



# City of South Pasadena

## Cost Breakdown Worksheet

### For Substantial Improvement / Damage

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

Contractor's Business Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**NOTE: A copy of the signed contracts / quotes / estimates from each sub-contractor shall be included with the permit submittal.**

**\*\*PROPERTY OWNER, PLEASE CHECK ONE OF THE FOLLOWING\*\***

\_\_\_\_\_ I accept the value of the structure based on the recent appraisal report for my property. (Retrospective appraisals will only be accepted for structures subjected to unforeseen damage from fire, hurricane, etc.)

\_\_\_\_\_ I accept the value of the structure based on the Just Values prepared for property tax purposes from the Pinellas County Property Appraiser's records.

**Property Owner Signature:** \_\_\_\_\_

**Private Appraisal Value of Structure** \$ \_\_\_\_\_

**OR**

**Pinellas County Property Appraiser's Value of Structure** \$ \_\_\_\_\_

Divided by 2 and subtract \$1 =

**IMPROVEMENT THRESHOLD:** \$ \_\_\_\_\_

**OFFICE USE ONLY – Current Open Permits:**

## BUILDING

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Demolition			
Foundation, Slab(s)			
Drywall			
Bearing Walls, Tie Beams, Trusses			
Framing, Joists, Beams, Subflooring			
Interior Non-Bearing Walls			
Exterior Finishes (Stucco, Siding, Painting, Trim, Brick, etc.)			
Windows and Exterior Doors			
Cabinets / Vanities / Countertops			
Hardware			
Attached Decks & Porches			
Floor Covering			
Bathroom Tile / Kitchen Tile			
Wall Finish / Painting / Covering			
Built-In Appliances			
Built-In Cabinets, Bookcases, Furniture, Mirrors, Closet Shelving			
Interior Doors			
Baseboards / Crown Molding / Trim Boards			
Hardware (Strapping, bolts, screws, etc)			
Insulation			
Fireplace / Hearth / Mantel / Chimney			
Stairs / Handrails / Guardrails			
<b>BUILDING TOTAL</b>			\$

## ELECTRICAL

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Electrical Wiring			
Electrical Fixtures, Ceiling Fans, Outlets, Switches			
Security System, Intercom System			
Smoke Detectors			
Electrical Panel(s) & Meter Base(s)			
<b>ELECTRICAL TOTAL</b>			\$

## PLUMBING

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Plumbing Piping			
Plumbing Fixtures			
Water Heaters			
Water Filtration, Conditioning and Recirculation Systems			
<b>PLUMBING TOTAL</b>			\$

## MECHANICAL

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
HVAC Equipment			
Ductwork, Grills			
Bathroom Fan(s), Range Hood, Central Vacuum			
<b>MECHANICAL TOTAL</b>			\$

## GAS

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Gas Piping			
Gas Tank			
<b>GAS TOTAL</b>			\$

## ROOF

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Shingles, Underlayment, Mod Bit			
Gutters, Downspouts			
<b>ROOF TOTAL</b>			\$

## MISCELLANEOUS

ITEMS	MATERIALS COST	LABOR COST	TOTAL COST
Construction Management & Supervision			
Overhead & Profit			
Sales Tax on Materials			
ITEMS PURCHASED BY HOMEOWNER			
<b>MISCELLANEOUS TOTAL</b>			\$

<b>BUILDING TOTAL</b>	\$
<b>ELECTRIC TOTAL</b>	\$
<b>PLUMBING TOTAL</b>	\$
<b>MECHANICAL TOTAL</b>	\$
<b>GAS TOTAL</b>	\$
<b>ROOF TOTAL</b>	\$
<b>MISCELLANEOUS TOTAL</b>	\$
<b>GRAND TOTAL</b>	\$

I understand that I am subject to enforcement, penalties and / or fines for violation if inspection of the property reveals that I have made additions, renovations or remodeling to the property which were not included in the permit documents.

Violating the FEMA improvement threshold may result in removal of improvement work, revocation of the Certificate of Occupancy for the building, and/or an order to remove the structure.

Name of Contractor: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

# COSTS FOR SUBSTANTIAL IMPROVEMENTS / 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:

<ul style="list-style-type: none"> <li>• Materials and labor, including the estimated value of donated or discounted materials and owner or volunteered labor</li> <li>• Site preparation related to the improvement or repair (foundation excavation, filling in basements)</li> <li>• Demolition and construction debris disposal</li> <li>• Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs</li> <li>• 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)</li> <li>• Costs associated with elevating a structure to an elevation that is lower than the BFE</li> <li>• Construction management and supervision</li> <li>• Contractor's overhead and profit</li> <li>• Sales tax on materials</li> <li>• Structural elements and exterior finishes, including: <ul style="list-style-type: none"> <li>• Foundations (spread or continuous foundation footings, perimeter walls, chain walls, pilings, columns, posts, etc.)</li> <li>• Monolithic or other types of concrete slabs</li> <li>• Bearing walls, tie beams, trusses</li> <li>• Joists, beams, subflooring, framing, ceilings</li> <li>• Exterior finishes (brick, stucco, siding, painting, trim, etc.)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Interior non-bearing walls</li> <li>• Windows and exterior doors</li> <li>• Roofing, gutters, and downspouts</li> <li>• Hardware</li> <li>• Attached decks and porches</li> <li>• Interior finish elements, including: <ul style="list-style-type: none"> <li>• Floor finishes (hardwood, ceramic, vinyl, linoleum, stone and wall-to-wall carpet over subflooring, etc)</li> <li>• Bathroom tiling and fixtures</li> <li>• Wall finishes (drywall, paint, stucco, plaster, paneling, marble, etc)</li> <li>• Built-in cabinets (kitchen, bathroom, utility, entertainment, storage, etc)</li> <li>• Interior doors</li> <li>• Interior finish carpentry</li> <li>• Built-in bookcases and furniture</li> <li>• Hardware</li> <li>• Insulation</li> </ul> </li> <li>• Utility and service equipment, including: <ul style="list-style-type: none"> <li>• HVAC equipment</li> <li>• Plumbing fixtures and piping</li> <li>• Electrical wiring, outlets and switches</li> <li>• Light fixtures and ceiling fans</li> <li>• Security systems</li> <li>• Built-in appliances</li> <li>• Central vacuum systems</li> <li>• Water filtration, conditioning, and recirculation systems</li> <li>• Smoke detectors</li> </ul> </li> </ul>
---	--

## Excluded Costs

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

# **CITY OF SOUTH PASADENA**

## ***CONTRACTORS***

Valuation and Cost of Work  
Substantial Improvement or Repair of Substantial Damage  
Project Value Affidavit

Property Address: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
License Number: \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Owner's Phone Number: ( ) \_\_\_\_\_ Owner's Email Address: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby attest to the fact that I, or a member of my firm, Prepared the Cost Estimate for the additions, renovations or remodeling of the above-referenced property. The cost encompasses all of the work as delineated on the plans and specifications submitted for permit application. I further attest that the amount shown in the Grand Total on page 4 of this form in the amount of \$ \_\_\_\_\_ is the total amount for the work described and that this amount does not equal or exceed 50% of the value of the structure, which has been indicated as \$ \_\_\_\_\_.

I fully understand all work outside the original scope of the permit, additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e. termite damage, deteriorated wood) shall be included in the grand total valuation of this project.

I understand that I am subject to enforcement and penalties for violation action and/or fines if the inspection of the property reveals that I have made repairs or improvements NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS / IMPROVEMENTS TO THIS STRUCTURE, PERMIT APPLICATION AND/OR APPROVED BUILDING PLANS, including any non-conforming or illegal structures/additions without having presented plans for such additions. I understand that any permit issued by The City of South Pasadena pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds, or non-conforming uses or structures on the subject property.

\_\_\_\_\_  
Contractor's Signature

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or provided identification \_\_\_\_\_ and did (did not) take an oath.

\_\_\_\_\_  
Notary Public

NOTARY PUBLIC  
State of Florida at Large  
My Commission Expires: \_\_\_\_\_

Commission Number: \_\_\_\_\_

**CITY OF SOUTH PASADENA**  
***OWNERS***  
**Valuation and Cost of Work**  
***AFFIDAVIT***

Property Address: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contractor's Email Address: \_\_\_\_\_  
License Number: \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Owner's Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_

I hereby attest that the additions, renovations or remodeling as delineated in the submittals for a building permit is a complete listing of all work to be performed at the referenced property. I further attest that the amount shown in the Grand Total on page 4 of this form in the amount of \$ \_\_\_\_\_ is the total amount for the work described and that this amount does not equal or exceed 50% of the value of the structure, which has been indicated as \$ \_\_\_\_\_. I fully understand all work outside the original scope of the permit, additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e. termite damage, deteriorated wood) shall be included in the grand total valuation of this project.

I understand that I am subject to enforcement and penalties for violation action and/or fines if the inspection of the property reveals that I, or my contractor, have made repairs or improvements NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS / IMPROVEMENTS TO THIS STRUCTURE, PERMIT APPLICATION AND/OR APPROVED BUILDING PLANS, including any non-conforming or illegal structures/additions without having presented plans for such additions. I understand that any permit issued by The City of South Pasadena pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds, or non-conforming uses or structures on the subject property.

\_\_\_\_\_  
Property Owner's Signature

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or provided identification \_\_\_\_\_ and did (did not) take an oath.

\_\_\_\_\_  
Notary Public

NOTARY PUBLIC  
State of Florida at Large  
My Commission Expires: \_\_\_\_\_ Commission Number: \_\_\_\_\_