



**Substantial Improvement Worksheet
 Properties Located within FEMA Designated Flood Zone A**

OFFICE USE ONLY - Permit # _____

Job Address: _____ Date: _____

Property Owner Name: _____ Phone #: _____

Job Description: _____

Letter of Map Amendment (LOMA) Letter Case No. : _____ (please attach copy)

Current Valuation (see pg. 2): \$ _____ (A) Two-year Permit Valuation (see pg. 3): \$ _____ (B)

Construction Value: An itemized breakdown of estimated material/labor costs. The Cost Evaluation Worksheet included in this packet must be submitted with this form (see pg. 2).

**Depreciated Market Value Determination
 (FOR USE BY APPRAISER)**

Depreciated Market Value of a structure **must be determined by a recent appraisal completed within the last 12 months**. A copy of the appraisal with the depreciated market value highlighted within the document must be submitted with this form.

Appraiser: _____ Phone #: _____

Depreciated Market Value (Depreciated Cost of Improvements): \$ _____ Date of Appraisal: _____

Depreciated Market Value x 50% = Threshold Limit: _____

Combined Valuation from Above (A+B): \$ _____ Percentage of Market Value: _____ %

I, the appraiser of the subject property, have performed the attached appraisal and certify that the information submitted is true and correct to the best of my knowledge and belief and has been submitted under penalty of perjury.

Signature of Appraiser: _____ Date: _____

I, the owner of the subject property, have reviewed the submitted documents and agree with the values entered onto this worksheet.

Signature of Property Owner: _____ Date: _____

CITY PLANNING USE ONLY

Confirmation of Valuation: Yes No

Confirmation of Depreciated Market Value: Yes No

Substantial Improvement: Yes No

Confirmation of LOMA letter: Yes No

Signature of Floodplain Administrator or Designee: _____ Date: _____



Current Construction Cost Valuation Worksheet

Please provide, to the fullest extent possible, documentation and/or estimates of the elements referenced in this form as applicable to your project. Be sure to list all elements contingent to your project even if they are not referenced in this form. Fill in the total amounts for labor and materials below.

Note: If licensed contractors are not being retained for the project, labor costs should include all personnel as well as estimated hours/cost per hour to complete the applicable work.

Job Address: _____

Description of Expense (See pg. 4 for more information)		Labor Amount	Materials Amount
1	Site Preparation / Grading		
2	Framing		
3	Roofing		
4	Windows/ Doors		
5	Exterior Wall Finishes/ Decks/ Stairs		
6	Drywall/Tape/Texture/Interior Plaster		
7	Plumbing: Rough/ Finish		
8	Mechanical: HVAC/Other Mechanical Serv/Waterproofing Rough/Finish		
9	Electrical: Rough/Finish/Solar		
10	Finish Work/Cabinetry/Carpentry/Tile		
11	Flooring		
12	Painting/Wallpaper/Other Wall/Ceiling Finishes Not Previously Noted		
13	Insulation/Soundproofing		
14	Pools/Saunas/Ponds		
15	Labor/Materials for Items Not Covered in the Preceding Categories: Demo/ Shoring/ Refuse Hauling		
16	Profit and Overhead		
Total:			
Grand Total:			(A)

I certify that the expenses listed here represent a true and correct statement of currently proposed total cost of labor and materials on this project.

Signature of Property Owner: _____ Date: _____



Two-year Permit History Construction Valuation Worksheet

Please provide, building permits obtained for the subject property between the past two-years, for the period between ____ / ____ /20__ and today, ____ / ____ /20__. Attach copies of building permits for reference. Buildings records can be requested online at: https://ggcity.org/records_request.

Job Address: _____

	Permit No.	Permit Description	Date of Issuance	Valuation Amount (if known)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
Total:				(B)

I certify that the building permits listed below were obtained for the subject property between the past two-years, and that the expenses listed here represent a true and correct statement of total cost of labor and materials for the project(s).

Signature of Property Owner: _____ Date: _____



Substantial Improvement FAQ's for Properties located within FEMA Designated Flood Zone A

Why am I required to fill out this worksheet?

The property on which you are proposing to do work is located within a Federal Emergency Management Agency (FEMA) designated floodplain determined by the latest FEMA map, which went into effect on May 4, 2009. All properties located within a floodplain must follow Garden Gove Municipal Code 9.08.030.040.

What is the definition of a substantial improvement?

Substantial improvement means any repair, remodel, rehabilitation, addition, or improvement, the cost of which equals or exceeds 50 percent of the "depreciated market" value of the existing structure either, before the improvement is started, or if the structure has been damaged and is being restored, before the damage occurred.

What is the definition of the depreciated market value of a structure?

Depreciated value means the value of the structure only and does not include the land or any other accessory buildings or site improvements. It is the replacement cost of the existing structure less any depreciation that results from age or condition. For the purposes of the City's floodplain management regulations the "market value" of a structure shall mean the same as "depreciated market value".

How do I determine the valuation of my project?

To establish the value of any proposed improvements, a contractor shall submit an itemized breakdown of estimated material/labor costs and the Cost Evaluation form (attached to this packet). The contractor shall use the attached Material Receipts/Estimates handout to help them determine the valuation of the proposed project. These submitted documents and the project valuation will then be reviewed and approved by the Building Official in comparison to market value rates within Orange County and the City of Garden Grove.

What if the scope of work increases after my building permit is pulled?

The valuation of the project is cumulative. Therefore, if during construction changes are made to the permit; those valuations must be added to the total valuation submitted for the project. If during construction the project increases to over 50% of the depreciated market value of the structure, it must conform to the City's current floodplain management regulations. Project valuations are cumulative for two years, meaning that all open permits for a structure are totaled together. A permit must be finalized for two years before a new project can begin to avoid it having a cumulative effect on valuation.

Do I need to fill out this form for a permit that is done over the counter?

Substantial improvements are typically not triggered by over-the-counter types of permits, so the first over-the-counter permit submitted for a property will not require these documents. However, since the valuation is cumulative for two years, if you pull an additional over-the-counter permit within that time frame you will need to fill out the form and include the total valuation of all the permits pulled in that two year period of time.

What if my project is a Substantial Improvement?

If the proposed repair, remodel, rehabilitation, addition, or improvement, equals or exceeds 50 percent of the depreciated market value of the existing structure it is considered a substantial improvement and you will be required to conform to Garden Gove Municipal Code 9.08.030.040. Depending on the zoning and floodplain designation you may be required to flood proof the structure (commercial zones) or elevate the finished floor of the structure above the base flood elevation. If the proposed project is a substantial improvement you should speak to the Planning Department for more information and requirements.

For more information on FEMA please visit: www.FEMA.gov

FEMA information on elevating your home: https://www.fema.gov/media-library-data/20130726-1443-20490-7815/fema347_complete.pdf



Material Receipts/Estimates
Estimated Labor Costs /Contractor Estimates and/or Cost Breakdown Sheet

1. Site Preparation/Grading/Foundation/Flatwork/Masonry:

- Excavation/grading for all foundation/other building components (including foundation components for decks, stairs, patios, retaining walls, etc.) including but not necessarily limited to: drilling for piers; excavation for all footings, grade beams, tie beams, pools, ponds, etc.
- Materials (as applicable) required to form up all elements of foundations, flatwork, walkways; on-grade stairs; paving (including but not necessarily limited to): concrete; shotcrete/other cementitious/masonry-related materials and compounds; asphalt; pavers; lumber; fasteners; base material; reinforcing steel; tie wire; steel or wood stakes for bracing; hardware; (anchor bolts, holdowns, post bases, etc.) also, pumpers or other services for placing concrete/grout/etc.
- All labor required to complete excavations, grading, and/or installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application;

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

2. Framing:

- Complete material list, including but not necessarily limited to: framing lumber; plywood; fasteners; hardware, fabricated items (roof trusses, strong walls/other shear assemblies), etc., to install and complete all of the framing required to provide the principal framework for all structures including but not limited to: the main and appurtenant structures; (buildings) exterior stairs; decks; landings; retaining walls; etc.;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application;

OR:

- Signed contract or estimate from a licensed contractor to provide all materials and/or services required to install and complete the work as specified in the proposed plans and/or the building permit application.

3. Roofing:

- Complete material list, including but not necessarily limited to: underlayment; shingles; fasteners; sealants; flashings; roof jacks; and other miscellaneous materials contingent to installing and completing a weather-tight roof covering as specified in the proposed plans and/or the building permit application.
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application;

OR:

- Signed contract or estimate from a licensed contractor to provide all materials and/or services required to install and complete the work as specified in the proposed plans and/or the building permit application;



4. Windows/ Doors:

- Complete material list, including but not necessarily limited to: all doors and windows; skylights; gates; garage doors; casings; moldings; fasteners; flashings; hardware; and other miscellaneous materials contingent to installing and completing all of the abovementioned elements
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application;

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

5. Exterior Wall Finishes/Decks/Stairs:

- Complete material list, including but not necessarily limited to: all moisture/air barriers/membranes/lath; exterior wall coverings and trim (siding/stucco/other); fasteners; flashings; finish stairs; decks; landings; and railing materials, as well as any other type materials related to exterior architectural detail/enhancement;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application;

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

6. Drywall/Tape/Texture/Interior Plaster:

- Complete material list, including but not necessarily limited to: drywall sheets products; fasteners; drywall tape; compound; (taping, topping and texture) plaster, either separate components or pre-mixed;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application;

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

7. Plumbing: (Rough/Finish)

- Complete material list, including but not necessarily limited to: all piping for supply and drain, waste and vent systems; gas piping; solar water heating; sewer and site drainage systems; fittings; flanges; valves; panels; brackets; hangers; plumber's tape; fasteners; nail protection; solvent; flux; and solder, scuppers and other trim, showerheads and drains
- Fixtures, including water closets; sinks; lavatories; bathtubs; showers; dishwashers; faucets; water heaters and boilers, water conditioning systems; backflow devices; water/natural gas or propane storage containers; as well as any other types of plumbing-related materials appurtenant to;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.



OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

8. Mechanical: HVAC/Other Mechanical Services/Waterproofing (Rough/Finish):

- Complete material list, including but not necessarily limited to: HVAC units; condensers, tubing/other piping related to HVAC; plenums; ducting; flashing; membranes, etc. for waterproofing; vents; registers; fasteners; adhesives; grates for registers/return air as well as other appurtenant trim; thermostats, rain gutters and downspouts, as well as any other type materials appurtenant to
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application;

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

9. Electrical (Rough/Finish)

- Complete material list, including but not necessarily limited to: temporary power components; main service panel/subpanels; PG&E charges to provide additional/other service requirements; grounding conductors; conductors; conduit; fittings, fasteners; rough-in boxes/other; receptacles and switches; fixtures; finishes (covers, trim, etc.) as well as other materials appurtenant to;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.

OR:

- Signed contract or estimate from a licensed contractor to provide all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

10. Finish Work/Cabinetry/Carpentry/Tile:

- Materials required to install all finish cabinetry /carpentry work; countertops, vanities and tile work other than flooring including, but not necessarily limited to: baseboards, casings, and other interior moldings; cabinets, counters, vanities, face frames, window seats, etc; interior stair finishes and railings; wall/counter/other (excluding floor) tiles; all underlayment, backing material, hardware, fasteners, adhesives, mortar, etc. required to install/complete all of the above;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

11. Flooring:

- Materials required to install all finish flooring including, but not necessarily limited to): underlayment; carpet; tile/tile substrate; hardwood floors; sheet vinyl/other products; all fasteners/adhesives to install/complete all of the above;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.

OR:

- Signed contract or estimate from a licensed contractor to provide all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application;

12. Painting/Wallpaper/Other Interior Wall/Ceiling Finishes Not Previously Noted:

- Materials required to seal and/or finish all exterior/interior surfaces where required or desired; including, but not necessarily limited to: primer, paint, stain, caulking, putty, wallpaper, other wall/ceiling covering materials;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

13. Insulation/Soundproofing:

- Materials required to insulate and/or soundproof the entire building shell and interior spaces as applicable; including, but not necessarily limited to: bat, blown-in, rigid, and any or all other types of insulating/soundproofing products; caulking; foam; weather-stripping; as well as any other types of weather/temperature-resistive products that insulate or aid in insulation/soundproofing;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

14. Pools/Saunas/Ponds:

- Materials required to install pools, saunas, ponds, as well as other types of water features; including, but not necessarily limited to: reinforcing; shot-crete/plaster; reinforcing; bonding; tile/coping; miscellaneous permanent pool/sauna equipment such as ladders, slides, diving boards, pool covers, safety features such as fences, gates alarms, etc.; water-feature related mechanical equipment such as heaters, filters, etc. as well the plumbing and electrical installations appurtenant to the pool, sauna or water feature;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.



OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

15. Labor/Materials for Items Not Covered in the Preceding Categories: Demo/ Shoring/ Refuse Hauling:

- Materials/labor required to complete the following miscellaneous elements/tasks, as well as any other portions of the project not covered in the categories above; including but not necessarily limited to: demolition; shoring; erosion control; site drainage; gates and fences; supervision/project management; fire sprinkler system; pre-fabricated and site-built fireplaces; scaffolding; general labor/cleanup during construction; final cleaning; debris boxes/refuse hauling; other miscellaneous materials appurtenant to;
- All labor required to complete installation of the abovementioned elements as applicable and specified in the proposed plans and/or the building permit application.

OR:

- If licensed contractor(s) are being retained, provide a cost estimate or cost breakdown of all materials and/or services required to complete the work as specified in the proposed plans and/or the building permit application.

16. Profit and Overhead:
