

FEMA

Substantial Improvement Determination

Effective 3/15/2021



Use this form for the following project types in FEMA Special Flood Hazard Areas (SFHA):

- Residential Permits
 - Single-family residence (SFR) or Two-family dwelling (duplex).
 - Attached addition.
 - Alteration, remodel, or repair.
 - Accessory structure (with solid roof) attached to primary structure.
 - Generator mounted to primary or accessory structure via a wall bracket.
 - Miscellaneous work to primary or accessory structure that requires plans.

- Commercial Permits
 - Condos, apartments, businesses of all types.
 - Attached addition.
 - Alteration, remodel, or repair.
 - Accessory structure (with solid roof) attached to primary structure.
 - Generator mounted to primary or accessory structure via a wall bracket.
 - Miscellaneous work to primary or accessory structure that requires plans.
 - Standalone fire projects are exempt.

Important Note

The use of this form (and the ICC Valuation Table) for purposes of making a Substantial Improvement / Substantial Damage Determination is effective as of 3/15/2021.

Ordinance Highlights

Visit our website for additional details:

[Chapter 5-111 revised Flood Ordinance changes.](#)

Instructions

1. Fill out all fields in the top section of the form with the “Project Information” heading.
 - a. Note: Applicant’s signature is required for application acceptance.
2. In the “Project Information” section, calculate the “Cost of Construction” as follows:
 - a. Use the **most recent** ICC Valuation table to calculate your cost of construction.

CURRENT TABLE IN EFFECT*

Updated August 2023

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

*Please note that if this form has not been updated by the next Building Valuation Data table increase, you are still responsible for providing the most current values. The next increase is expected in February 2024.

- b. You may retrieve the most current data by visiting: <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>
 - o **IMPORTANT NOTE:** If you do not already have a sign-in, you will be required to register for a FREE account to view the tables.
- c. Click on the **most recent table** located at the very top of the screen:

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 - [Building Valuation Data - PDF](#)
 - [Building Valuation Data - Excel](#)
- d. Use the “U Utility, miscellaneous” category and go to the corresponding Construction Type (IA, IB, IIA, IIB, IIIA, IIIB, IV, VA, VB) of the building.
 - o *For instance: Using the table above, an SFR (type VB construction) has a Square Foot Construction Cost of \$64.19.*
- e. Take the Sq. Ft. Construction Cost value and multiply (x) that number by the square footage of the construction area on your project.
 - o *For example, a 900 sq. ft. remodel on an SFR would be calculated as: \$64.19 x 900 = \$57,771.*
 - o *Using the example above, the calculation would result in \$57,771. This total should be entered onto the FEMA Substantial Improvement Determination form in the **Cost of Construction** field.*
 - *Note: The **Cost of Construction** amount should also be used in the **Job Value** field on the permit application.*

PREVENT PERMITTING DELAYS

CLIENT RESPONSIBILITY

Client is responsible for using the most recent ICC Valuation table. It changes approximately every six (6) months (usually in February and August).

To avoid potential processing delays of your permit application, please be sure to reference the ICC Valuation Table that is current at the time of your permit application.

3. Upload the completed FEMA Substantial Improvement Determination form to the Plan Room.
 - a. Use the “FEMA Substantial Improvement Documents” dropdown option when selecting the Document Type in the Plan Room.



FEMA SUBSTANTIAL IMPROVEMENT DETERMINATION

PROJECT INFORMATION (TO BE COMPLETED BY APPLICANT)

OWNER'S NAME: _____ PROJECT NUMBER (RECORD ID): _____

PROPERTY ADDRESS: _____ DATE STRUCTURE BUILT: _____

ADDITION REMODELING ADDITION & REMODEL OTHER

Important Note: Fields A, B, and C below are required. Please see the instructions included on the cover sheet of this form for information on how to obtain the values for items B and C.

A. Total sq. ft. of Construction Area: _____

B. Sq. Ft. Cost of Construction per ICC Table: \$ _____

C. Cost of Construction (Multiply A x B): \$ _____

CONTRACTOR'S NAME: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

PROCESSING INFORMATION (THIS SECTION TO BE COMPLETED BY CITY STAFF)

FLOOD ZONE: _____ REQUIRED ELEVATION: _____ MAP: _____

VALUE OF EXISTING STRUCTURE: (CHECK ONE)

COPY OF CERTIFIED APPRAISAL \$ _____

VERIFIED ASSESSMENT (FROM HILLSBOROUGH COUNTY PROPERTY APPRAISER): \$ _____

COST OF WORK DONE WITHIN ONE YEAR: \$ _____

COST OF EXPIRED PERMITS THAT COUNT TOWARD S/I DETERMINATION: \$ _____

TOTAL COST: \$ _____

PERCENTAGE (%) OF COST VS. DEPRECIATED VALUE OF STRUCTURE: _____ %

FLOOD ZONE COMPLIANCE (THIS SECTION TO BE COMPLETED BY CITY STAFF)

COMPLIANCE REQUIRED; COST EXCEEDS ALLOWED PERCENTAGE OF VALUE

COMPLIANCE REQUIRED; STRUCTURE BUILT AFTER ORDINANCE (06/18/80)

COMPLIANCE NOT REQUIRED; COST IS LESS THAN THE ALLOWED PERCENTAGE

COMPLIANCE NOT REQUIRED; _____ (SPECIFY)

FLOOD SUMMARY REVIEWED BY: _____