

I. Administrative Appeal of Preliminary Substantial Damage Determination

Reference	Florida Building Code and Code of Laws and Ordinances Chapter 62-24
Applicability	This procedure allows a property owner to administratively appeal a preliminary substantial damage determination through the building permit process.
Pre-Application	A pre-application meeting is not required; however, a consultation is Floodplain Management Section is recommended. Please contact: FloodInfoRequest@colliercountyfl.gov or the Flood Information Hotline at: 239-252-2942
Initiation	The applicant files a building permit along with the materials noted below.
Application Contents	<p>The application must include the following:</p> <p>All application can be found on the Collier County Building Plan Review and Inspection webpage: https://www.colliercountyfl.gov/your-government/divisions-a-e/building-review</p> <ol style="list-style-type: none">1. Building Permit, to include in the Description of Work, all repair work and other improvements to the structure,2. Owner-Builder Affidavit, if applicable.3. Construction plans of the structure (hand drawn is sufficient), with notes identifying the areas to be repaired, and the materials to be used.4. Removal, Replacement and Repair of Mobile/Manufactured Homes Post Event form.5. Substantial Improvement or Repair of Substantial Damage Packet and Cost Estimate Worksheet found on the Growth Management Building website, noted above.<ul style="list-style-type: none">• The Affidavits must be signed by the property owner and notarized.• The Cost Estimate worksheet must include all repair work, other improvements, and open building permits.• Please note: The property owner is responsible for collecting all subcontractor bids and quotes and compiling them for one cost estimate worksheet. Incremental repair work is not permitted; all repairs must be permitted and calculated under one permit.
Completeness and Processing of Application	The Planning & Zoning Department will review the application for completeness. The completed application packet must be accompanied with the required fee. The tracking number (i.e., PL201200000) will be assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.
Notice	No notice is required.
Public Hearing	No public hearing is required.
Decision maker	The County Manager or designee.
Review Process	The Building Plan Review and Inspection Division will review the application, identify whether additional materials are needed and review the application for compliance with the Florida Building Code and Collier County Code of Laws and Ordinance Chapter 62-Floods .

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