



## Building & Development Review Services

### Permit in a Floodplain Checklist for Intake Review/Zoning

\*Owner Name: \_\_\_\_\_

\*Owner Address: (Include Lot # or Unit #) \_\_\_\_\_

\*Property Address (if different from Owner):  
\_\_\_\_\_

\*Owner Email Address: \_\_\_\_\_

\*Owner Daytime Phone Number: \_\_\_\_\_

\*Parcel ID: (if applicable) \_\_\_\_\_  
\_\_\_\_\_

#### **Supporting Documentation Checklist (REQUIRED)**

	Copy of SD Determination Letter if applicable
	Application for Mobile/Manufactured Home Repair in a Floodplain
	Floodplain permit for construction Cost Breakdown
	Supporting documentation for repairs
	Valid Florida Registration with year and VIN Number
	<b>Valuation Documentation (any of the following):</b>
	· 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 letter from the Pinellas County Property Appraiser



## FLOODPLAIN SUBSTANTIAL IMPROVEMENT PACKAGE

This package is for structures in the floodplain that are not compliant with the floodplain management regulations. You will be required to provide a completed Substantial Improvement Package upon submitting a building permit for an improvement on a structure in the floodplain. The package consists of the following items:

- Cost Breakdown
- Application for Construction in a Floodplain
- Floodplain Substantial Improvement Disclosure Form

You will be required to submit a Cost Breakdown Itemization upon submitting a building permit plan for an improvement on a structure in the floodplain that are not compliant with the floodplain management regulations. This detailed cost breakdown is to be completed and signed by either the contractor or by the owner-builder.

The itemization consists of a cover page outlining the overall information for the project, a Building Shell breakdown page, a breakdown page for each floor, and a breakdown page for other costs. You can add additional floor pages as needed. If a page is not necessary, do not complete it and remove it from the package before submittal. Each breakdown page consists of a line item and related information/costs associated with that line item. Use the following procedures for each applicable page in the package.

**IMPORTANT:** MUST FOLLOW THE INSTRUCTIONS ON PAGES 8-10.



## FLOODPLAIN COST BREAKDOWN COVER PAGE

Items with an asterisk (\*) are required. All elevations must be recorded in NAVD88 datum.

\* Contractor Type (check one):      ☐ Licensed Contractor      ☐ Owner-Builder  
 \* Substantial Improvement Threshold (check one):      ☐ 49%      ☐ 50%      ☐ Other: \_\_\_\_\_

* Permit Number:		* Permit Application Date:	
* Base Flood Elevation (BFE):		* BFE Source:	
* Proposed Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM):		* Design Flood Elevation (DFE):	
* Coastal A Zone or V Zone:		* Substantial Improvement Limit:	\$
* Pinellas County Property Appraiser (PCPAO) Market Value of Structure (found on the FEMA/WLM Letter):	\$	Private Market Value Appraisal of Structure (Depreciated Value):	\$

Property Address:	
* Parcel ID:	
* Legal Description:	

* Cost of Shell:	\$	Contractor Profit/Overhead:	\$
* Cost of Enclosure/First Floor:	\$		
Cost of Second Floor:	\$	* Project Subtotal:	\$
Cost of Additional Floors:	\$		
Other Costs:	\$	* Total Project Cost:	\$
* Total Cost of Shell and Floors:	\$	Total Cost of Other Related Permits:	\$

* Contractor or Owner-Builder Name:	
Contractor Company Name:	
Contractor Company Address:	
* Contractor or Owner-Builder Phone Number:	
Contractor State License Number:	
* Contractor or Owner-Builder Signature:	

## FLOODPLAIN BUILDING SHELL COST BREAKDOWN WORKSHEET

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Site Preparation						
Exterior Demolition & Debris Removal						
Footings						
Floor Slabs						
Termite Treatment						
Exterior Frame Walls						
Exterior Masonry & Concrete Walls						
Floor Framing						
Floor Sheathing						
Roof & Ceiling Framing						
Roof Sheathing						
Roof Covering						
Gutters & Downspouts						
Fascia & Soffits						
Exterior Stairs/Handrails/Landings						
Exterior Decks & Balconies						
Exterior Guardrails						
Exterior Wall Covering (Stucco)						
Exterior Wall Covering (Vinyl Siding)						
Exterior Wall Covering (Aluminum Siding)						
Exterior Wall Covering (Hardie Material)						
Exterior Wall Covering (Wood Products)						
Exterior Wall Covering (Paint)						
Exterior Wall Covering (Other)						
Windows						
Exterior Doors						
Glass Block						
Garage Doors & Openers						
Skylights & Solar Tubes						
Glazing Protection						
Waste Plumbing						
Potable (Drinking) Water Plumbing						
Potable (Drinking) Water Filtration/ Conditioning/Recirculation System						
A/C Compressor/Condenser Unit & Wiring						
A/C Air Handler Unit & Wiring						
Solar Panels & Equipment						
Installed Generator						
Exterior Beams & Columns						
Decorative Moldings						
Ceiling Insulation						
Wall Insulation						
Floor Insulation						
Flood Vents						
Fire Suppression System						
Fire Escape						

**Total Building Shell Cost: \$** \_\_\_\_\_

## FLOODPLAIN ENCLOSURE/FIRST FLOOR COST BREAKDOWN WORKSHEET

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Interior Demolition & Debris Removal						
Wall Framing						
Drywall – Walls						
Drywall – Ceiling						
Wall Finish/Painting/Covering						
Ceiling Finish/Painting/Covering						
Baseboard/Crown Molding/Trim Boards						
Floor Covering						
Electrical Service Panel						
Electrical Sub Panel						
Electrical Receptacles (120 VAC)						
Electrical Receptacles (240 VAC)						
Electrical Light Fixtures & Switches						
Ceiling Fans & Exhaust Fans						
Electrical Wiring						
Central Vacuum System						
Security System & Intercom System						
A/C Ducting						
Sinks						
Toilets						
Bathtubs & Jacuzzis						
Showers						
Water Heater						
Washing Machine & Dryer Hookup						
Sump Pumps						
Built-in Appliances						
Built-in Furniture						
Closet Shelving						
Cabinets & Vanities						
Counter Tops						
Interior Doors						
Fireplace/Hearth/Mantel						
Chimney / Chimney Cap						
Elevator & Equipment						
Interior Stairs/Handrails/Landings						
Interior Guardrails						

**Total Enclosure/First Floor Cost: \$** \_\_\_\_\_

## FLOODPLAIN SECOND FLOOR COST BREAKDOWN WORKSHEET

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Interior Demolition & Debris Removal						
Wall Framing						
Drywall – Walls						
Drywall – Ceiling						
Wall Finish/Painting/Covering						
Ceiling Finish/Painting/Covering						
Baseboard/Crown Molding/Trim Boards						
Floor Covering						
Electrical Service Panel						
Electrical Sub Panel						
Electrical Receptacles (120 VAC)						
Electrical Receptacles (240 VAC)						
Electrical Light Fixtures & Switches						
Ceiling Fans & Exhaust Fans						
Electrical Wiring						
Central Vacuum System						
Security System & Intercom System						
A/C Ducting						
Sinks						
Toilets						
Bathtubs & Jacuzzis						
Showers						
Water Heater						
Washing Machine & Dryer Hookup						
Sump Pumps						
Built-in Appliances						
Built-in Furniture						
Closet Shelving						
Cabinets & Vanities						
Counter Tops						
Interior Doors						
Fireplace/Hearth/Mantel						
Chimney / Chimney Cap						
Elevator & Equipment						
Interior Stairs/Handrails/Landings						
Interior Guardrails						

**Total Second Floor Cost: \$**\_\_\_\_\_

## FLOODPLAIN OTHER FLOORS COST BREAKDOWN WORKSHEET

Other Floor Number: \_\_\_\_\_

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Interior Demolition & Debris Removal						
Wall Framing						
Drywall – Walls						
Drywall – Ceiling						
Wall Finish/Painting/Covering						
Ceiling Finish/Painting/Covering						
Baseboard/Crown Molding/Trim Boards						
Floor Covering						
Electrical Service Panel						
Electrical Sub Panel						
Electrical Receptacles (120 VAC)						
Electrical Receptacles (240 VAC)						
Electrical Light Fixtures & Switches						
Ceiling Fans & Exhaust Fans						
Electrical Wiring						
Central Vacuum System						
Security System & Intercom System						
A/C Ducting						
Sinks						
Toilets						
Bathtubs & Jacuzzis						
Showers						
Water Heater						
Washing Machine & Dryer Hookup						
Sump Pumps						
Built-in Appliances						
Built-in Furniture						
Closet Shelving						
Cabinets & Vanities						
Counter Tops						
Interior Doors						
Fireplace/Hearth/Mantel						
Chimney / Chimney Cap						
Elevator & Equipment						
Interior Stairs/Handrails/Landings						
Interior Guardrails						

**Total Other Floor Cost: \$** \_\_\_\_\_

## FLOODPLAIN OTHER COST BREAKDOWN WORKSHEET

[illegible]

**Total Other Cost: \$**\_\_\_\_\_



## FLOODPLAIN COST BREAKDOWN PACKAGE INSTRUCTIONS

### Floodplain Cost Breakdown Cover Sheet:

1. At the top of the cover page, select if you are a *“Licensed Contractor”* or an *“Owner-Builder”* and select the *“Substantial Improvement Threshold”*. Unincorporated Pinellas County has a 49% substantial improvement threshold. Check with the municipality to determine what the substantial improvement threshold is.
2. Complete the other required sections denoted with an asterisk.
  - a. The *“BFE Source”* section is to identify where the Base Flood Elevation (BFE) is coming from. This could be FEMA FIRM, FIS Profile, Vulnerability Assessment, Pinellas County Stormwater Master plan (SWMP), or a Pinellas County Watershed Management Plan (WMP). There is a drop-down list to select from.
3. Once all the applicable worksheets are complete, the *“Cost of Shell”*, *“Cost of Enclosure/First Floor”*, *“Cost of Second Floor”*, *Cost of Additional Floors”*, *“Other Costs”*, and the *“Total Cost of Shell and Floors”* on the cover sheet will auto-calculate.
4. The *“Contractor Profit/Overhead”* portion is for Contractors only. If you are NOT a contractor, leave this line blank. Contractors insert their Profit/Overhead costs for this project in this section (10% minimum). This should reflect the necessary costs for operating their business above the actual material and labor costs for the project, such as accounting, utilities, office expenses, etc.
5. The *“Project Subtotal”* and *“Total project Cost”* will auto-calculate.
6. The *“Total Cost of Other Related Permits”* is the total cost of permits that were completed on the structure within the last year.
7. At the bottom of the cover page, complete the sections for *“Contractor or Owner-Builder Name”*, *“Contractor Company Name”*, *“Contractor Company Address”*, *“Contractor or Owner-Builder Phone Number”*, *“Contractor State Registration or Certification Number”*, and sign the page.

### Floodplain Cost Breakdown Worksheets:

1. Check column *“N/A”* 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. The *“New Materials”* column is for costs of new materials being used for that specific line item.
4. The *“Used Materials”* column is for costs of purchased used materials or when removed materials are being re-installed for that specific line item. Insert the material cost of purchasing the used material, repairing the reused item (if any), or storing the existing materials. 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.) (Refer to Section 4.4.4 of the *FEMA Substantial Improvement/Substantial Damage Desk Reference, FEMA P-758*).
5. All items, new or reused, will have an associated labor cost involved. Insert this cost in the *“Labor”* column. The associated labor cost should align with International Code Council (ICC).
6. The *“Total”* column will auto-calculate based on what is inserted in the other columns.
7. Once the worksheets are complete, the *“Total Cost”* section at the bottom of the pages with auto-calculate.
8. 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.
9. Do not include the primary/general contractor’s profit or contingencies on the cost breakdown pages. This is factored in on the cover sheet.
10. If there are any items used on this project that are not listed on the worksheets, add them on the *“Floodplain Other Cost Breakdown Worksheet”* in the blank spaces provided.

## **ITEMS EXCLUDED IN SUBSTANTIAL IMPROVEMENT COST BREAKDOWN**

### **General:**

- Plans and specifications
- Temporary stabilization of a building (so its safe to assess required repairs)
- Survey costs
- Permit fees and inspection fees
- Trash removal needed before improvements or repairs can be performed (e.g., removal of debris and trash from building or lot, dumpster rental, transport fees to landfill, and landfill tipping fees)
- Clean-up needed before improvements or repairs can be performed (e.g., dirt and mud removal, cleaning, disinfecting, and building dry out)
- Plug-in appliances (e.g., washers, dryers, and stoves)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes

### **Items not considered real property including:**

- Throw rugs
- Carpeting and re-carpeting installed over finished flooring such as wood or tiling
- Furniture that is not built-in
- Refrigerators
- Appliances which are not built-in (e.g., free standing microwave on the counter is not considered built-in)

### **Outside improvements including:**

- Landscaping
- Irrigation systems
- Sidewalks and driveways
- Fences
- Yard lights
- Swimming pools and outdoor spas
- Screened pool enclosures
- Sheds
- Gazebos
- Detached structures (including detached garages)
- Docks and davits
- Seawalls
- Decks

## **ITEMS INCLUDED IN SUBSTANTIAL IMPROVEMENT COST BREAKDOWN**

### **All structural elements including:**

- Foundations (e.g., spread or continuous foundation footings, pilings, posts, piers, perimeter walls, chain walls, etc.)
- 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, or siding) including painting and decorative moldings
- Windows and doors
- Repairing or relocating roof trusses
- Re-shingling or re-tiling a roof
- Gutters and downspouts
- Hardware
- Staircases

### **All interior finish elements including:**

- Tiling, linoleum, stone, or carpet over sub-flooring
- Bathroom tiling and fixtures
- Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble, or other decorative finishes)
- Kitchen, utility, and bathroom cabinets
- Built-in bookcases, cabinets, entertainment, and other built-in furniture
- Insulation
- Hardware

### **All utility and service equipment including:**

- HVAC equipment
- Repair or reconstruction of plumbing and electrical services
- Electrical wiring, outlets, and switches
- Light fixtures and ceiling fans
- Intercom and security systems (Hard wired, professional systems)
- Built-in kitchen appliances (e.g., dishwasher, refrigerator, etc.)
- Central vacuum systems
- Potable (drinking) water wells, associated equipment, and plumbing
- Septic tanks, drain fields, associated equipment and plumbing
- Water filtration, conditioning, or recirculation systems
- Solar paneling and equipment
- Elevators and necessary equipment
- Installed generators servicing the structure and associated components

### **Additional costs:**

- Materials and labor (must be included even if donated)
- Site preparation related to the improvement or repair (e.g., foundation repair or grading)
- Demolition and construction debris removal
- Costs associated with demolishing, removing, or altering building components
- Sales taxes on materials
- Costs associated with complying with any other regulations or code requirement that is triggered by the work (including costs to comply with ADA)
- Construction management and supervision
- Overhead and profit



## FLOODPLAIN SUBSTANTIAL IMPROVEMENT DISCLOSURE FORM

This form is for structures in the floodplain. You will be required to submit this form upon submitting a building permit plan for an improvement or damage repair on a structure in the floodplain. This form is to be completed by the structure owner and the contractor. **Items with an asterisk (\*) are required.**

\* Jurisdiction: \_\_\_\_\_

\* Substantial Improvement Limit (check one): ☐ 49% ☐ 50% ☐ Other: \_\_\_\_\_

* Permit Number:		* Permit Application Date:	
* Base Flood Elevation (BFE):		* BFE Source:	
* Proposed Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM):		* Design Flood Elevation (DFE):	
* Total Cost of Improvement:	\$	* Substantial Improvement Limit:	\$
* Pinellas County Property Appraiser (PCPAO) Market Value of Structure (found on the FEMA/WLM Letter):	\$	Private Actual Cash Value Appraisal of Structure (Depreciated Value):	\$

Property Address:	
* Parcel ID:	
* Legal Description:	
* Contractor Company Name:	
* Contractor State License Number:	

I fully understand that phasing improvements to the building is not permitted. I hereby attest that the description in the permit application for the work on the existing building that is located at the property identified above is all the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement. I fully understand all additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e., termite damage, or deteriorated wood) may trigger the requirement for total compliance with flood regulations of this structure. 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 Pinellas County Building and Development Review Services. Further acknowledgement is made that any increase may require the entire structure to comply with current Pinellas County flood regulations and applicable building codes. I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



**APPLICATION FOR MOBILE/MANUFACTURED HOME REPAIR IN A FLOODPLAIN**

**Directions:** Complete the project information tables. Read the floodplain requirements as well as the additional requirements and respond accordingly. Then read and complete the applicant acknowledgments on the subsequent pages.

**Project Information**

Items with an asterisk (\*) are required.

* Applicant Name:		* Permit Application Date:	
*Mailing Address:			
		* Total Cost of Construction:	\$

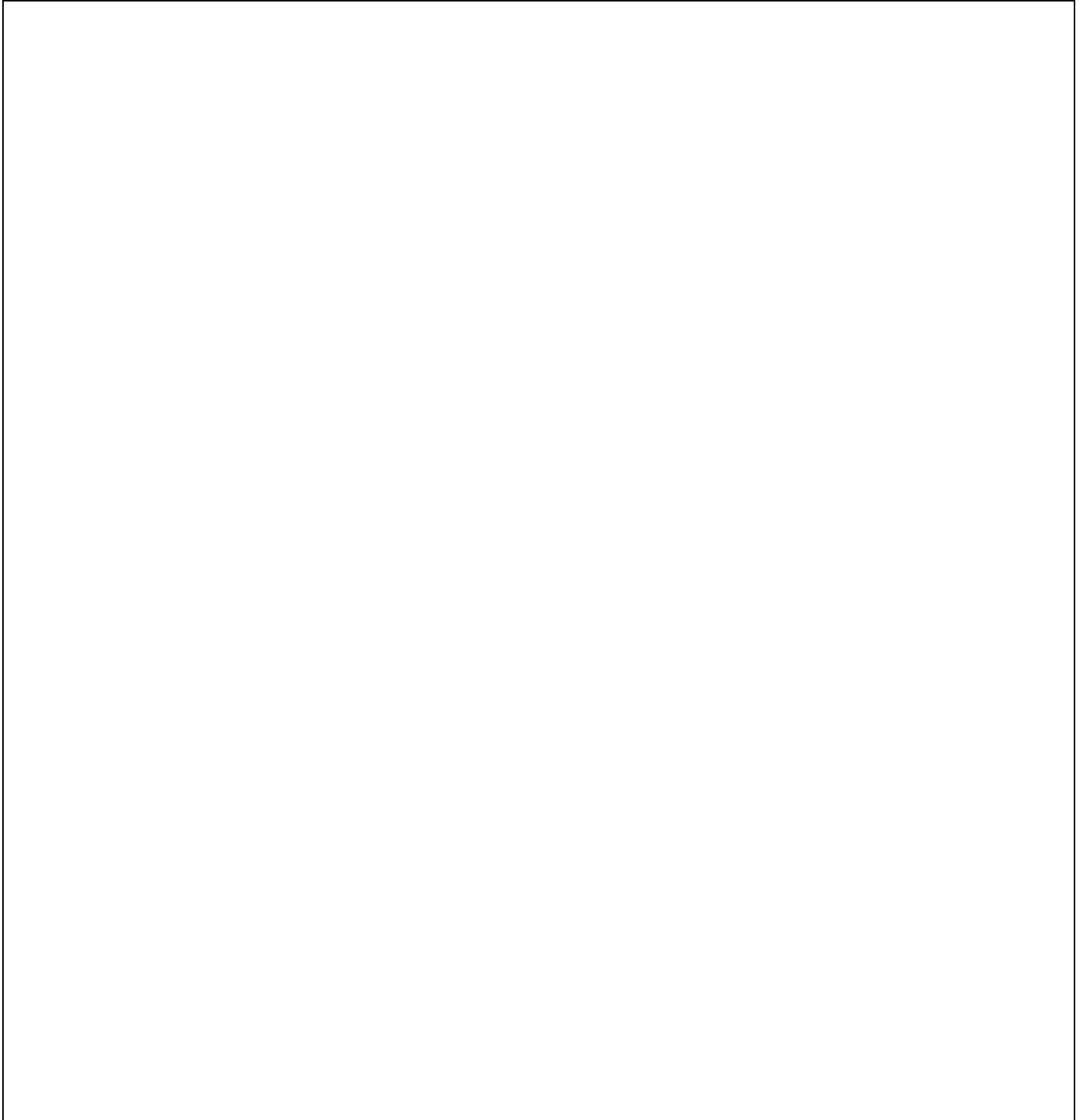
* Property Address:			
* Parcel ID:			
* Park Name:		* Lot #	

**\*Description of Work** (Provide complete narrative detailing all repair work to be performed on the mobile/manufactured home.

APPLICATION FOR MOBILE/MANUFACTURED HOME REPAIR IN A FLOODPLAIN (CONT)

*Square Foot Area of Living Space (Mobile/Manufactured Home)	
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\*Sketch of Floorplan (Draw interior layout of walls, doors, cabinets, appliances, etc. and label each room/space with approximate dimensions (e.g. – Bedroom 8'x12'). Include any structure appended to the mobile/manufactured home.



## APPLICATION FOR MOBILE/MANUFACTURED HOME REPAIR IN A FLOODPLAIN (CONT)

* Applicant Name:		* Permit Application Date:	
Property Address:		* Parcel ID:	

See Florida Department of Highway Safety and Motor Vehicles Division of Motorist Services Manufactured Housing Section Procedure MHS-24 regarding *Mobile/Manufactured Home Repair and Remodeling Guidelines*.

See Florida Administrative Code 15C-2.0081 for the Mobile/Manufactured Home Repair and Remodeling Code.

These guidelines shall be used to assure safe and livable housing and shall not be more stringent than the standard to which the home was originally constructed.

1. Structure.
  - a. Additions, including, but not limited to add-a-rooms, roof-overs and porches shall be free standing and self-supporting with only the flashing attached to the main unit unless the added unit has been designed to be married to the existing unit. All additions shall be constructed in compliance with State and locally adopted building codes.
  - b. Anchoring of additions shall be in compliance with requirements for similar type construction.
  - c. Repair or remodeling of a mobile/manufactured home shall require the use of material and design equivalent to the original construction. Structure shall include, but not be limited to, roof system, walls, floor system, windows and exterior doors of the mobile/manufactured home.
2. Electrical repair and replacements shall require the use of material and design equivalent to the original construction.
3. Plumbing repairs and replacements shall require the use of material and design equivalent to the original construction.

### Applicant Acknowledgements

I certify that this application, together with plans and specifications, show a true representation of repair to be accomplished under this permit. It is understood that any deviations from the original documents will render the permit issued under this application null and void. I agree to conform to all Pinellas County Ordinances regulating building and zoning ordinances. I also understand and agree to the following:

- If the project is not started after 180 days, the permit issued under this application is invalid and will not be refunded.
- If applicable, flood-proofing information must be attached (flood-proofing is not recommended).

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Signature of Applicant

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Date Signed