



**REPAIR/IMPROVEMENT COST FORM**

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Property Identification #: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Construction Value: \_\_\_\_\_

**OWNER'S AFFIDAVIT**

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 further attest that I requested the above-identified contractor to prepare a cost estimate for all of the work, including the contractor's overhead and profit. I acknowledge that if, during the course of construction, I decide to add more work or to modify the work described, that the City of Venice 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 additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made 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.

I, \_\_\_\_\_ (Property Owner), hereby certify that \_\_\_\_\_ is my authorized agent/representative of the property described herein. All answers to the questions in this registration and any supplementary information attached to and made part of this registration is honest and true.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or printed name of Property Owner

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ The foregoing instrument was certified and subscribed before me by means of \_\_\_ physical presence OR\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, \_\_\_ who is personally known to me OR \_\_\_ who has produced \_\_\_\_\_ as identification.

(SEAL)

Notary Public Signature \_\_\_\_\_



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**CONTRACTOR'S AFFIDAVIT**

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.

At the request of the owner, I have prepared a cost estimate for all of the improvement work requested by the owner and the cost estimate includes, at a minimum, the cost elements identified by the City of Venice that are appropriate for the nature of the work. If the work is repair of damage, I have prepared a cost estimate to repair the building to its pre-damage condition. I acknowledge that if, during the course of construction, the owner requests more work or modification of the work described in the application, that a revised cost estimate must be provided to the City of Venice, which 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 additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made 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.

Contractor's Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, personally appeared

\_\_\_\_\_ who being duly sworn deposes and says that he/she has read, understands and agrees to comply with all the aforementioned conditions.

Signature, Notary Public

\_\_\_\_\_

Print Name, Notary Public

\_\_\_\_\_



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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 as the current market value for any work they intend to perform, including construction supervision costs.

Sub-Contractor Bids		or	Contractor Or Owner Estimates	
Bid Amounts			Material Costs	Labor Costs
1. Masonry / Concrete _____			12. Floor Covering _____	
2. Carpentry Material (rough) _____			13. Plumbing _____	
3. Combined Labor _____			14. Shower / Tub / Toilet _____	
4. Roofing _____			15. Electrical & Light Fixtures _____	
5. Insulation and Weather-strip _____			16. Concrete _____	
6. Exterior Finish (Stucco) _____			17. Built-in Appliances _____	
7. Doors, Windows & Shutters _____			18. HVAC _____	
8. Lumber Finish / Trim Carpentry _____			19. Paint _____	
9. Hardware _____			20. Demolition & Removal _____	
10. Drywall _____			21. Overhead and Profit _____	
11. Cabinets & Countertops (Built-in) _____			22. Other: _____	

Subtotals \_\_\_\_\_

Total Estimate Cost (all three subtotals added together) \_\_\_\_\_

- A. A copy of the signed construction contract must be attached to this form.
- B. Subcontractor bids may be used for any item of material and/or labor cost breakdown.
- C. Cost backup must be provided for every line-item entry.
- D. 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.