



# INSTRUCTIONS FOR PERMITS AND OTHER APPLICATIONS OF THE SANIBEL LAND DEVELOPMENT CODE

## EXPLANATION OF CHECKLIST ATTACHMENTS TO BE PROVIDED WITH APPLICATION FORMS FOR RESIDENTIAL STRUCTURES AND NON-RESIDENTIAL STRUCTURES

\_\_\_\_\_ **FLOOR PLANS OF EXISTING BUILDING.....**Floor plans of the existing building, clearly dimensioned showing all exterior and interior walls and identifying the use of all rooms; indicate all window and door openings. Provide square footage calculations for existing floor area. A scale of one quarter (1/4) inch equals on (1) foot is preferred.

\_\_\_\_\_ **FLOOR PLANS OF PROPOSED REMODELING, IMPROVEMENTS AND ADDITIONS:**

**For Minor Remodeling Not Involving Floor Plan Changes.....**Submit a clearly dimensioned floor plan and a clearly written description of the proposed work.

**For Minor Remodeling Involving Floor Plan Changes.....**Submit a clearly dimensioned floor plan indicating the existing structure and new improvements, including doors, windows, openings, new bearing walls, columns, beams, floor and roof framing. Identify plumbing fixtures and electrical outlets, where appropriate to accurately document total scope of improvements, along with a written description of the proposed work. Provide square footage calculations for proposed floor area.

**For Major Remodeling And Additions.....**Submit a complete, detailed set of plans and specifications (Preferably at a scales of 1/4" = 1'0") clearly indicating the existing structure and new improvements, including doors, windows, openings, new bearing walls, columns, beams, floor and roof framing. Identify plumbing fixtures and electrical outlets where appropriate to accurately document total scope of improvements, along with a written description of the proposed work. Provide square footage calculations for proposed floor area.

\_\_\_\_\_ **SECTION DRAWINGS OF EXISTING STRUCTURE.....**Two building sections, one front to back, one side to side, indicating primary rooms, basic structure (i.e., concrete block, tie beams, roof trusses, wood framing, and finish materials).

\_\_\_\_\_ **SECTION DRAWINGS OF PROPOSED REMODELING, IMPROVEMENTS AND ADDITIONS.....**Two building sections, one front to back, one side to side, indicating primary rooms and basic existing structure (i.e., concrete block, tie beams, roof trusses, wood framing, and finish materials). Identify new structural connections, primary structure, columns, roof trusses, beams, floor joist, additional sections as required to clearly locate all structural components of the building.

\_\_\_\_\_ **DEMOLITION DRAWINGS OF THE EXISTING STRUCTURE.....**This information may be incorporated into the required drawings submitted for documentation of the existing structure provided they do not prevent a clear, concise evaluation of the existing building. The demolition drawings are to indicate all areas required for removal or modification, including those areas required for sanitary, vent and water piping.

\_\_\_\_\_ **PHOTOGRAPHS.....**Photographs of the principal structure as it exists at the time the application is filed. Three photos of four principal elevations; label as noted 1A, 1B, etc.

Front	1A Left Corner	1B Center	1C Right Corner
Rear	2A Left Corner	2B Center	2C Right Corner
Right	3A Left Corner	3B Center	3C Right Corner
Left	4A Left Corner	4B Center	4C Right Corner

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\_\_\_\_\_ **COST ESTIMATE FORM.....**For residential construction, attach a completed copy of the City of Sanibel "Form For Estimating the Cost of Residential Additions and Remodeling" (two copies). For all other construction, attach a completed copy of the City of Sanibel "Form for Cost Estimates for Additions, Extensions, Alterations, Reconstructions, Remodeling, Repairs and Improvements" (two copies). Blank forms are available from the Planning Department.

\_\_\_\_\_ **APPRAISAL REPORT.....**An appraisal report directed to the City from the appraiser containing an opinion as to market value of the structure before the remodeling or addition is started. Refer to Land Development Code Chapter 94 for requirements.

\_\_\_\_\_ **MARKET VALUE CERTIFICATION.....**A letter from an appraiser certifying familiarity with Flood Regulations and giving opinion as to the market value of the structure. Refer to the "Sample Letter" attached to the application form. This may be included with the appraisal report.

**DEFINITIONS FROM LAND DEVELOPMENT CODE CHAPTER 94-1:**

**LOWEST FLOOR.....**means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Volume 44 of the Code of Federal Regulations, Section 60.3, or the Land Development Code, whichever is more restrictive. Any floor containing:

- (a) A toilet, or similar sanitary plumbing fixture; or
- (b) A floor drain; or
- (c) A sink or stationary tub equipped with a floor drain below the base flood elevation; shall be deemed a lowest floor.

Any floor equipped for such uses as kitchen, bathroom, office, dining room, living room, family or recreation room, bedroom, professional studio or commercial occupancy shall be deemed a lowest floor.

**NEW CONSTRUCTION.....**means, for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after April 16, 1979 and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after April 16, 1979 and includes any subsequent improvements to such structures.

**START OF CONSTRUCTION.....**(for other than new construction or substantial improvements under the Coastal Barrier Resources Act [Pub. L. 97-348]) includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or improvement was within one hundred eighty (180) days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation, or the placement of the manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of street, and or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages, or sheds not occupied as dwelling units or not as part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

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**SUBSTANTIAL IMPROVEMENT.....**means any repair, reconstruction, rehabilitation, addition or other improvement, or combination or accumulation of same, of a structure, taking place since February 16, 1988 in which the cumulative cost of the improvements equals or exceeds fifty (50) percent of the market value of the structure at the time of application. Accumulation of costs shall be for the five year period immediately preceding the date of the application or February 16, 1988, whichever is the most recent. For structures which have sustained damage, including substantial damage, the value shall be determined as of the time immediately before the damage occurred.

**As a further limitation**, "substantial improvement" means and includes any addition, or combination or accumulation of same, to a structure, taking place since September 18, 1990, which increases the floor area of a structure by fifty (50) percent of more over the floor area of the structure on September 18, 1990, or the beginning of the five-year period immediately preceding the application, whichever is more recent, regardless of cost.

**Notwithstanding anything to the contrary**, however, where the start of construction has preceded the filing of the application, the date for determining accumulation of costs and for determining value shall be the date immediately preceding the start of construction.

**The term does not, however, include either:**

- (a) Any project for improvement of a structure to correct existing violation of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a "historic structure" provided that the alteration will not preclude the structure's continued designation as a "historic structure".

**In determining the market value of a structure**, recognized standards and methods of appraisals shall be used. For purposes of determining the cost of the improvement, the greater of the following shall be used:

- (a) Good faith estimates of costs certified by a licensed professional;
- (b) Actual costs as evidenced by a contract or group of contracts, certified by a licensed professional; or
- (c) An estimate of costs based upon the prevailing costs in the city of similar construction.

**In any event**, the costs shall include, without limitation, labor, materials, overhead, profit and demolition costs.

**The city manager shall have the authority** to verify and to determine the costs.

**Further, for purposes of this section**, market value shall be determined as follows:

- (a) The city manager shall have the authority to require the owner or applicant to provide an appraisal report containing an opinion as to market value of the structure, as defined above, in any case where the reconstruction, rehabilitation, addition or other improvements exceed five thousand dollars (\$5,000.00) and where he determines that a good faith question exists as to whether the proposed reconstruction, rehabilitation, addition, or combination or accumulation of same or other improvement qualify as a substantial improvement as defined herein. Cost of the appraisal shall be borne by the owner or applicant.
- (b) Where an appraisal report is required, it shall be prepared by a qualified appraiser, holding membership in a recognized appraisal organization, or certified under state law, conducting the appraisal within his area of designation, and conducting the appraisal in accordance with generally recognized standards and methods or appraisal. The appraisal report shall exhibit that the above requirements have been met.
- (c) Upon submittal by the owner or applicant of the appraisal report, the city manger shall have the authority to have the appraisal report reviewed by a qualified appraiser or to have an appraisal conducted by a qualified appraiser. Cost of this appraisal review or appraisal shall be borne by the city.