



TAYLOR COUNTY BUILDING DEPARTMENT
201 East Green Street, Perry, Florida 32347
Phone: (850) 838-3500 extension 1

FEMA IMPROVEMENTS / REPAIR APPLICATION PACKET and INSTRUCTIONS
ITEMS IN THIS PACKET

1. PROPERTY OWNERS' Affidavit of FEMA Non-Conforming Structure Repair or Improvement.
2. CONTRACTOR'S Affidavit of FEMA Non-Conforming Structure Repair or Improvement.
3. ITEMIZED COST BREAKDOWN.
4. FEDERAL GUIDELINES FOR FEMA Substantial Improvement / Damage Applications Form.

INSTRUCTIONS FOR APPLYING FOR A BUILDING PERMIT
FOR WORK SUBJECT TO THE FEMA 50% RULE

The following documents fully completed and executed by the appropriate party(ies), and notarized if required on the form, must be submitted together in order for the Permit Application to be processed and reviewed. Incomplete application packets will be returned to the applicant.

1. PROPERTY OWNERS' AFFIDAVIT of FEMA Non-Conforming Structure 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 FEMA Non-Conforming Structure Repair and/or Improvement, fully completed, executed by 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, fully executed and notarized.
 - A. "WORK DESCRIPTION" Section, Page 3, of the Building Permit Application must accurately outline the scope and all area of structure to be included under the permit (FEMA 50% items and non-FEMA 50% items, if any).
 - B. "PROJECT COST" Section, Page 3 of the Building Permit Application: Both cost lines must be completed.
 - Estimated Cost/Actual Cost for Entire Project: includes FEMA 50% work/items and non-FEMA 50% work (such as "adding a patio, repair to driveway).
 - FEMA Value of Improvement from Affidavits and Contract: include only the costs associated with work/items subject to the FEMA 50% rule.
 - C. 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.

TAYLOR COUNTY BUILDING DEPARTMENT

PROPERTY OWNERS' AFFIDAVIT OF FEMA NON-CONFORMING STRUCTURE REPAIR AND/OR IMPROVEMENT

Property Address: _____

Property Tax ID#: _____ - _____

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

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Business Name: _____ Fl. Contractor License #: _____

I (we) hereby swear or affirm under the penalties of perjury that the costs 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 that these costs are true, accurate, and complete in all respects. Further, I (we) have reviewed all documents submitted to the County for this project and state under oath that these documents are true and accurate, that the work to be performed will not equal or exceed 50% of the value of the structure as that amount is established by the County's Flood Code and that there is no other work to be done, or that 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 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 Property Owner

Signature of Co-Property Owner

NOTARY

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2010,

By _____

Signature of Notary Public

SEAL:

Name of Notary: Printed/Typed/Stamped

Personally known to me or produced identification:
Identification Type Produced: _____

TAYLOR COUNTY BUILDING DEPARTMENT

CONTRACTOR'S AFFIDAVIT OF FEMA NON-CONFORMING STRUCTURE REPAIR AND/OR IMPROVEMENT

Property Address: _____

Property Tax ID#: _____

Contractor's Name: _____ Business Name: _____

Florida License #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Property Owner(s) Name(s): _____

I hereby swear or affirm under the penalties of perjury that the costs 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 that these costs are true, accurate, and complete in all respects. Further, I have reviewed all documents submitted to the County for this project and state under oath that these documents are true and accurate, that the work to be performed will not equal or exceed 50% of the value of the structure as that amount is established by the County's Flood Code and that there is no other work to be done, or that 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

NOTARY

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2010,

By _____

Signature of Notary Public SEAL:

Name of Notary: Printed/Typed/Stamped

Personally known to me or produced identification:
Identification Type Produced: _____

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FEMA PERMIT APPLICATION COST BREAKDOWN

Below are some of the items that need to be defined in the cost breakdown.

Contractor may use any industry standard format; however, the Plans Examiner may require additional information after plans review.

	MATERIALS	LABOR
Electrical	_____	_____
Plumbing	_____	_____
Plumbing	_____	_____
HVAC	_____	_____
Doors	_____	_____
Tile	_____	_____
Roofing	_____	_____
Flooring	_____	_____
Cabinets	_____	_____
Countertops	_____	_____
Framing	_____	_____
Trim	_____	_____
Paint	_____	_____
Built-in Appliances	_____	_____
Subtotal	_____	_____
<u>TOTAL COST</u>	_____	