



Notice for Property Owners, Contractors, and Design Professionals

TO: Property Owners, Contractors, and Design Professionals

FROM: Canaveral Port Authority Building Department

SUBJECT: Notice for Work on New and Existing Buildings in Special Flood Hazard Areas, Substantial Improvement /Substantial Damage Worksheets

The Port's floodplain management regulation and Florida Building codes specify that all new buildings to be constructed in Special Flood Hazard Areas (SFHAs) (regulated floodplains) are required to have their lowest floors elevated to or above the base flood elevation (BFE) or in the case of nonresidential buildings they may be flood proofed. The regulation and codes also specify that substantial improvement of existing buildings (remodeling, rehabilitation, improvement, or addition) or buildings that have sustained substantial damage must be brought into compliance with the requirements for new construction. Please note that a building may be substantially damaged by any cause, including fire, flood, high wind, seismic activity, land movement, or neglect. It is important to note that all costs to repair a substantially damaged building to its pre-damage condition must be identified.

There are several aspects that must be addressed to achieve compliance with the floodplain management requirements. The requirements depend on several factors, including the flood zone at your property. The most significant compliance requirement is that the lowest floor, as defined in the regulations/code, must be elevated to or above the BFE or flood proofed.

Our regulation defines these terms:

"Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

"Substantial improvement" means any reconstruction, rehabilitation, addition, or other improvement 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. This term includes structures that have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and that are the minimum necessary to assure safe living conditions or:
- b. Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

To make the substantial improvement determination or the substantial damage determination, we compare the cost of the proposed improvement or repairs to the market value of the building (excluding land, accessory structures, and landscaping). If the resulting ratio equals or exceeds 50 percent, the existing building must be brought into compliance with the floodplain management requirements for new buildings.

Please note: You must provide an estimate of the cost to perform the proposed improvements or repairs.

If your building has been damaged, the cost estimate must include all work required to repair the building to its pre-damage condition.

The cost estimate must include all labor and materials. If the work will be done by a contractor, the contractor's overhead and profit must be included.

If the work will be done by the owner or volunteers, market rates must be used to estimate the cost of materials and the value of labor.

Attached to this notice is a list of costs that must be included and costs that are excluded. In order to review the cost estimate we require that it be broken down to show all materials and labor estimates.

You must provide a market value appraisal of the building that is prepared by a professional appraiser according to standard practices of the profession.

We will review the appraisal to determine that it accurately describes your building and does not include the value of the land, accessory buildings, and landscaping.

If an appraisal is not provided, we will use the tax assessment value of your building as the estimate of the market value of the building before the work is performed.

If you have any questions regarding this information, please contact this Department.

Requirements for all Applications for Permits for Improvements and Repairs in Special Flood Hazard Areas.

Attachments:

Line item list of Costs for Improvements and Repair of Substantial Damage
Owner's Affidavit
Contractor's Affidavit
Substantial Damage/Improvements Worksheet

Substantial Improvement is; when the Cost of the Improvement or the Cost to Repair to Pre-Damage Condition is \geq 50% of the Market Value of the Building.

Requirements for Applications for Permits for Substantial Improvements and Repair of Substantial Damage.

Please contact this Department if you have questions about the substantial improvement and substantial damage requirements. Your building may have to be brought into compliance with the floodplain management requirements for new construction.

NOTE: Ensure all applications for permits to work on existing buildings that are in Special Flood Hazard Areas include the following:

Current photographs of the exterior (front, rear, sides)

If your building has been damaged, include photographs of the interior and exterior; provide pre-damage photos of the exterior, if available.

Detailed description of the proposed improvement (rehabilitation, remodeling, addition, etc.) or repairs.

Cost estimate of the proposed improvement or the cost estimate to repair the damaged building to its before-damage condition.

You may submit a market value appraisal prepared by a licensed professional appraiser or we will use the tax assessment value of the building.

Owner's affidavit (signed, dated and notarized). A notary is available at the CPA Building Department.

Contractor's affidavit (signed, dated and notarized). A notary is available at the CPA Building Department.

Costs for Substantial Improvements and Repair of Substantial Damage Included Costs.

Items that must be included in the costs of improvement or costs to repair are those that are directly associated with the building. The following list of costs that must be included is not intended to be exhaustive, but characterizes the types of costs that must be included:

Materials and labor, including the estimated value of donated or discounted materials and owner or volunteered labor.

Site preparation related to the improvement or repair (foundation excavation, filling in basements).

Demolition and construction debris disposal.

Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs.

Costs associated with complying with any other regulation or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA).

Construction management and supervision.

Contractor's overhead and profit.

Sales taxes on materials.

Structural elements and exterior finishes, including: Foundations (e.g., spread or continuous foundation footings, perimeter walls, stemwalls, pilings, columns, posts, etc.).

Monolithic or other types of concrete slabs. Bearing walls, tie beams, trusses, joists, beams, subflooring, framing, ceilings.

Interior non-bearing walls.

Exterior finishes (e.g., brick, stucco, siding, painting, and trim)

Structural elements and exterior finishes (cont.):

Windows and exterior doors n Roofing, gutters, and downspouts n Hardware n Attached decks and porches.

Interior finish elements, including.

Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring).

Bathroom tiling and fixtures.

Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, and marble).

Built-in cabinets (e.g., kitchen, utility, entertainment, storage, and bathroom).

Interior doors, interior finish carpentry, built-in bookcases and furniture.

Hardware.

Insulation.

Utility service equipment, including.

HVAC equipment, insulation, plumbing fixtures and piping.

Electrical wiring, outlets, and switches.

Light fixtures and ceiling fans.

Security systems n Built-in appliances.

Central vacuum systems, water filtration, conditioning, and recirculation systems

Excluded Costs Items that can be excluded are those that are not directly associated with the building. The following list characterizes the types of costs that may be excluded:

- a. Clean-up and trash removal n Costs to temporarily stabilize a building so that it is safe to enter to evaluate required repairs n Costs to obtain or prepare plans and specifications n Land survey costs n Permit fees and inspection fees n Carpeting and re-carpeting installed over finished flooring such as wood or tiling
- b. Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, and gazebos) n Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes n Plug-in appliances such as washing machines, dryers, and stoves.

Respectfully,


W.J. Hammond, CBO, CFM

Owner's Affidavit: Substantial Improvement or Repair of Substantial Damage

Property Address:

Parcel ID Number:

Owner's Name:

Owner's Address/Phone:

Contractor:

Contractor's License Number:

Expiration date of Contractor's Estimate:

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 all the 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 the work, including the contractor's overhead and profit. I acknowledge that if, during construction, I decide to add more work or to modify the work described, that the [insert community] 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.

Owner's Signature:

Date:

Notarized:

Contractor's Affidavit: Substantial Improvement or Repair of Substantial Damage

Property Address:

Parcel ID Number:

Owner's Name:

Owner's Address/Phone:

Contractor:

Contractor's License Number:

Date of Contractor's Estimate:

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 the improvement work requested by the owner and the cost estimate includes, at a minimum, the cost elements identified by the [community] 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 the Canaveral Port Authority Building Department 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.

Contractor's Signature:

Date:

Notarized:



CANAVERAL
PORT AUTHORITY

**SPECIAL FLOOD
HAZARD AREA**

**SUBSTANTIAL IMPROVEMENT /
SUBSTANTIAL DAMAGE
WORKSHEET**

Building Permit Number:		
<p>The determination of whether proposed work is Substantial Improvement or repair of Substantial Damage is made based on all proposed work. Complete all fields below that apply.</p> <p>Documentation to support stated cost estimates may be required.</p> <p>Check with the Building Department whether the community tracks accumulated repairs, alterations, additions and other improvements over time. Community-specific requirements may apply (e.g. cumulative costs over period of time).</p>		
STRUCTURE VALUE*	Source: Property Assessment <input type="checkbox"/> (includes factor of _____) Attached Appraisal <input type="checkbox"/> *use market value before improvement or before damage occurred	\$ _____ (A)
REPAIRS <i>FBC, EB Ch. 5</i> Flood Damage? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe work needed to repair to pre-damaged condition: Cost* to repair to pre-damaged condition:	\$ _____ (B)
ALTERATIONS <i>FBC, EB Ch. 6-8</i>	Describe alterations: Cost* of alterations:	\$ _____ (C)
ADDITIONS <i>FBC, EB Ch. 11</i>	Describe additions: Horizontal Addition? Yes <input type="checkbox"/> No <input type="checkbox"/> Structurally interconnected? Yes <input type="checkbox"/> No <input type="checkbox"/> Vertical Addition? Yes <input type="checkbox"/> No <input type="checkbox"/> Foundation work? Yes <input type="checkbox"/> No <input type="checkbox"/> Cost* of additions:	\$ _____ (D)
HISTORIC BUILDING <i>FBC, EB, Ch. 11</i>	Does structure currently meet definition at FBC, EB Ch. 11 and Sec. 1102. Yes <input type="checkbox"/> No <input type="checkbox"/> After the proposed work is completed, will the building continue to meet the definition at FBC, EB Ch. 11? Yes <input type="checkbox"/> No <input type="checkbox"/>	If "yes" to both, proposed work is not considered substantial improvement. If "no", complete form.
Cost to correct existing cited health, sanitary, safety code violations (attach citations)		\$ _____ (E)
CALCULATING RATIO	$\left(\frac{B + C + D - E}{A} \right) \times 100$	_____ % (F)
DETERMINATION	<p align="center">FOR OFFICE USE ONLY</p> <p>Check all that apply in accordance with FBC, EB, any technical amendments thereto, and the local floodplain management ordinance.</p> <p><input type="checkbox"/> Building is Historic Structure and will retain historic designation after proposed work is completed; work is not considered "substantial improvement."</p> <p><input type="checkbox"/> Estimates of costs reviewed and accepted</p> <p><input type="checkbox"/> Estimates of costs returned for more information</p> <p><input type="checkbox"/> Appraisal, if provided, reviewed and deemed to represent building</p> <p><input type="checkbox"/> Ratio of costs to market value does not constitute "substantial improvement."</p> <p><input type="checkbox"/> Horizontal addition is not structurally interconnected and does not constitute "substantial improvement" of base building</p> <p><input type="checkbox"/> Addition must be compliant with FBC, EB and FBC, B Section 1612.</p> <p><input type="checkbox"/> Addition must be compliant with FBC, EB and FBC, R Section R322.</p>	

<input type="checkbox"/>	Ratio of costs to market value constitutes "substantial improvement."
<input type="checkbox"/>	Structure has sustained substantial damage and any repairs are considered "substantial improvement."
<input type="checkbox"/>	Building must be brought into compliance with FBC, EB and FBC, B Section 1612.
<input type="checkbox"/>	Building must be brought into compliance with FBC, EB and FBC, R Section R322.
<input type="checkbox"/>	Horizontal addition is structurally interconnected or is considered "substantial improvement."
<input type="checkbox"/>	<input type="checkbox"/> Building must be brought into compliance with FBC, EB and FBC, B Section 1612.
	<input type="checkbox"/> Building must be brought into compliance with FBC, EB and FBC, R Section R322.
<input type="checkbox"/>	Applicant must submit building permit application demonstrating compliance with flood hazard area requirements.
Issue letter to owner	
<input type="checkbox"/>	Not Substantial Improvement
<input type="checkbox"/>	Substantial Improvement
<input type="checkbox"/>	Substantial Damage
<input type="checkbox"/>	Substantially Damaged by Flood (may qualify for NFIP ICC insurance payment)
Determination completed by: _____	
Determination approved by:	
_____	_____
Building Official	Date
<input type="checkbox"/>	Worksheet and Letter to Owner put in permit file.

*Attach detailed cost estimates, to include materials and labor, including value of donated/discounted materials and owner/volunteer labor. Estimate must also include: site prep, demolition, debris disposal, other ordinance or code requirement costs, construction management/contractor profit, sales tax, all structural elements and exterior finishes, all interior finish elements including paint, and all utility and service equipment. Exclude costs not associated with the building, e.g.: cleanup/trash removal, costs of plans/specs, land surveys, permit fees, carpeting over finished floors, yard improvements, plug-in appliances.

Agreement by Property Owner or by Owner's Agent:

I agree to correct any construction deficiencies identified by inspection that are determined to be necessary to assure compliance with the applicable building permit, including elevation of the lowest floor, elevation of machinery and equipment servicing the building, and provisions applicable to any enclosures below the elevated building, including crawl/underfloor spaces. I agree to have the NFIP Elevation Certificate (FEMA Form 086-0-33) completed and signed by a Florida licensed professional surveyor and to submit it as required by the Florida Building Code. I agree to have any deficiencies in the Elevation Certificate corrected.

Date: _____ Signature: _____
Owner/Owner's Agent



FEMA

NATIONAL FLOOD INSURANCE PROGRAM

**FLOODPROOFING CERTIFICATE
FOR NON-RESIDENTIAL
STRUCTURES**

AND

INSTRUCTIONS

2015 EDITION

National Flood Insurance Program

FLOODPROOFING CERTIFICATE

FOR NON-RESIDENTIAL STRUCTURES

Paperwork Reduction Act Notice

General: This information is provided pursuant to Public Law 96-511 (the Paperwork Reduction Act of 1980, as amended), dated December 11, 1980, to allow the public to participate more fully and meaningfully in the Federal paperwork review process.

Authority: Public Law 96-511, amended; 44 U.S.C. 3507; and 5 CFR 1320.

Paperwork Burden Disclosure Notice: Public reporting burden for this data collection is estimated to average 3.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0008). **NOTE: Do not send your completed form to this address.**

Privacy Act Statement

Authority: Title 44 CFR § 61.7 and 61.8.

Principal Purpose(s): This information is being collected for the primary purpose of estimate the risk premium rates necessary to provide flood insurance for new or substantially improved structures in designated Special Flood Hazard Areas.

Routine Use(s): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA-003 – National Flood Insurance Program Files System or Records Notice 73 Fed. Reg. 77747 (December 19, 2008); DHS/FEMA/NFIP/LOMA-1 – National Flood Insurance Program (NFIP) Letter of Map Amendment (LOMA) System of Records Notice 71 Fed. Reg. 7990 (February 15, 2006); and upon written request, written consent, by agreement, or as required by law.

Disclosure: The disclosure of information on this form is voluntary; however, failure to provide the information requested may result in the inability to obtain flood insurance through the National Flood Insurance Program or may be subject to higher premium rates for flood insurance. Information will only be released as permitted by law.

Purpose of the Floodproofing Certificate for Non-Residential Structures

Under the National Flood Insurance Program (NFIP), the floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation (BFE). A floodproofing design certification is required for non-residential structures that are floodproofed. This form is to be used for that certification.

A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Before a floodproofed building is designed, numerous planning considerations, including flood warning time, uses of the building, mode of entry to and exit from the building and the site in general, floodwater velocities, flood depths, debris impact potential, and flood frequency, must be addressed to ensure that dry floodproofing will be a viable floodplain management measure.

The minimum NFIP requirement is to floodproof a building to the BFE. However, when it is rated for flood insurance one-foot is subtracted from the floodproofed elevation. Therefore, a building has to be floodproofed to one foot above the BFE to receive the same favorable flood insurance rates as a building elevated to the BFE.

Additional guidance can be found in FEMA Publication 936, Floodproofing Non-Residential Buildings (2013), available on FEMA's website at <https://www.fema.gov/media-library/assets/documents/34270>.

THIS LAYOUT OF THE REVISED FLOODPROOFING CERTIFICATE FOR NON-RESIDENTIAL STRUCTURES, IS PROVIDED FOR YOUR REFERENCE. THE FINAL FORM WILL BE RELEASED UPON O.M.B. APPROVAL.

U.S. DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 National Flood Insurance Program

**FLOODPROOFING CERTIFICATE
 FOR NON-RESIDENTIAL STRUCTURES**

The floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation; however, a floodproofing design certification is required. This form is to be used for that certification. Floodproofing of a residential building does not alter a community's floodplain management elevation requirements or affect the insurance rating unless the community has been issued an exception by FEMA to allow floodproofed residential basements. The permitting of a floodproofed residential basement requires a separate certification specifying that the design complies with the local floodplain management ordinance.

BUILDING OWNER'S NAME	FOR INSURANCE COMPANY USE	
STREET ADDRESS (Including Apt., Unit, Suite, and/or Bldg. Number) OR P.O. ROUTE AND BOX NUMBER		
OTHER DESCRIPTION (Lot and Block Numbers, etc.)		
CITY	STATE	ZIP CODE

SECTION I – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Provide the following from the proper FIRM:

COMMUNITY NUMBER	PANEL NUMBER	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE	BASE FLOOD ELEVATION (In AO Zones, Use Depth)
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Indicate elevation datum used for Base Flood Elevation shown above: NGVD 1929 NAVD 1988 Other/Source: _____

SECTION II – FLOODPROOFING INFORMATION (By a Registered Professional Engineer or Architect)

All elevations must be based on finished construction.

Floodproofing Elevation Information:

Building is floodproofed to an elevation of _____ feet (In Puerto Rico only: _____ meters). NGVD 1929 NAVD 1988 Other/Source: _____
 (Elevation datum used must be the same as that used for the Base Flood Elevation.)

Height of floodproofing on the building above the lowest adjacent grade is _____ feet (In Puerto Rico only: _____ meters).

For Unnumbered A Zones Only:

Highest adjacent (finished) grade next to the building (HAG) _____ feet (In Puerto Rico only: _____ meters)

NGVD 1929 NAVD 1988 Other/Source: _____

(NOTE: For insurance rating purposes, the building's floodproofed design elevation must be at least 1 foot above the Base Flood Elevation to receive rating credit. If the building is floodproofed only to the Base Flood Elevation, then the building's insurance rating will result in a higher premium. See the Instructions section for information on documentation that must accompany this certificate if being submitted for flood insurance rating purposes.)

Non-Residential Floodproofed Construction Certification:

I certify the structure, based upon development and/or review of the design, specifications, as-built drawings for construction and physical inspection, has been designed and constructed in accordance with the accepted standards of practice (ASCE 24-14 or its equivalent) and any alterations also meet those standards and the following provisions.

The structure, together with attendant utilities and sanitary facilities is watertight to the floodproofed design elevation indicated above, is substantially impermeable to the passage of water, and shall perform in accordance with the 44 Code of Federal Regulations (44 CFR 60.3(c)(3).

All structural components are capable of resisting hydrostatic and hydrodynamic flood forces, including the effects of buoyancy, and anticipated debris impact forces.

I certify that the information on this certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

CERTIFIER'S NAME	LICENSE NUMBER (or Affix Seal)		
TITLE	COMPANY NAME		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE	DATE	PHONE	

Copies should be made of this Certificate for: 1) community official, 2) Insurance agent/company, and 3) building owner.

Instructions for Completing the Floodproofing Certificate for Non-Residential Structures

To receive credit for floodproofing, a completed Floodproofing Certificate for Non-Residential Structures is required for non-residential and business buildings in the Regular Program communities, located in zones A1–A30, AE, AR, AR Dual, AO, AH, and A with BFE.

In order to ensure compliance and provide reasonable assurance that due diligence had been applied in designing and constructing floodproofing measures, the following information must be provided with the completed Floodproofing Certificate:

- Photographs of shields, gates, barriers, or components designed to provide floodproofing protection to the structure
- Written certification that the envelope of the structure is watertight with walls substantially impermeable to the passage of water required under 44 Code of Federal Regulations (44 CFR 60.3 (c)(3))
- A comprehensive Maintenance Plan for the entire structure to include but not limited to:
 - Exterior envelope of the structure
 - All penetrations to the exterior of the structure
 - All shields, gates, barriers, or components designed to provide floodproofing protection to the structure
 - All seals or gaskets for shields, gates, barriers, or components
 - Location of all shields, gates, barriers, and components as well as all associated hardware, and any materials or specialized tools necessary to seal the structure.