

## PLANNING AND DEVELOPMENT SERVICES

### SUBSTANTIAL IMPROVEMENT/DAMAGE WORKSHEET

Date \_\_\_\_\_ Parcel ID Number \_\_\_\_\_ Permit Application Number \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Description of Improvements/Repairs \_\_\_\_\_

Instructions: Fill out all the fields below. If the cost ratio is equal to or greater than 30 percent fill out the 2-page Cost Itemization Form. Note that the reviewer may require the cost itemization forms and quotes for material and labor if deemed necessary to make the Substantial Improvement/Damage determination. Fill out and have notarized the Owner and Contractor Affidavits.

Flood Zone: _____	Required Elevation: _____ NAVD	Year Built: _____
ACV Appraisal Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	FEMA Elevation Cert Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	

1. Present Market Value of building ONLY (depreciated value of building from ACV appraisal or adjusted assessed value, before start of improvement, or if damaged, before the damage occurred), not including land value:

\$ \_\_\_\_\_

2. Cost of Improvement and/or Repair, actual cost of the construction. See Cost Itemization Form for items that must be included (include volunteer labor and donated materials/supplies):

\$ \_\_\_\_\_

3. Ratio:

Cost of Improvement/Repair (line 2) ÷ Market Value (line 1) = \_\_\_\_\_ %

If the ratio in line 3 is 50 percent or greater the entire building must be elevated to the minimum elevation requirement and all other aspects brought into compliance with the Sarasota County floodplain management regulations.

## PLANNING AND DEVELOPMENT SERVICES

### COST ITEMIZATION WORKSHEET FOR SUBSTANTIAL IMPROVEMENT/DAMAGE

The itemization worksheet below lists the items that must be included in the cost of improvement or repair. The term “costs of improvement” includes all costs directly associated with the alterations and/or additions to the building. The term “costs of repair” includes all costs of all work necessary to restore a damaged building to its pre-damaged condition. Both terms include the costs of all materials, labor, and other items necessary to perform the proposed work. Complete the itemization form by entering the estimated cost for materials, labor, profit and overhead in all the spaces in form that apply to proposed work. Costs of items not directly associated with the building such as outside improvements, detached accessory structures, pools, and permit fees can be excluded from the costs of improvement or repair.

Date \_\_\_\_\_ Parcel ID Number \_\_\_\_\_ Permit Application Number \_\_\_\_\_

Property Address \_\_\_\_\_

Item	Description	Cost
Site Preparation (e.g. foundation excavation)		\$
Demolition and Construction debris removal		\$
<b>Structural Elements and Exterior Finishes</b>		
Foundations (e.g. footings, pilings, columns, posts, etc.)		\$
Monolithic and other types of concrete slabs		\$
Bearing and non-bearing walls exterior and interior		\$
Lintels, tie beams		\$
Joists, beams, subflooring, ceilings		\$
Attached decks and porches		\$
Exterior finishes (e.g. stucco, siding, painting, and trim)		\$
<b>Frame Lumber</b>		
Truss package		\$
Hardware (e.g. connectors, straps, fasteners, nails, screws, etc.)		\$
Framing lumber		\$
Floor, wall, and roof sheathing		\$
Manufactured lumber		\$
Wall wrap/Vapor barrier		\$
<b>Windows and Doors</b>		
Windows and sliding glass doors		\$
Exterior and interior doors		\$
Garage overhead doors and openers		\$
Shutters		\$
Skylights		\$
<b>Roofing</b>		
Roofing underlayment (felt, self-adhered, synthetic)		\$
Roof cladding (e.g. shingle, metal, tile, membrane, etc.)		\$
Flashings, drip edge, fascia, soffit, gutters, down spouts, etc.		\$

## PLANNING AND DEVELOPMENT SERVICES

	Interior Finishes and Insulation	
Attic, wall, and floor insulation		\$
Drywall (walls and ceiling, textures)		\$
Flooring (e.g. wood, laminate, tile, stone, etc.)		\$
Finish carpentry (e.g. baseboard, casings, trim, wainscoting, etc.)		\$
Cabinetry and counter tops		\$
Wall tile		\$
Interior painting		\$
	Electrical	
Rough-in and trim-out		\$
Fixtures (e.g. lights, ceiling fans)		\$
Service Change		\$
	Plumbing	
Rough-in and trim-out		\$
Fixtures and accessories (e.g. showers, sinks, toilets, faucets, etc.)		\$
Fire suppression systems		\$
	Mechanical	
Rough-in and trim-out		\$
Equipment and accessories		\$
	Interior and Exterior Stairs	
Treads and risers		\$
Guardrails, handrails		\$
	Miscellaneous	
Aluminum screen lanais and porches under roof		\$
Bathroom accessories (e.g. mirrors, towel racks, shelving, etc.)		\$
Built-in appliances (e.g. dishwasher, microwave, central vacuum, etc.)		\$
Closet shelving and built-ins		\$
Exterior and interior door hardware		\$
Elevator		\$
Fireplace (flue, hearth, mantel, and surround)		\$
Kitchen accessories		\$
Low voltage electrical systems		\$
Other describe		\$
Other describe		\$
Other describe		\$
Other describe		\$
Line 1	Enter total	\$
Line 2	Enter Supervision, Overhead, Taxes, Profit	\$
Total estimate of cost	Add lines 1 and 2, enter sum in this line	\$

**PLANNING AND DEVELOPMENT SERVICES**

**CONTRACTOR'S AFFIDAVIT:  
SUBSTANTIAL IMPROVEMENT OR REPAIR OF SUBSTANTIAL DAMAGE**

Property Address: 353 AVENIDA LEONA, SARASOTA FL 34242

Parcel ID Number: 0081120022

Owner's Name: FENN, ANTONY/JACQUELINE

Owner's Address/ Phone: 353 AVENIDA LEONA, SARASOTA FL 34242

Contractor: ERIC FELTER

Contractor's License Number: CBC1263698

Date of Contractor's Estimate: 11/4/24

I hereby attest that I have personally inspected the building located at the above-referenced address and discussed the nature and extent of the work requested by the owner, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

At the request of the owner, I have prepared a cost estimate for all of the improvement work requested by the owner and the cost estimate includes, at a minimum, the cost elements identified by Sarasota County that are appropriate for the nature of the work. If the work is repair of damage, I have prepared a cost estimate to repair the building to its pre-damage condition. I acknowledge that if, during the course of construction, the owner requests more work or modification of the work described in the application, that a revised cost estimate must be provided to Sarasota County, which will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

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]  
(Signature of Owner/Agent/Contractor)  
STATE OF FLORIDA

ERIC FELTER  
(Printed Name)  
COUNTY OF Sarasota

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 26 day of November, 2024, by Eric Felter,

Personally known or  Produced identification FL Driver's License  
(type of identification produced)

Notary Name Printed: Jen S Mannering

Notary Signature: [Signature]

Commission Number HH 498404



**JEN S. MANNERING**  
Notary Public  
State of Florida  
Comm# HH498404  
Expires 2/29/2028

(Notary Stamp)

## PLANNING AND DEVELOPMENT SERVICES

### OWNER'S AFFIDAVIT: SUBSTANTIAL IMPROVEMENT OR REPAIR OF SUBSTANTIAL DAMAGE

Property Address: 353 AVENIDA LEONA, SARASOTA FL 34242

Parcel ID Number: 0081120022

Owner's Name: FENN, ANTONY/JACQUELINE

Owner's Address/ Phone: 353 AVENIDA LEONA, SARASOTA FL 34242

Contractor: ERIC FELTER

Contractor's License Number: CBC1263698

Date of Contractor's Estimate: 11/4/24

I hereby attest that the description included in the permit application for the work on the existing building that is located at the property identified above is the complete scope of work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

I further attest that I requested the above-identified contractor to prepare a cost estimate for all of the work, including the contractor's overhead and profit. I acknowledge that if, during the course of construction, if scope of work is modified from the work described, that Sarasota County will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

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.

J.A. Fenn  
(Signature of Owner)  
STATE OF FLORIDA

JACQUELINE FENN  
(Printed Name)  
COUNTY OF Sarasota


Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 25<sup>th</sup> day of November, 2024, by Jacqueline Fenn,

Personally known or  Produced identification FL DL  
(type of identification produced)

Notary Name Printed: Sean Blem

Notary Signature: Sean Blem

Commission Number HH 468978

 **SEAN BLEM**  
Notary Public, State of Florida  
Commission# HH 468978  
My comm. expires Nov. 30, 2027  
(Notary Stamp)