



**TOWN OF SURFSIDE BEACH, SC
SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE
NOTICE TO PROPERTY OWNERS**

*Rebuilding your Home or Non-residential structure after the storm?
Adding on, renovating, or remodeling your home or business?
Here's information **YOU** need to know about the "48% Rule".*

If your home or business is below the 100-year flood elevation, the Town of Surfside Beach, SC have flood damage prevention regulations that may affect how you remodel, renovate, or add on to your building. If your home or business sustained structural and/or interior damage, these regulations may affect how you rebuild. These laws are required by the National Flood Insurance Program to protect lives and investment from future flood damages. Your community must adopt and enforce these laws in order for federally -backed flood insurance to be made available to residents and property owners.

**SAVE YOURSELF TIME AND MONEY!
PLEASE READ THE FOLLOWING INFORMATION:**

SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to it's before damage condition would equal or exceed 48 percent of the market value or replacement cost of the structure before the damage occurred. (Note: The cost of the repairs must include all costs necessary to fully repair the structure to its "before damage" condition.)

SUBSTANTIAL IMPROVEMENT means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 48 percent of the market value of the structure before the "start of construction" of the improvement.

If a building is "substantially damaged" or "substantially improved", it must be brought into compliance with the flood damage prevention regulations, including elevating the building above the 100-year flood elevation with an additional 3 feet of freeboard.

The Town of Surfside Beach, following the National Flood Insurance Program requirements, has the responsibility to determine "substantial damage" and "substantial improvement", and has implemented the procedures on the following pages to do so.

SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

NOTICE TO PROPERTY OWNERS (CONTINUED)

We will use the assessed value of your structure (excluding the land) recorded by the Horry County Assessor's Office. If you disagree with the Assessor's valuation of the structure, you may engage a property appraiser licensed by the State of South Carolina to submit a comparable property appraisal for the total market value of the structure (excluding the land).

You must obtain and submit to us a detailed and complete cost estimate for the addition, remodeling, reconstruction or for repair of all the damages sustained by your home, prepared and signed by a licensed contractor. The contractor must sign an affidavit indicating that the cost estimate submitted includes all damages or all improvements to your home or business, not just structural. The signed contract document must be submitted with your application. If the owner is acting as his or her own contractor, the owner is responsible for submitting the cost estimate, and providing documentation, including subcontractor bids, to document the cost estimate.

We will evaluate the cost of improvements or repairs and determine if they are fair and reasonable based on current building cost. For damage repairs, pre-storm prices and rates will be utilized. The cost of improvements or repairs does not include items not considered a permanent part of the structure. (i.e., plans, surveys, permits, sidewalks, pools, screens, sheds, gazebos, fences, etc. -- see attached copy).

If your home or business or other non-residential structure is determined to have "substantial damage" or is proposed to be "substantially improved", then a current elevation certificate (dated within the last 5 years) must be submitted to us to determine the lowest floor elevation. Garages and carports are not considered to be the "lowest floor". If the lowest floor is below the 100-year flood elevation, the building must be elevated above that level plus 3 feet. Likewise, all electrical and mechanical equipment (heating and cooling, etc.), bathrooms, and laundry rooms must be elevated above the 100-year flood level plus 3 feet. Only parking, building access and limited, incidental storage is allowed below the flood level. Storage below the base flood elevation and 3 feet of freeboard is limited to 290 square feet in the AE flood zones. The VE and Coastal A zones do not allow for anything below except elevators and stairs.

If the lowest floor of the structure, including electrical and mechanical equipment and bathroom are already above the 100-year flood elevation, the building can be repaired and reconstructed without having to comply with the forty eight percent (48%) rule.

In all Special Flood Hazard Areas (SFHA) building plans must be prepared and certified by a SC licensed engineer to show how the building is to be elevated.

IMPORTANT NOTE ON DONATED MATERIALS AND VOLUNTEER LABOR:

The value placed on materials should be equal to the actual or estimated cost of all materials to be used. Where materials or servicing equipment are donated or discounted below normal market values, the value should be adjusted to an amount equivalent to that estimated through normal market transaction.

Self or Volunteer Labor: The value placed on labor should be equal to the actual or estimated labor charge for repairs of all damages sustained the structure. Where non-reimbursed (volunteer) labor is involved, the value of the labor should be estimated based on applicable minimum hourly wage scales for the type of construction work to be completed. Our building official based on his professional judgment and knowledge of local/regional wage scales can provide additional guidance to determine reasonable labor rates for professional trades (i.e. electricians, plumbers, block masons, framing, HVAC).

SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

ITEMS TO BE INCLUDED

(Please check off each line)

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

SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

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:

Landscaping

Fences

Swimming pools\spa

Gazebos

Detached structures (incl. garages)

Seawalls

Sidewalks

Yard lights

Sheds

Driveways

Landscape irrigation systems

ITEMS REQUIRED TO EVALUATE YOUR APPLICATION

APPLICANT MUST SUBMIT ALL OF THE FOLLOWING (please check off each item):

- Completed and signed application** for substantial damage/improvement review (included in this package).
- Current Elevation certificate (dated within the last 5 years)** if property is located above base flood elevation.
- Property Owner's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in package).
- Contractor's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in package).
- Estimated Cost** of reconstruction/improvement form (included in package) and all required backup. Include subcontractor's bids and itemized cost lists (see footnote on Cost Estimate Form).
- Copy of **construction contract**. If the owner is the contractor (allowed only for Residential and must be a permanent resident with additional requirements and documentation to be submitted), submit all subcontractor bids to document the cost estimate.
- This **checklist**.
- Copy of construction contract. If the owner is the contractor, submit all subcontractor bids to document the cost estimate.

**SUBSTANTIAL IMPROVEMENT
OR SUBSTANTIAL DAMAGE**

**APPLICATION FOR SUBSTANTIAL DAMAGE
OR SUBSTANTIAL IMPROVEMENT REVIEW**

Property Address: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Flood Zone _____ BFE _____ Lowest Floor Elevation _____
(Excluding garage or carport)

Check one of the following:

I **am** attaching a SC Certified Appraiser's report, valuing the structure at: \$ _____.

I am **not** attaching a SC Certified Appraiser's report and I accept the use of the valuation of my property that has been recorded by the Horry County Tax Assessor's Office.

SIGNATURES:

Property Owner: _____ Date: _____

Contractor: _____ Date: _____

**SUBSTANTIAL IMPROVEMENT
OR SUBSTANTIAL DAMAGE**

**PROPERTY OWNER'S
SUBSTANTIAL DAMAGE OR
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 list of work and cost estimate submitted with my Substantial Damage or Substantial Improvement Application reflects **ALL OF THE WORK TO BE CONDUCTED** on the subject structure including all additions, improvements and repairs and, if the work is the result of Substantial Damage, this work will return the structure at least to the "before damage" condition and bring the structure into compliance with all applicable codes. Neither I nor any contractor or agent will make any repairs or perform any work on the subject structure other than what has been included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE BUT ARE NOT LIMITED TO FINES AND/OR COURT SUMMONS, 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.

See attached itemized list.

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____, who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

Property Owner's Signature

Sworn to and subscribed before me this _____ day of _____, 20__ .

Notary Public State of _____
My commission expires _____

**SUBSTANTIAL IMPROVEMENT
OR SUBSTANTIAL DAMAGE**

**CONTRACTOR'S
SUBSTANTIAL DAMAGE OR
SUBSTANTIAL IMPROVEMENT AFFIDAVIT**

Property Address: _____

Contractor's Name: _____

Contractor's Company Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Contractor's State License Number: _____

Contractor's Town License Number: _____

I hereby attest that I, or a member of my staff, personally inspected the subject property and produced the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Substantial Damage or Substantial Improvement Review. The list of work contains **ALL OF THE WORK TO BE CONDUCTED** on the subject property. If the property sustained Substantial Damage, this list of work will return the structure to at least its condition prior to damage and bring the structure into compliance with all applicable codes. I further attest that all additions, improvements or repairs proposed for the subject building are included in this estimate and that neither I nor any contractor or agent representing me will make any repairs or perform any work on the subject structure other than what has been included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE BUT ARE NOT LIMITED TO FINES AND/OR COURT SUMMONS, 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.

See attached itemized list.

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____, who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

Contractor's Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public State of: _____
My commission expires: _____

Cost Estimate of Reconstruction / Improvement

Address _____ Date _____

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 (allowed only for Residential and must be a permanent resident with additional requirements and documentation to be submitted). Owners who act as their own contractors must estimate their labor cost at the current market value for any work they intend to perform.

	Sub-Contractor Bids	Contractor or Owner Estimates	
	Bid Amounts (see note "D")	Material Costs	Labor Costs
1. Masonry			
2. Carpentry Material (rough)			
3. Carpentry Labor (rough)			
4. Roofing			
5. Insulation and Weather-strip			
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 (all three subtotals added together)

- A) A copy of the signed construction contract must accompany this estimate.
- B) Subcontractor bids may be used for any material and/or labor cost breakdown. INCLUDE donations and volunteer labor.
- C) If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form.
- D) Cost backup must be provided for every line item entry. If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form. For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate sheet that references the line number.

For example, the backup documentation may contain a section called "Drywall to be installed (line 10)":

	<u>This sheet (line 10)</u>		<u>Separate Sheet</u>
Materials:	2,000.00		1,000 sq ft 1/2" Drywall @ \$2.00/sq ft = \$2,000.00
Labor:	320.00		16MH to hang Drywall @ \$20.00/MH = \$320.00