

APPLICATION FOR DETERMINATION OF

SUBSTANTIAL IMPROVEMENT

SUBSTANTIAL DAMAGE

Permit No. _____ Tax Map _____ Block _____ Parcel _____ Lot _____

Property Address: _____ Subdivision Name: _____

FIRM Panel: _____ Flood Zone: _____ BFE: _____ AEC: _____

Pre-damage Elevation: _____ MSL Date Damage Sustained: _____

Property Owner

Co-Owner

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

I am attaching a certified appraisal report of my structure, or

Initials: _____

I am not submitting a certified appraisal report of my structure and I accept the Estimated Market Value from tax assessment.

Initials: _____

I accept the attached estimated cost of construction as a fair cost of repair/improvement for my structure.

Initials: _____

The following documents must accompany the application

The following document(s) is/are attached:

Detailed Construction Cost Estimate, Signed by a Licensed General Contractor

Contractor's Affidavit, signed, dated, and certified or notarized

Copy of the General Contractor's License

Owner's Affidavit, signed, dated, and certified or notarized

FEMA Elevation Certificate (if applicable or needed)

Floor plan drawing (if available)

Photos (or other evidence) of structure before and after damage event (if available)

Signatures: Owner: _____ Date: _____

Co-Owner: _____ Date: _____

Contractor: _____ Date: _____

ESTIMATED COST OF RECONSTRUCTION

Permit No.: _____ Tax Map: _____ Block: _____ Parcel _____ Lot: _____

Property Address: _____ Subdivision Name: _____

Items	Labor Cost	Materials Cost	Total Cost
Total Relocation Costs (house jacking, moving, relocating, etc)			
Foundations (pilings, piers, etc), Concrete, Forms, etc.			
Carpentry material (rough) including decks & porches			
Carpentry Labor (rough)			
Roofing			
Insulation and weather stripping			
Exterior finish			
Doors, windows, and shutters			
Lumber Finish			
Carpentry Labor (finish)			
Hardware (rough)			
Hardware (finish)			
Cabinets			
Floor covering (tile, carpet, etc.)			
Plumbing			
Shower, tub, toilets, and other plumbing fixtures			
Electrical			
Lighting fixtures			
Built-in appliances			
HVAC			
Paint			
Overhead and Profit			
TOTAL			

NOTE: You must apply full market value for all donated labor and materials. Contractor attests this information is true and accurate.

Contractor's Name: _____ License Number: _____

Address: _____ Phone Number: _____

Signature of Contractor: _____ Date: _____

ESTIMATED COST OF SEPTIC SYSTEM REPAIR

Permit No.: _____ Tax Map: _____ Block: _____ Parcel _____ Lot: _____

Property Address: _____ Subdivision Name: _____

Items	Labor Cost	Materials Cost	Total Cost
-septic tank			
-distribution box			
-filter "T"			
-geotextile fabric			
-sch. 40 pipe, perforated drain line pipe, elbows, etc.			
-speed levelers			
conventional septic systems			
-rock, gravel			
-fill			
non-conventional septic systems			
-chamber panels and end caps			
-polystyrene aggregate			
-pumps, peat filters, sand filters, etc.			
-fill			
other			
-mobilization			
-pump out septic tank			
-reseal/ perform leak test on septic tank			
-plumbing from house to the septic tank			
-landscaping			
-profit/ overhead			
TOTAL			

NOTE: You must apply full market value for all donated labor and materials. Contractor attests this information is true and accurate.

Contractor's Name: _____

Address: _____ Phone Number: _____

Signature of Contractor: _____ Date: _____

CONTRACTOR AFFIDAVIT

Permit No.: _____ Tax Map: _____ Block: _____ Parcel _____ Lot: _____

Property Address: _____ Subdivision Name: _____

Contractor's Name: _____ License Number: _____

Owner's Name: _____ 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/or remodeling list which are hereby submitted for review:

(Check on 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 structure, and all other additions, improvements, rehabilitations, or repairs on the subject property are included in this estimate.

I understand that I am subject to enforcement actions, restoration, and/or civil penalties if the information submitted is not true and accurate, or if inspection of the property reveals that I have performed work on the structure not included on the attached list of repairs/modifications to this structure, or that I have included non-conforming or illegal structures or 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 reconstruction, rehabilitation, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures of the subject property.

Total Labor and Materials: \$ _____

Overhead and Profit: \$ _____

Total Cost: \$ _____

State of North Carolina, County of _____.

Before me this day personally appeared _____, who, being duly sworn deposes and says that he or she has read, understands, and agrees to comply with all the aforementioned conditions.

Signature of Contractor: _____

Sworn to and subscribed before me this _____ day of _____ A.D., 20 _____.

(Seal) _____
Notary Public State of North Carolina

My Commission expires: _____

PROPERTY OWNER AFFIDAVIT

Permit No.: _____ Tax Map: _____ Block: _____ Parcel _____ Lot: _____

Property Address: _____ Subdivision Name: _____

Contractor's Name: _____ License Number: _____

Owner's Name: _____ Phone Number: _____

(Check on or both as applicable)

I hereby attest to the fact that the information submitted is true and accurate; the repairs/reconstruction, rehabilitation, and /or remodeling list submitted for 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 person, firm, or corporation, or no other contractor had made repairs, reconstruction, additions, or remodeling not included on the attached list.**

I hereby attest to the fact that the information submitted is true and accurate; the repairs, additions, rehabilitations, reconstructions and/or remodeling list submitted for 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 person, firm, or corporation, or no other contractor had made repairs, reconstruction, additions, or remodeling not included on the attached list.**

I understand that I am subject to enforcement actions, restoration, and/or civil penalties if inspection of the property reveals that the information submitted is not true and accurate, or that I have performed or authorized work on the structure not included on the attached list of repairs/modifications to this structure, or that I have included or authorized non-conforming or illegal structures or 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 reconstruction, rehabilitation, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures of the subject property.

State of North Carolina, County of _____

Before me this day personally appeared _____, who, being duly sworn deposes and says that he or she has read, understands, and agrees to comply with all the aforementioned conditions.

Signature of Owner: _____

Sworn to and subscribed before me this _____ day of _____ A.D., 20_____.

(Seal)

Notary Public State of North Carolina

My Commission expires: _____

WASTEWATER CONTRACTOR AFFIDAVIT

Wastewater Permit Number: _____

Property Address: _____

Subdivision Name: _____ Property Pin: _____

Parcel: _____ Lot: _____

Contractor's Name: _____ License Number: _____

Owner's Name: _____ Owner's 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 of wastewater system repairs which are hereby submitted for review:

The attached itemized list includes repairs to the wastewater system only. Other damages to the existing structure are not included in this estimate.

I understand that I am subject to enforcement actions, restoration, and/or civil penalties if the information submitted is not true and accurate, or if inspection of the property reveals that I have performed work on the structure not included on the attached list of repairs/modifications to this structure, or that I have included non-conforming or illegal structures or 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 reconstruction, rehabilitation, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures of the subject property.

Total Labor and Materials: \$ _____

Overhead and Profit: \$ _____

Total Cost: \$ _____

State of North Carolina, County of _____.

Before me this day personally appeared _____, who, being duly sworn deposes and says that he or she has read, understands, and agrees to comply with all the aforementioned conditions.

Signature of Contractor: _____

Sworn to and subscribed before me this _____ day of _____ A.D., 20 _____.

(Seal) _____
Notary Public State of North Carolina

My Commission expires: _____