



Substantial Improvement/Substantial Damage
Detailed Construction Cost Breakdown
Itemization Package

If your home or business is in the Special Flood Hazard Area (SFHA) and is not flood compliant (i.e. structure is below Freeboard, which is FEMA BFE + 3 foot), the City of Margate has flood damage prevention regulations that may affect how you remodel, renovate, or add on to your building.

If your proposed project is too close to the 50% threshold to determine if work is considered to be Substantial Improvement, then you will be asked to obtain and submit this detailed and complete cost estimate for the addition, remodeling, reconstruction of the structure, prepared and signed by the contractor. The contractor must sign an affidavit indicating that the cost estimate submitted includes all damages or all improvements to your structure, not just structural. If the owner is the contractor, the owner is responsible for submitting the cost estimate and providing documentation, including subcontractor bids, to document the cost estimate.

The following pages contain:

- **Contractor's Affidavit**
- **Property Owner's Affidavit**
- **Cost Estimate of Reconstruction/Improvement**
- **Informational page of items to be included**
- **Informational page of items to be excluded**

City of Margate City, Department of Building Inspection

**CONTRACTOR'S
SUBSTANTIAL IMPROVEMENT AFFIDAVIT**

Property Address: _____

Contractor's Name: _____

Contractor's Company Name: _____

Contractor's Address: _____

Contractor Phone Number: _____

Contractor's Home Improvement License Number: _____

I hereby attest that I have personally inspected the building located at the above-referenced address and discussed the nature and extent of the work requested by the owner, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

I have prepared the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Substantial Damage or Substantial Improvement Review.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

See attached itemized list.

Contractor's Signature:

Date: _____

City of Margate City, Department of Building Inspection

PROPERTY OWNER'S
SUBSTANTIAL IMPROVEMENT AFFIDAVIT

Property Address: _____

Contractor's Name: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

I hereby attest that the description included in the permit application for the work on the existing building that is located at the property identified above is all of the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

I hereby attest to the fact that the repairs, reconstruction and/or remodeling list for the Substantial Damage or Substantial Improvement Review by me or by my contractor are **ALL OF THE DAMAGES/IMPROVEMENTS** sustained by this structure and will be done to the existing building and that all additions, improvements or repairs on the subject building are included in this estimated construction herewith. Neither I, nor any other contractor, will make any repairs or reconstruction of additions or remodeling not included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE FINES, IF ANY INSPECTION OF THE PROPERTY REVEALS THAT I, OR MY CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS.

Owner's Signature:

Date: _____

City of Margate City, Department of Building Inspection

Substantial Improvement/Substantial Damage

COST ESTIMATE OF RECONSTRUCTION/IMPROVEMENT

Date: _____

Property Address: _____

This cost estimate of reconstruction/improvement must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost **at the current market value** for any work they intend to perform.

	Contractor or Owner Estimates	
	Material Costs	Labor Costs
1. Masonry		
2. Carpentry Material (rough)		
3. Carpentry Labor (rough)		
4. Roofing		
5. Insulation and Weatherstrip		
6. Exterior Finish (Stucco)		
7. Doors, Windows & Shutters		
8. Lumber Finish		
9. Hardware		
10. Drywall		
11. Cabinets (Built-in)		
12. Floor Covering		
13. Plumbing		
14. Shower / Tub / Toilet		
15. Electrical & Light Fixtures		
16. Concrete		
17. Built-in Appliances		
18. HVAC		
19. Paint		
20. Demolition & Removal		
21. Overhead & Profit		
Subtotals		
Total Estimate Cost		

City of Margate City, Department of Building Inspection

Substantial Improvement/Substantial Damage

COST ESTIMATE OF RECONSTRUCTION/IMPROVEMENT

ITEMS TO BE INCLUDED:

ALL STRUCTURAL ELEMENTS INCLUDING:

- ☐ Spread or continuous foundation footings and pilings
- ☐ Monolithic or other types of concrete slabs
- ☐ Bearing walls, tie beams and trusses
- ☐ Wood or reinforced concrete decking or roofing
- ☐ Floors and ceilings
- ☐ Attached decks and porches
- ☐ Interior partition walls
- ☐ Exterior wall finishes (e.g., brick, stucco or siding) including painting and decorative moldings
- ☐ Windows and doors
- ☐ Re-shingling or re-tiling a roof
- ☐ Hardware

ALL INTERIOR FINISH ELEMENTS, INCLUDING:

- ☐ Tiling, linoleum, stone or carpet over sub-flooring
- ☐ Bathroom tiling and fixtures
- ☐ Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)
- ☐ Kitchen, utility and bathroom cabinets
- ☐ Built-in bookcases, cabinets and furniture
- ☐ Hardware

ALL UTILITY AND SERVICE EQUIPMENT, INCLUDING:

- ☐ HVAC equipment
- ☐ Repair or reconstruction of plumbing and electrical services
- ☐ Light fixtures and ceiling fans
- ☐ Security systems
- ☐ Built-in kitchen appliances
- ☐ Central vacuum systems
- ☐ Water filtration, conditioning or recirculation systems

ALSO:

- ☐ Labor and other costs associated with demolishing, removing or altering building components
- ☐ Overhead and profit

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COST ESTIMATE OF RECONSTRUCTION/IMPROVEMENT

ITEMS TO BE **EXCLUDED**:

Plans and specifications
Survey costs
Permit fees

debris removal (e.g., removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees), and clean-up (e.g., dirt and mud removal, building dry out, etc.)

Items not considered real property such as: throw rugs (carpeting over finished floors), furniture, refrigerators, appliances which are not built-in, etc.

OUTSIDE IMPROVEMENTS, INCLUDING:

- | | |
|---|--|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Gazebos |
| <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Detached Structures (Including Garages) |
| <input type="checkbox"/> Fences | <input type="checkbox"/> Landscape Irrigation Systems |
| <input type="checkbox"/> Yard Lights | <input type="checkbox"/> Docks and Davits |
| <input type="checkbox"/> Swimming Pool/Spa | <input type="checkbox"/> Seawalls |
| <input type="checkbox"/> Screened Pool Enclosures | <input type="checkbox"/> Driveways |
| <input type="checkbox"/> Sheds | <input type="checkbox"/> Decks |

ITEMS **REQUIRED** TO EVALUATE

Applicant must submit the following:

1. **Completed and signed application** for substantial damage/improvement review (Included in package).
2. **Property Appraisal** performed by a New Jersey licensed appraiser.
3. **Elevation certificate** if property is located above base flood elevation.
4. **Contractor's reconstruction/improvement affidavit** signed and dated (included in package).
5. **Owner's reconstruction/improvement affidavit** signed and dated (included in package).
6. **Estimated cost of reconstruction/improvement form** (included in package).
7. This **checklist**.