



## SUBSTANTIAL IMPROVEMENT COST GUIDANCE

Please provide, to the fullest extent possible, documentation and/or estimates of the elements referenced in this form as applicable to your project. This should be in a line item format on a separate sheet. Be sure to list all elements contingent to your project even if they are not referenced in this form.

Fill in the total amounts for labor and materials on the "COST EVALUATION" form provided, and attach the sheet containing the line item documentation and/or estimates to this completed form.

Notice to property owners, contractors and design professionals; the value placed on all donated or discounted materials should be equal to the actual or estimated cost of such materials and must be included in the total cost of improvements. The value of donated or discounted materials should be equivalent to normal market values.

Property owners that undertake the improvements and repair project on their own must include the volunteer labor in the total cost of improvements. The rate should be equivalent to the normal market value or the going rate for labor. The value placed on labor should be estimated based on applicable minimum-hour wage scales for the skill and type of construction work that is done.

If the cost of improvement equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement, the project will be deemed a substantial improvement; then the existing structure must be evaluated to determine if the structure must be brought into compliance with the City of New Port Richey codes, NFIP floodplain management (and Florida Building code) requirements.

All structural elements and exterior finishes, including but not limited to:

- Foundations (e.g., excavation, spread or continuous foundation footings, perimeter walls, chain-walls, pilings, columns, posts, pilings etc.)
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams and trusses
- Joists, beams, subflooring, framing and ceilings
- Interior non-bearing walls
- Exterior wall finishes (e.g., brick, stucco, siding, painting, trim and decorative molding)
- Windows and exterior doors
- Roofing, gutters and downspouts
- Hardware
- Attached decks and porches

All interior finish elements, including but not limited to:

- Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone and wall to wall carpet over sub-flooring)
- Bathroom tiling and fixtures
- Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, marble or other decorative finishes)
- Built-in cabinets (e.g., kitchen, utility, entertainment, storage and bathroom)
- Interior doors
- Interior finish carpentry
- Built-in bookcases and furniture
- Hardware
- Insulation

All utility and service equipment, including but not limited to:

- Heating, ventilation and air conditioning (HVAC) equipment
- Plumbing fixtures and piping
- Electrical wiring, outlets and switches
- Light fixtures and ceiling fans
- Security systems
- Built-in appliances
- Central vacuum systems
- Water filtration, conditioning and recirculation system

ITEMS THAT CAN BE EXCLUDED:

- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Debris removal (e.g., removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees) Clean-up (e.g., dirt and mud removal, and building dry out)
- Carpeting and recarpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures and detached accessory structures (e.g., garages, sheds and gazebos)
- Plug in appliances (e.g., refrigerators, washing machines, dryers and stoves)
- Land value

Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.



# SUBSTANTIAL IMPROVEMENT COST EVALUATION WORKSHEET

City of New Port Richey, Florida • Community Development Department  
5919 Main Street • New Port Richey, FL 34652 • 727-853-1047 • [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org)

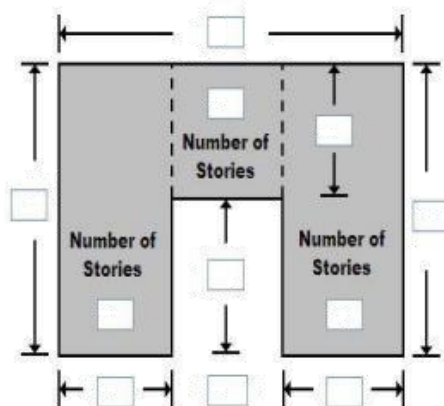
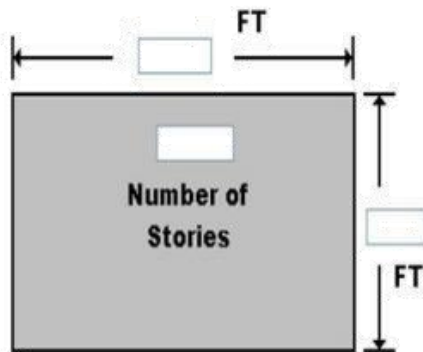
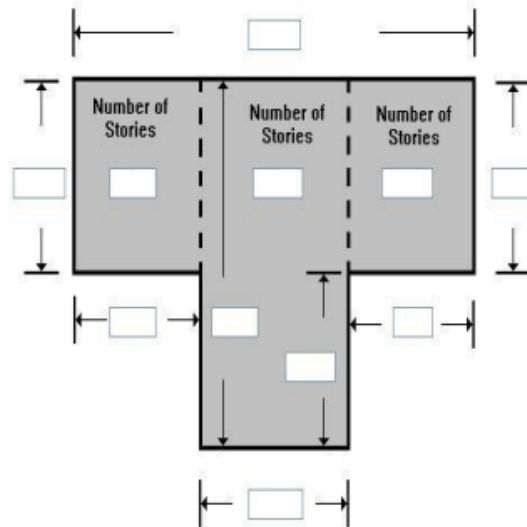
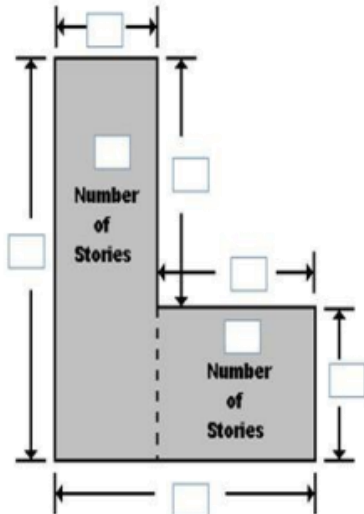
*Please complete **ALL** sections of this application.*

*Incomplete applications will be returned to the property owner or contractor of record.*

Date Received

1. Job Address	City	County	State	Zip
Tax Parcel No./Legal Description		FEMA Flood Zone(s)*	Base Flood Elevation (BFE)*	
<b>*Please submit the signed and sealed elevation certificate along with these forms, if applicable.</b>				
Building Type: {Select One}			Has a STOP WORK ORDER been issued?	
<input type="checkbox"/> Residential Single Family <input type="checkbox"/> Residential Townhome <input type="checkbox"/> Mobile Home <input type="checkbox"/> Commercial			<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Full Description of Proposed Work:				

Select appropriate diagram of structure footprint and enter structure dimensions and the number of stories:



Please provide, to the fullest extent possible, documentation and/or estimates of the elements referenced in this form as applicable to your project. This should be in a line-item format on a separate sheet. Be sure to list all elements contingent to your project even if they are not referenced in this form.

Notice to property owners, contractors and design professionals; the value placed on all donated or discounted materials should be equal to the actual or estimated cost of such materials and must be included in the total cost of improvements. The value of donated or discounted materials should be equivalent to normal market values.

	Description of Expense	Labor Amount	Materials Amount
1.	Site Preparation / Grading		
2.	Demolition		
3.	Slab on Grade Slab Area: _____ SF		
4.	Foundation & Concrete Reinforcing Steel Length of Foundation: _____ SF		
5.	Structural Steel		
6.	Masonry Wall Total Area of All Masonry Walls: _____ SF		
7.	Lumber / Framing		
8.	Pre-Engineered Roof Trusses Total Number of Trusses: _____		
9.	Wall Sheathing Total Area of Wall Sheathing: _____ SF		
10.	Roof Sheathing Total Area of Roof Sheathing: _____ SF		
11.	Floor Sheathing Total Area of Floor Sheathing: _____ SF		
12.	Roof Covering Type: _____ Total # of Squares: _____		
13.	Soffit / Fascia Total Linear Feet: _____		
14.	Exterior Wall Finishes (Stucco/Siding/Painting/Etc.) / Decks / Stairs		
15.	Skirting / Forms Piers (MH Only)		
16.	Deck Total Area: _____ SF		
17.	Carport Total Area: _____ SF		
18.	Porch / Breezeway Enclosed / Open Total Area: _____ SF		
19.	Garage Attached / Detached Total Area: _____ SF		
20.	Windows / Doors / Garage Doors Number of New or Replacement: _____		
21.	Finish Work / Cabinetry / Carpentry / Tile		
22.	Drywall / Tape / Texture / Interior Plaster		
23.	Painting / Wallpaper / Other Wall / Ceiling Finishes Not Previously Noted		
24.	Flooring Total Area of Flooring: _____ SF		
25.	Plumbing: Rough / Finish		
26.	Mechanical: HVAC / Other Mechanical Serv / Waterproofing Rough / Finish		
27.	Electrical: Rough / Finish		
28.	Insulation / Soundproofing		

Description of Expense		Labor Amount	Materials Amount
29.	Skylights Number of New or Replacement: _____		
30.	Fireplace		
31.	Elevator		
32.	Appliances		
33.	Pools / Saunas / Ponds		
34.	Labor / Materials for Items Not Covered in the Preceding Categories		
35.	Labor / Materials for Items Not Covered in the Preceding Categories		
36.	Labor / Materials for Items Not Covered in the Preceding Categories		
37.	Labor / Materials for Items Not Covered in the Preceding Categories		
38.	Labor / Materials for Items Not Covered in the Preceding Categories		
39.	Profit and Overhead		
Total:			
Grand Total Project Cost:			

#### Applicant Affidavit

This attestation is to comply with substantial improvement as defined in Title 44 of the Code of Federal Regulations § 59.1: any reconstruction rehabilitation, addition, or other improvements of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement.

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 The City of New Port Richey Development Department. Further acknowledgement is made that any increase may require the entire structure to comply with current City of New Port Richey Codes; Flood Damage Control Regulations and applicable Florida Building Code 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 worksheet and may trigger the requirement for total compliance with flood regulations of this structure.

\_\_\_\_\_  
Signature of Property Owner/Agent

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

(NOTARY STAMP)

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

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

(NOTARY STAMP)



## Substantial Improvement FAQ's for Property Owner's within a FEMA Designated Floodplain

### *Why am I required to fill out this worksheet?*

The property on which you are proposing to do work is located within a Federal Emergency Management Agency (FEMA) designated floodplain determined by the latest FEMA map, which went into effect on June 6, 2020. All properties located within a floodplain must follow The City of New Port Richey Municipal Code Chapter 22.

### *What is the definition of a substantial improvement?*

Substantial improvement means any repair, remodel, rehabilitation, addition, or improvement, the cost of which equals or exceeds 50 percent of the "depreciated market" value of the existing structure either, before the improvement is started, or if the structure has been damaged and is being restored, before the damage occurred.

### *What is the definition of the depreciated market value of a structure?*

Depreciated value means the value of the structure only and does not include the land or any other accessory buildings or site improvements. It is the replacement cost of the existing structure less any depreciation that results from age or condition. For the purposes of the City's floodplain management regulations the "market value" of a structure shall mean the same as "depreciated market value".

### *How do I determine the valuation of my project?*

To establish the value of any proposed improvements, a contractor shall submit an itemized breakdown of estimated material/labor costs and the Cost Evaluation form (attached to this packet). The contractor shall use the attached Material Receipts/Estimates handout to help them determine the valuation of the proposed project. These submitted documents and the project valuation will then be reviewed and approved by the Building Official in comparison to market value rates within The City of New Port Richey and Pasco County Property Appraisers Office.

### *What if the scope of work increases after my building permit is pulled?*

The valuation of the project is cumulative. Therefore, if during construction changes are made to the permit; those valuations must be added to the total valuation submitted for the project. If during construction the project increases to over 50% of the depreciated market value of the structure, it must conform to the City's current floodplain management regulations. Project valuations are cumulative for five years, meaning that all open permits for a structure are totaled together. A permit must be finalized for five years before a new project can begin to avoid it having a cumulative effect on valuation.

### *Do I need to fill out this form for a permit that is done over the counter?*

All permits are subject to the 50% rule and are cumulative over 5 years per The City of New Port Richey Municipal Code Chapter 22.

### *What if my project is a Substantial Improvement?*

If the proposed repair, remodel, rehabilitation, addition, or improvement, equals or exceeds 50 percent of the depreciated market value of the existing structure it is considered a substantial improvement and you will be required to conform to The City of New Port Richey Municipal Code Chapter 22. Depending on the zoning and floodplain designation you may be required to flood proof the structure (commercial zones) or elevate the finished floor of the structure above the base flood elevation. If the proposed project is a substantial improvement you should speak to the Development Department for more information and requirements.



## SUBSTANTIAL IMPROVEMENT SUMMARY

City of New Port Richey, Florida • Community Development Department  
5919 Main Street • New Port Richey, FL 34652 • 727-853-1047 • [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org)

*Please complete ALL sections of this application.  
Incomplete applications will be returned to the property owner or contractor of record.*

Date Received

1. Job Address	City	County	State	Zip
Tax Parcel No./Legal Description		FEMA Flood Zone(s)	Base Flood Elevation (BFE)	
Building Type: {Select One} <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other: _____			Has a STOP WORK ORDER been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Full Description of Proposed Work: _____ _____ _____ _____ _____ _____				
3. Approximate Year Built	Elevation Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No	Lowest Floor Per Elevation Certificate		
Base Flood Elevation	Design Flood Elevation	Dry Floodproofing (Commercial Only) <input type="checkbox"/> Yes <input type="checkbox"/> No		

### MARKET VALUE DETERMINATION

*Market Value of a structure must be determined by a recent appraisal completed within the last 12 months, or The Property Appraisers building valuation or as determined by The Property Appraiser. A signed & sealed copy of the appraisal must be submitted with this packet if that value will be used.*

1. Value Per Property Appraiser (Working Value)	Value Per Certified Appraisal (Working Value)
VALUATION CALCULATION	
Working Value: _____	
Construction Value (From Cost Evaluation Worksheet): _____	
Previous Permit Value (From Previous 5 Years): _____	
Percentage of Substantial Improvement (Construction Value + Previous Permits Value / Working Value) _____	