



Substantial Improvement Application Packet

Items Required To Determine Substantial Damage/Improvement

Applicant must submit the following: (make sure you have extra copies for your files)

1. The completed building permit and substantial improvement review application(s) (including required plans and documents);
2. An estimated Cost of Reconstruction/Improvement form, completed by a Licensed General Contractor, Architect or Engineer or owner builder and signed by the Owner/contractor or Contractor with a copy of his license certificate attached;
3. For Post-FRIM (built after Dec. 31 1974) and Pre-FIRM properties damaged by events such as storm or fire an Elevation Certificate or survey giving lowest and next highest floor elevations elevation is required. This is not required for Pre-FIRM properties undergoing alteration unless it is determined that the value of improvements exceeds 50% of the market value;
4. Current photos of the structure, or photos before and after the storm (if applying to repair storm damage);
5. Highlighted floor plan drawing showing area of structure to be repaired or altered;
6. Substantial Improvement Affidavit, completed, signed and dated;
7. An independent market value appraisal of structure performed within three years of the application date. The depreciated value of the structure will be used as the market value; or
8. Two reports from internet appraisal searches maybe submitted, an average of the values will be used to determine a percentage for increased value for review purposes; or
9. A Monroe Count Property Appraiser assessment may be used in lieu of an independent appraisal. The County appraisal amount will be increased by twenty percent for review purposes.

Application for Substantial Damage/Improvement Review

Tax Appraiser's Parcel ID# _____

Property Address _____

Owner's Name _____

Co-Owner's Name _____

Owner's Mailing Address _____

Owner's Phone # _____

FIRM Panel _____ Lowest Floor Elevation (excluding garage) _____

Base Flood Elevation _____ Flood Zone _____

Initials _____ I am attaching an appraisal report of my property

Initials _____ I am submitting two internet appraisal reports of my property

Initials _____ I accept Monroe County's Estimated Market Value

Initials _____ I accept the attached estimated cost of construction as a fair cost of repair or improvement for my structure

Owner Signature

Date

Co-Owner Signature

Date

Substantial Damage/Improvement

ITEMS TO BE INCLUDED * :

- All structural elements, including:
- Spread or continuous foundation footings & pilings
- 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
- Outside improvements including: Re-shingling or re-tiling a roof
- Hardware

All interior finish elements, including:

- Tiling, linoleum, stone or carpet over sub-flooring
- Bathroom tiling and fixtures
- Wall finishes, including dry wall, painting, stucco, plaster, paneling, marble or other decorative finishes
- Kitchen, utility and bathroom cabinets
- Built-in book cases, cabinets and furniture
- Hardware

All utility and service equipment, including:

- HVAC equipment
- Repair or reconstruction of plumbing and electrical services
- Light fixtures and ceiling fans
- Security systems
- Built-in kitchen appliances
- Central vacuum systems
- Water filtration, conditioning or recirculation systems

Also:

- Labor & other costs associated with demolishing, removing or altering building components
- Construction supervision and/or management
- Equivalent costs of work done by owner & volunteers
- Overhead and profit

ITEMS TO BE EXCLUDED * :

- Plans & specifications
- Survey costs
- Permit fees
- Debris removal (e.g. removal or debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees)
- clean-up (e.g. dirt and mud removal, building dry-out, etc.)
- Items not considered real property, such as throw rugs, furniture, refrigerators, stoves not built-in, etc.

Outside improvements, including:

- Landscaping
- Sidewalks
- Fences
- Yard lights
- Swimming pools
- Screened pool enclosures
- Sheds
- Gazebos
- Detached structures (including garages)
- Landscape irrigation system

* *NOT an all-inclusive list.*

Estimated Cost of Reconstruction/Improvement

Parcel ID _____

Address _____

This Cost Estimate of Reconstruction/Improvement must be prepared and signed by a licensed General Contractor, Architect or Engineer

Construction Type	Material Cost	Labor Cost	Total Cost
Demolition			
Foundation complete			
Structural Steel			
Masonry Walls			
Concrete Slab (area)			
Concrete Columns (poured or driven)			
Carpentry complete			
Gas Complete			
Stucco			
Mirrors and Fixed Glass			
Central Vacuum			
Elevator			
Appliances (Built in)			
Water Softener			
Trusses			
Roofing (Complete)			
Mechanical Complete			
Plumbing Complete			
Electrical Complete			
Lighting Fixtures			
Ceiling Fans			
Intercom or Alarm Systems			
HVAC Complete			
Exterior Doors and Windows			
Exterior Finish			
Insulation Complete			
Drywall Complete			
Ceramic Tile Complete			
Fireplace			
Painting Complete			
Cabinets Complete			
Other			
Total			

(PLEASE attach any additional information)

Contractor's Name: _____ License #: _____

Address: _____ Phone: _____

Contractor's Signature: _____ Date: _____

CITY OF MARATHON PLANNING DEPARTMENT

Phone (305) 743-0033 | www.ci.marathon.fl.us/government/planning/

Contractor Reconstruction/Improvement Affidavit

Parcel ID _____

Owner's Name _____ Phone _____

Address _____

Contractor's Name _____ License _____

I hereby attest to the fact that I, or a member of my staff, personally inspected the above-mentioned property and produced the attached itemized list of repairs/reconstruction and/or remodeling which is hereby submitted for the **Substantial Damage/Improvement Review**. These listed damages/improvements are **ALL of the damages/improvements** sustained by this structure, and all additions, improvements, or repairs proposed on the subject building are included in this estimate.

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs **NOT included on the attached list of repairs/improvement**, or that I have included non-conforming or improvements or illegal structures/additions to the existing structure without having presented plans for such additions. I understand that any permit issued by the City of Marathon pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

Total Labor & Materials \$ _____
Overhead & Profit \$ _____
Total Cost \$ _____

Contractor Name (Please Print)

Contractor Signature

Date

**NOTARY STATE OF FLORIDA,
COUNTY OF MONROE**

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification.

Signature of Notary Public – State of Florida

My commission Expires:

Owner Reconstruction/Improvement Affidavit

Parcel ID _____

Owner's Name _____ Phone _____

Address _____

Contractor's Name _____ License _____

I hereby attest to the fact that the repairs/reconstruction and/or remodeling list submitted for the **Substantial Damage/Improvement Review** by my contractor includes **ALL of the damages/improvements** sustained by this structure and will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in this estimated construction herewith. No other contractor has made any repairs or reconstruction or additions or remodeling not included in the attached list.

TOTAL COST \$ _____

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs **NOT included on the attached list of repairs/improvement**, or that I have included non-conforming or improvements or illegal structures/additions to the existing structure without having presented plans for such additions. I understand that any permit issued by the City of Marathon pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

Owner Name (Please Print)

Owner Signature

Date

**NOTARY STATE OF FLORIDA,
COUNTY OF MONROE**

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification.

Signature of Notary Public – State of Florida

My commission Expires:

Contractor Non-Substantial Improvement Affidavit

Parcel ID _____

Owner's Name _____ Phone _____

Address _____

Contractor's Name _____ License _____

I hereby attest to the fact that I, or a member of my staff, personally inspected the above mentioned property and have reviewed the applicable drawings related to the proposed repairs, remodeling, renovation, addition, rehabilitation or other forms of development. I have also produced the attached itemized list reflecting the aforementioned work. This information is hereby submitted for a non-substantial improvement review. The aforementioned work is all that is proposed for this structure as shown on the submitted plans. All costs list herein represent true and valid estimates for the work to be done.

I understand that I am subject to penalties (for any and all violation of this affidavit) if the inspection of the property reveals that I have done work not included within the attached cost breakdown or if any nonconforming or illegal structures or additions are included without having presented plans and changes for such modifications or if any false monetary charges are revealed.

I understand that any permit issued by the City of Marathon pursuant to this affidavit does not authorize work on any illegal structures or nonconforming uses on the subject property.

See Attached Itemized List

Total Labor and Materials (including overhead and profit) \$ _____

**NOTARY STATE OF FLORIDA,
COUNTY OF MONROE**

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification.

Signature of Notary Public – State of Florida

My commission Expires:

Estimated Cost Of Reconstruction / Improvements

Parcel ID _____

Address _____

When submitting an application for remodeling, rehabilitation, and/or additions each category must be broken down into labor and material costs. The final price must be a total price for all proposed finished work. Overhead and profit should be included. Costs related to site work are not considered as part of work on buildings or other structures and will not be counted in the cumulative total.

The Cost Estimate of reconstruction / improvement must be prepared and signed by a licensed General Contractor.

Construction Type	Material Cost	Labor Cost	Total Cost
Demolition			
Foundation complete			
Structural Steel			
Masonry Walls			
Concrete Slab (area)			
Concrete Columns (poured or driven)			
Carpentry complete			
Gas Complete			
Stucco			
Mirrors and Fixed Glass			
Central Vacuum			
Elevator			
Appliances (Built in)			
Water Softener			
Trusses			
Roofing (Complete)			
Mechanical Complete			
Pumping Complete			
Electrical Complete			
Lighting Fixtures			
Ceiling Fans			
Intercom or Alarm Systems			
HVAC Complete			
Exterior Doors and Windows			
Exterior Finish			
Insulation Complete			
Drywall Complete			
Ceramic Tile Complete			
Fireplace			
Painting Complete			
Cabinets Complete			
Other			
Total			