **Build** Code Enforce Consumer Protect Develop Environment Fertilizer Plan Utilities PCCLB Water/Nav

[Apply for a Permit](#) [Search Permits](#) [Schedule an Inspection](#)

Storm Damage Reassessment

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Step 2: Detailed Review Information > Contact Information * indicates a required field.

Applicant

If you do not already have an account, use the Add New button. You may also add an alternate contact if needed. If you already have an account, use the Select from Account button.

[Select from Account](#) [Add New](#)

Alternative Contact

To add a new contact, click the Add New button. To edit a contact, click the link next to a contact name.

[Select from Account](#) [Add New](#)

[Save and resume later](#) [Continue Application >](#)

Indicate which storm primarily caused damage to your structure

If you sustained damage in both storms, answer Yes to both.

You'll then need to enter the following, as shown in the screen below:

1. SD UID from your letter.
2. The actual cash value of the building from the property appraiser or a private appraisal.
3. The total cost of all needed repairs (from the worksheet).
4. A written description of the damage.
5. The number of inches of water that was inside the structure, if applicable.

Answer all questions then use the Continue Application link to move on.

[Apply for a Permit](#)

[Search Permits](#)

[Schedule an Inspection](#)

Storm Damage Reassessment

1 Location Information	2 Detailed Review Information	3 Storm Damage Review Info	4 Attachment
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Step 3: Storm Damage Review Info > Storm Damage Review Info

Custom Fields

Hurricane and Storm Damage

- * Is this application due to damage from Hurricane Helene?:
- * Is this application due to damage from Hurricane Milton?:

STORM ASSESSMENT INFO

- * SD UID (from your County letter):
- * Actual Cash Value of Building (from Property Appraiser or Private Appraisal and attach):
- * Total Cost of All Repairs (from Substantial Damage Itemized Cost Breakdown and attach):
- * Description of Damage(s):
- * Depth of Flooding Inside Structure (in inches):

[spell check](#)

Upload Required and Optional Documentation

The list of required documents is shown in [Step 1 above](#). The list of documents (and convenience links to the online forms) are also available on this page of the online application.

The screenshot shows a web application interface. At the top, there is a navigation menu with links: Home, Air Quality, Build, Code Enforce, Consumer Protect, Develop, Environment, Fertilizer, Plan, Utilities, PCCLB, and Water/Nav. Below the menu, there are three buttons: Apply for a Permit, Search Permits, and Schedule an Inspection. A large error message box is highlighted with a pink border. The error message reads: "An error has occurred. The following documents are required support your request: Required Documentation: A copy of the Substantial Damage Determination letter received from Pinellas County (please scan and attach a copy) Floodplain Substantial Damage Itemized Cost Breakdown Substantial Damage Scope of Work Narrative Form A detailed floor plan labeling and identifying all rooms/units in the structure. (A hand-drawn sketch is acceptable.) Optional Documentation: Date stamped pictures or video of damage (flooding, fire, wind, etc.) before the storm and after the storm Actual Cash Value private appraisal (with pre-storm effective date of value) that follows the Pinellas County Appraisal Checklist A copy of the FEMA/WLM Letter from the Pinellas County Property Appraiser OR a Pre-storm Building Value Reconsideration from the Pinellas County Property Appraiser's Office. Use the Save and Resume Later button if you need more time to collect this documentation." Below the error message is a progress bar for "Storm Damage Reassessment" with six steps: 1 Detailed Review Information, 2 Storm Damage Review Info, 3 Attachment, 4 Attachment, 5 Review, and 6 Record Issuance. The current step is "Step 4: Attachment > Attachment". Below the progress bar, there is a section titled "Attachment" with instructions: "Use the Add button to select and upload supporting documents and pictures. Document formats should be PDF. The maximum file size allowed is 1000 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mvp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload." Below the instructions is a table with columns: Name, Type, Size, Latest Update, and Action. The table is empty, showing "No records found." Below the table are three buttons: "Select from Account", "Add", and "Save and resume later". The "Add" button is circled in pink. To the right of the buttons is a link: "Continue Application »".

Use the Add button then Add again to navigate to each required document on your device. PDF format is preferred for documents. JPG file type is preferred for pictures. MP4 files are preferred for video.

The screenshot shows a mobile application interface for file upload. At the top, there is a title "File Upload" and a close button. Below the title, there is a message: "The maximum file size allowed is 1000 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht; are disallowed file types to upload." Below the message, there are four rows, each representing a file being uploaded. Each row has a progress bar showing 100% completion. Below the progress bars, there are three buttons: "Continue", "Add", and "Remove All". The "Continue" and "Add" buttons are circled in pink.

Use the Add button to add more files. Click Continue to go to the next step.

Choose the file Type for each of the uploaded files

Required documents are shown with an *. If you need to remove a file, use the Remove button to the upper right. Do this for each uploaded file. Description is an optional field. You may leave this blank.

Storm Damage Reassessment

1 2 Detailed Review Information 3 Storm Damage Review Info 4 Attachment 5 Review 6 Record Issuance

Step 4: Attachment > Attachment * indicates a required field.

Attachment

Use the Add button to select and upload supporting documents and pictures. Document formats should be PDF.

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

File:
Sample doc.pdf
100%


*Type:
--Select--
--Select--
*Floodplain SD Itemized Cost Breakdown
*Floor Plan
*Scope of Work Narrative Form
*Substantial Damage Determination Letter
Appraisal
Other Supporting Documents
Pictures
Videos

[Remove](#)

Use the Save button at the very bottom of the files list.

You may not proceed if any of the required file types are missing. Use the Save and Resume Later button at the bottom of the page if you need to come back later.

You will receive a confirmation that attachments have been successfully uploaded. Click Continue Application to move on.

 The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Storm Damage Reassessment





1 Detailed Review Information 2 Storm Damage Review Info 4 Attachment 5 Review 6 Record Issuance

Step 4: Attachment > Attachment * Indicates a required field.

Attachment

Use the Add button to select and upload supporting documents and pictures. Document formats should be PDF.

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
 Scope of Work Narrative Form	*Scope of Work Narrative Form	6.03 KB	11/23/2024	Actions ▾
 Floor Plan	*Floor Plan	6.03 KB	11/23/2024	Actions ▾
 Floodplain SD Itemized Cost Breakdown	*Floodplain SD Itemized Cost Breakdown	6.03 KB	11/23/2024	Actions ▾
 Substantial Damage Determination Letter	*Substantial Damage Determination Letter	6.03 KB	11/23/2024	Actions ▾

[Select from Account](#) [Add](#)

[Save and resume later](#) [Continue Application »](#)

Review Your Submission

Use the Edit button for any section to correct or update information. When all information is correct and all supporting documentation attached, use the Continue Application button to finalize your submission.

Note Your Application

Save your Record Number for future reference. Use the View Record Details button to view your submission.


Home Air Quality **Build** Code Enforce Consumer Protect Develop Environment Fertilizer Plan Utilities PCCLB Water/Nav

[Apply for a Permit](#) [Search Permits](#) [Schedule an Inspection](#)

Storm Damage Reassessment

1 Detailed Review Information 2 Storm Damage Review Info 4 Attachment 5 Review 6 Record Issuance

Step 6: Record Issuance

 Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is **SDE-24-00014**.

You will need this number to check the status of your application.

We are currently experiencing delays in payment processing for credit card and e-check payments on our website and at our offices. All payment transactions should be resolved within 24 hours. If you have any questions regarding your transactions, please [contact us](#). Thank you for your patience.

[View Record Details »](#)

Monitor Your Application

Your reassessment request will be reviewed by a team of **independent experts**, including an appraiser, a floodplain manager, and a building construction expert to validate and/or verify the information submitted. One of our experts may reach out to schedule an inspection of the interior of your structure or to request more information.

At the present time, we cannot estimate how long your review will take.

Requests for reassessment will be completed in the order in which they are received.

You will receive the results of your reassessment by mail.

You may monitor the status of your submission using the Pinellas County Access Portal.

Option 1 – Log in to the portal and use the My Records Link to view your application.



Option 2 – You may view your application status without logging into the portal. From the Portal Home Page, input the street number, street name and street type then Search.

