



TOWN OF SULLIVAN'S ISLAND
SUBSTANTIAL DAMAGE/IMPROVEMENT REVIEW APPLICATION

**S.C DEPARTMENT OF NATURAL RESOURCES
NOTICE TO PROPERTY OWNERS**

Rebuilding or remodeling your home located in a special flood hazard area

If your home or business sustained damage or if you are making improvements to the structure and/or interior of the building your community has Flood Damage Prevention Regulations that may affect how you rebuild or make improvement. These laws are required by the National Flood Insurance Program for flood insurance to be made available to community residents and property owners. **Save yourself time, aggravation and money.** Please read the following information.

If a building is SUBSTANTIALLY DAMAGED, it must be brought into compliance with your community's Flood Damage Prevention Ordinance, including elevating the building to or above the 100-year flood elevation. 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. (Note: the cost of repairs must include all cost necessary, to fully repair the structure to its pre-damaged condition).

Your community, following the National Flood Insurance Program requirements, has the responsibility to determine "substantial damage" or "substantial improvement" and has implemented procedures to do so.

- 1) Your community will estimate the market value by using the tax assessment value of the structure (excluding land). If you disagree with this estimate, you may hire a state licensed appraiser and submit a comparable property appraisal.
- 2) You must obtain and submit to proper permitting officials a detailed and complete cost estimate for reconstruction, repair of all damages sustained by your home improvements, prepared and signed license general contractor. The contractor must sign the document as affidavit, indicating that the cost estimate includes all damages and improvements to your home, not just structural.
- 3) If your home is determined to have "substantial damage" or be a substantial improvement, you must obtain and submit an Elevation Certificate to permitting officials to determine if the lowest floor elevation is in compliance with your community's ordinances, and the National Flood Insurance Program requirements. Garages and carports are not considered the buildings lowest floor.



- 4) If the lowest floor of a substantially damaged structure is below your community's required lowest floor elevation, the building must be elevated to or above that elevation. Likewise, all electrical and mechanical equipment (heating, cooling, hot water heaters, etc.), bathrooms, and laundry rooms must be elevated to or above the required lowest floor elevation. Only parking, building access, and limited, incidental storage is allowed below the flood elevation.
- 5) Building plans must be prepared to show how the building is to be elevated. If located in a V-zone, Coastal High Hazard Area, these plans must be prepared and certified by a registered professional engineer or architect. Certificates for this purpose are available from the Building Official. Certified plans are required prior to issuance of a Building Permit.
- 6) Your community's Flood Damage Prevention Ordinance, in accordance with National Flood Insurance Program regulations, requires that gas and liquid storage tanks be anchored to prevent flotation during conditions of flooding. When the gas company replaces and/or reconnects gas and liquid storage tanks which were separated from the structure during the flooding event, the tanks must be anchored.
- 7) Your community's Flood Damage Prevention Ordinance, in accordance with National Flood Insurance Program guidelines, regulates accessory structures. Accessory structures are defined as structures with a value of \$3,000 or less and not used for human habitation. These structures must be anchored and any electrical equipment must be elevated to or above the required lowest floor elevation.

Owner's Signature: _____
Date: _____



**APPLICATION FOR SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT
REVIEW**

TAX APPRAISERS FOLIO NUMBER: _____

SUBDIVISION NAME: _____ LOT NUMBER: _____

PROPERTY ADDRESS: _____

CITY AND ZIP CODE: _____

OWNER'S NAME: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE NUMBER: _____

CO-OWNER'S NAME: _____

CO-OWNER'S MAILING ADDRESS: _____

CO-OWNER'S PHONE NUMBER: _____

FIRM PANEL NUMBER: _____ FLOOD ZONE: _____ BFE: _____

PRE-STORM ELEVATION: _____ (CIRCLE ELEVATION USED) MSL NGVD NAVD

- | | |
|---|-----------------|
| <input type="checkbox"/> I am attaching an appraisal report of my property, or | Initials: _____ |
| <input type="checkbox"/> I am not submitting an appraisal report of my property and
I accept the community's estimated market value. | Initials: _____ |
| <input type="checkbox"/> I accept the attached estimated cost of construction as a fair cost
Of repair/improvement for my home. | Initials: _____ |

Owner's Signature: _____ Date: _____

Co-Owner Signature: _____ Date: _____



OWNER
SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT
REPAIR/RECONSTRUCTION AFFIDAVIT

PERMIT NUMBER: _____

CONTRACTOR NAME: _____ LICENSE NUMBER: _____

OWNER'S NAME: _____

ADDRESS: _____ PHONE NUMBER: _____

(CHECK ONE OR BOTH, AS APPLICABLE)

- I hereby attest to the fact that the repairs/reconstruction and/or remodeling list submitted for **SUBSTANTIAL DAMAGE REVIEW** by my contractor are all the damages sustained by this structure and that all other additions and improvements, or repairs proposed on the subject property are included in this estimate. **NO OTHER CONTRACTOR HAS MADE ANY REPAIRS, RECONSTRUCTION, ADDITIONS, OR REMODELING NOT INCLUDED ON THE ATTACHED LIST.**
- I hereby attest to the fact that the repairs, additions, rehabilitations, reconstructions and/or remodeling list submitted for **SUBSTANTIAL IMPROVEMENT REVIEW** by my contractor are all of the improvements that will be done to the existing structure and that all other additions, improvements, or repairs on the subject property are included in this estimate. **NO OTHER CONTRACTOR HAS MADE ANY REPAIRS, RECONSTRUCTION, ADDITIONS, OR REMODELING NOT INCLUDED ON THE ATTACHED LIST.**
- I understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS TO MY HOME or that I have included non-conforming or illegal structures/additions to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

OWNER'S SIGNATURE _____ DATE: _____

CO-OWNER'S SIGNATURE: _____ DATE: _____

STATE OF: _____ COUNTY OF: _____

Before me this day personally appeared _____ and _____ (Print) deposes, stated that he has signed, read, understands and agrees to comply with all the aforementioned conditions

Notary Signature: _____

My Commission expires: _____



CONTRACTOR

SUBSTANTIAL DAMAGE/ SUBSTANTIAL IMPROVEMENT AFFIDAVIT

PERMIT NUMBER: _____

CONTRACTOR NAME: _____ LICENSE NUMBER: _____

OWNER'S NAME: _____

ADDRESS: _____ PHONE NUMBER: _____

I hereby attest to the fact that I, or an employee of my company, personally inspected the above-mentioned property and produced the attached list of itemized repairs, additions, rehabilitations, reconstructions and remodeling list which are hereby submitted for SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT REVIEW.

(CHECK ONE OR BOTH, AS APPLICABLE)

- These damages are all the damages sustained by this structure and all other additions and improvements, or repairs proposed on the subject property are included in this estimate.
- These improvements are all of the improvements that will be done to the existing structures and all other additions, improvements, or repairs on the subject property are included in this estimate.
- I understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs NOT INCLUDED ON THE ATTACHED LIST TO THIS STRUCTURE or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

Total for labor and materials: \$ _____

Overhead and profit: \$ _____

Total cost: \$ _____

CONTRACTOR SIGNATURE: _____ DATE: _____

STATE OF: _____ COUNTY OF: _____

Before me this day personally appeared _____ and _____ (Print) personally appeared before me, each of whom, being by me duly sworn deposes, stated that he has signed, read and understands and agrees to comply with all the aforementioned conditions of this affidavit.

Notary signature: _____

My Commission expires: _____



ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT

PERMIT NUMBER: _____

ADDRESS: _____

ITEMS	COST OF LABOR	COST OF MATERIALS	TOTAL COST
Concrete, Form, etc.			
Carpentry, Rough			
Roofing			
Insulation and Weather Strip			
Exterior Finish			
Doors, Windows, and Shutters			
Lumber, Finish			
Carpentry, Finish			
Hardware, Finish			
Hardware, Rough			
Cabinets, Built-in			
Floor Covering (Tile, Rug)			
Plumbing			
Shower/Tub/Toilet			
Electrical			
Light Fixtures			
Appliances, Built-in			
HVAC			
Paint			
Overhead and Profit			
Other			
TOTAL			

(PLEASE ATTACH ANY ADDITIONAL INFORMATION)

CONTRACTOR'S NAME: _____ LICENSE NUMBER: _____

ADDRESS: _____ PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____



ITEMS REQUIRED TO DETERMINE SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT

APPLICANT MUST SUBMIT THE FOLLOWING: (MAKE SURE YOU HAVE EXTRA COPIES FOR YOUR FILES)

- 1) Complete the attached application
- 2) Detailed cost of reconstruction estimates and affidavit, signed by a general contractor and a copy of his/her license certificate
- 3) FEMA Elevation Certificate
- 4) Photos before and after the storm (if applicable and available)
- 5) Floor plan drawing (if available)
- 6) Owner's affidavit signed, dated, and certified
- 7) Contractor's affidavit signed, dated, and certified

SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT

ITEMS TO BE EXCLUDED

- 1) Plans and specifications
- 2) Survey costs
- 3) Permit fees
- 4) Cost to demolish storm-damaged building components
- 5) Debris removal

Outside improvements including:

- 1) Landscaping
- 2) Sidewalks
- 3) Fences
- 4) Yard lights
- 5) Swimming pools
- 6) Screened pool enclosures
- 7) Sheds
- 8) Gazebos
- 9) Detached structures (including garages)
- 10) Landscape irrigation systems



SUBSTANTIAL DAMAGE/ SUBSTANTIAL IMPROVEMENT

ITEMS TO BE INCLUDED

ALL STRUCTURAL ELEMENTS INCLUDING:

- 1) Spread or continuous foundations, footings, and pilings
- 2) Monolithic or other types of concrete slabs
- 3) Bearing walls, tie beams, and trusses
- 4) Floors and ceilings
- 5) Attached decks and porches
- 6) Interior partition walls
- 7) Exterior wall finishes (e.g. brick, stucco, or siding) including painting and decorative moldings
- 8) Windows and doors
- 9) Re-shingling or retiling of a roof
- 10) Hardware

ALL INTERIOR FINISHING ELEMENTS INCLUDING:

- 1) Tiling, linoleum, stone, or carpet over subflooring
- 2) Bathroom tiling and fixtures
- 3) Wall finishes (e.g. drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)
- 4) Kitchen, utility, and bathroom cabinets
- 5) Built-in bookcases, cabinets, and furniture
- 6) Hardware

ALL UTILITY AND SERVICE EQUIPMENT INCLUDING:

- 1) HVAC equipment
- 2) Repair or reconstruction of plumbing and electrical services
- 3) Light fixtures and ceiling fans
- 4) Security systems
- 5) Built-in kitchen appliances
- 6) Central vacuum systems
- 7) Water filtration, conditioning, or recirculation systems

ALSO:

- 1) Labor and other costs associated with removing or altering undamaged building components to accommodate improvements or additions and overhead and profit.



CONTRACTOR AND 50% INFORMATION

COMPANY NAME: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR PHONE NUMBER: _____ CELL PHONE: _____

CONTRACTOR FAX NUMBER: _____

CONTRACTOR EMAIL: _____

Value of structure (depreciated value of improvements)	\$ _____
50% value of the structure	\$ _____
Proposed repairs/improvements	\$ _____
Previous repairs/improvements (previous 3 years)	\$ _____

The three-year period will start at the completion of this project. Contractor/Owner is responsible for calling for a final inspection to verify completion date. The value of the structure stated above will be the value used to determine the 50% requirements for the next three years. By signing this form, the owner is stating that he/she understands that if the cost of repairs, damage and/or improvements exceeds 50% of the market value of the structure within a three-year period the structure will have to be brought into full compliance with all the requirements of the Flood Prevention Ordinances of the Town of Sullivan's Island and FEMA.

PROPERTY OWNER NAME: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

NOTES: _____

