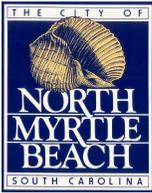


# Items Required to Determine Substantial Damage/Substantial Improvement

**Applicant must submit the following:**

- \_\_\_ Complete Application Worksheet for a Permit to Develop in a Flood Hazard Area
- \_\_\_ Detailed cost of RECONSTRUCTION ESTIMATE AND AFFIDAVIT, signed by the appropriate Residential or General Contractor. NOTE: Be sure that the City Business License and / or State Residential or General Contractor license number is listed. If the homeowner is the contractor, note accordingly.
- \_\_\_ FEMA Elevation Certificate
- \_\_\_ Photos before and after the storm (if applicable and available)
- \_\_\_ Floor plan drawing (if available, or if required to determine Building Code compliance)
- \_\_\_ Owner's affidavit signed, dated and certified
- \_\_\_ Contractor's affidavit signed, dated and certified

Items to be included:	
<b>All structural elements including:</b>	<ul style="list-style-type: none"> <li>Spread or continuous foundations, footings and pilings</li> <li>Monolithic or other types of concrete slabs</li> <li>Bearing walls, tie beams and trusses</li> <li>Floors and ceilings</li> <li>Attached decks and porches</li> </ul>
<b>All interior elements including:</b>	<ul style="list-style-type: none"> <li>Interior partition walls</li> <li>Exterior wall finishes (e.g. brick, stucco or siding) including painting &amp; decorative moldings</li> <li>Windows and doors</li> <li>Re-shingling or retiling a roof</li> <li>Hardware</li> </ul>
<b>All utility and service equipment including:</b>	<ul style="list-style-type: none"> <li>Tiling, linoleum, stone or carpet over sub flooring</li> <li>Bathroom tiling and fixtures</li> <li>Wall finishes (e.g. drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)</li> <li>Kitchen, utility and bathroom cabinets</li> <li>Built-in bookcases, cabinets and furniture</li> <li>Hardware</li> </ul>
<b>All utility and service equipment including:</b>	<ul style="list-style-type: none"> <li>HVAC equipment</li> <li>Repair or reconstruction of plumbing and electrical services</li> <li>Light fixtures and ceiling fans</li> <li>Security systems</li> <li>Built-in kitchen appliances</li> <li>Central vacuum systems</li> <li>Wall filtration, conditioning, or recirculation systems</li> </ul>
<b>Also:</b>	<ul style="list-style-type: none"> <li>Labor and other costs associated with removing or altering undamaged building components to accommodate improvements or additions</li> <li>Overhead and profit</li> </ul>
Items to be excluded:	
<b>Outside improvements including:</b>	<ul style="list-style-type: none"> <li>Costs to demolish storm-damaged building components</li> <li>Debris removal</li> <li>Landscaping &amp; Landscape irrigation system</li> <li>Fences</li> <li>Yard lights</li> <li>Swimming pools</li> <li>Screened porch enclosures</li> <li>Sheds, Gazebos, and Other Detached structures (including garages)</li> <li>Sidewalks</li> </ul>



# Application for Substantial Damage/ Substantial Improvement Review

Tax Appraiser's Folio Number: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

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

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

FIRM Panel #: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ BFE: \_\_\_\_\_

Pre-Storm Elevation: \_\_\_\_\_ (Circle Elevation Used) **MSL** **NGVD** **NAVD**

"I am attaching a current appraisal of my property." or  
(*Note N/A for commercial buildings*)

Initials \_\_\_\_\_

"I am not submitting an appraisal report of my property and I accept the  
community's Estimated Market Value."

Initials \_\_\_\_\_

"I do not have a current appraisal of my property and request to use the NMB  
list of appraisers and procedures."

Initials \_\_\_\_\_

"I also accept the attached estimated cost of construction as a fair cost of repair/  
improvement for my home or commercial building."

Initials \_\_\_\_\_

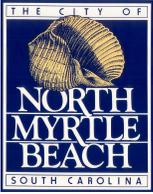
## Signatures:

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# Contractor Substantial Damage/ Substantial Improvement AFFIDAVIT

Permit Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ License Numbers: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

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

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 is hereby submitted for **Substantial Damage / Substantial Improvement Review**.

**(Check one or both, as applicable)**

\_\_\_\_\_ These damages are all of the damages sustained by this structure and all other additions, 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 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 Labor and Materials: \$ \_\_\_\_\_

Overhead and Profit: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Signature of Contractor(s) \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

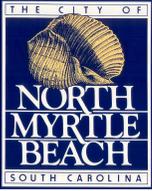
Before me this day personally appeared \_\_\_\_\_ and  
*Please Print Name*

\_\_\_\_\_, each of whom, being by me duly sworn deposes and  
*Please Print Name*

states that (s)he has signed, read, 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	Labor Cost	Material Cost	Total Cost
Concrete, form, etc.			
Carpentry material (rough)			
Carpentry labor (rough)			
Roofing			
Insulation and weather-strip			
Exterior finish (stucco)			
Doors, windows, shutters			
Lumber (finish)			
Carpentry, labor (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			
<b>TOTAL</b>			

**Please attach any additional information.**

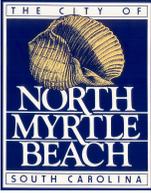
Contractor Name: \_\_\_\_\_

North Myrtle Beach City License No. \_\_\_\_\_ South Carolina State License No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# Owner Substantial Damage/Substantial Improvement Repair/Reconstruction AFFIDAVIT

Permit No. \_\_\_\_\_

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

City License No. \_\_\_\_\_ SC State License No. \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
City State Zip

(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 of the damages sustained by this structure and all other additions and improvements, or repairs proposed on the subject property are included in this estimate. **No other contractor has made any repairs or reconstruction; additions or remodeling not included in 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 in 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, repairs or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

\_\_\_\_\_  
Signature of Owner Signature of Co-Owner

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ and \_\_\_\_\_  
Print Name

\_\_\_\_\_ each of whom, being by me duly sworn, deposes and states that (s)he has  
Print Name  
signed, read, understands and agrees to comply with all the aforementioned conditions of this affidavit.

\_\_\_\_\_  
Notary Signature

My Commission Expires: \_\_\_\_\_