



# TOWN OF PALM BEACH

## Planning, Zoning and Building

DATE: \_\_\_\_\_

RE: NOTICE OF SUBSTANTIAL IMPROVEMENT DETERMINATION

Dear PROPERTY OWNER:

We have reviewed your recent application for a permit to modify your existing home that is located in a mapped Special Flood Hazard Area. As required by our floodplain management regulations and building code, we have determined that the proposed work [constitutes-OR-is approaching] substantial improvement of the building. This determination is based on a comparison of the cost estimate of the proposed work to the market value of the building (excluding land value). When the costs equal or exceed 50 percent of the market value of the building, the work is a substantial improvement.

As a result of this determination (50% or greater), you [are-OR-maybe] required to bring the building into compliance with the flood damage-resistant provisions of the Florida Building Code and Town Code.

We would be pleased to meet with you and your designated representative (architect/builder) to discuss how to bring your home into compliance. There are several aspects that must be addressed to achieve compliance.

The most significant compliance requirements are that the lowest floor, as defined in the regulations/code, must be elevated to or above the base flood elevation (BFE), the equipment servicing the building (A/C, generators, etc.), must be elevated to or above the BFE, flood vents must be installed at crawlspace (if any) and at garage areas below the BFE.

You may wish to contact your insurance agent to understand how raising the lowest floor higher than the minimum required elevation can reduce NFIP flood insurance premiums.

Please sign the attached acknowledgement / affidavit and submit with the permit application.



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### Owner's Affidavit: Substantial Improvement or Repair of Substantial Damage

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

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

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

Permit #: \_\_\_\_\_

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 the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

I further attest that I requested the above-identified contractor to prepare a cost estimate for all the work, including the contractor's overhead and profit.

I acknowledge that if, during construction, I decide to add more work or to modify the work described that the Town of Palm Beach will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to bring the building into compliance with the flood damage-resistant provisions of the Florida Building Code and The Town's floodplain regulations.

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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.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Post Office Box 2029 • 360 South County Road • Palm Beach, Florida 33480  
Telephone: (561)838-5431 • Facsimile (561)835-4621

website: [www.townofpalmbeach.com](http://www.townofpalmbeach.com)

Questions? email: [aquintana@townofpalmbeach.com](mailto:aquintana@townofpalmbeach.com) or 561-227-6415