



# CITY OF HOUSTON

Floodplain Management Office  
Department of Public Works and Engineering  
1002 Washington Avenue, 3<sup>rd</sup> floor, Houston, Texas 77002  
(832) 394.8854

[fmo@houston.tx.gov](mailto:fmo@houston.tx.gov) Page 1 of 2

## Substantial Damage Determination Request

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*Any property owner requesting a determination of Substantial Damage must submit this form along with the required documentation to FMO. FMO will send a written response to the owner's address.*

### Property Information

Street Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

HCAD Parcel No.: \_\_\_\_\_

Date of Damage: \_\_\_\_\_

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### Owner Information

Name of Owner(s): \_\_\_\_\_

Owner's Phone/Cell: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's email: \_\_\_\_\_

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### Request Justification (complete percentage of damage calculation)

- Based on provided documentation of total cost to repair the structure to pre-damage condition and market value of the structure, the owner affirms that the structure is substantially damaged.

Total cost to repair \$ \_\_\_\_\_ ÷ Market Value of Structure \$ \_\_\_\_\_ × 100

= Percentage of Damage \_\_\_\_\_%

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FMO Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Substantially Damaged / Not Substantially Damaged  
(circle one above)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Response Date: \_\_\_\_\_



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## Substantial Damage Determination Request

**Documentation Attached (check the option you have selected)**

Option	Repair Cost	Value of Structure
1* <input type="checkbox"/>	Flood Damage Repair Form (see attached)	Flood Damage Repair Form (see attached) -OR- HCAD Summary (www.hcad.org) – (FMO can provide this for you)
2 <input type="checkbox"/>	NFIP Proof of Loss or Final Report including attached detailed itemized cost estimate	NFIP Proof of Loss or Final Report
3* <input type="checkbox"/>	Project Cost Estimate Form (see attached)	HCAD Summary (www.hcad.org) – (FMO can provide this for you) -OR- Private Appraisal of Pre-Damage Market Value of Structure Only (from an appraiser licensed in the State of Texas)
4 <input type="checkbox"/>	Elevation Certificate (from a Texas Registered Professional Land Surveyor) demonstrating that structure is compliant (meets requirement that lowest floor is 12" above based flood elevation and all other floodplain requirements). No cost or value information required.	

**\*FIELD VERIFICATION MAY BE REQUIRED**

### Owner's Statement

I/We \_\_\_\_\_, affirm that any repair cost  
information above and on the attached documents reflects only the full cost of repair to restore the property  
at \_\_\_\_\_ to pre-damage condition.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



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## Floodplain Flood Damage Repair Form – Single Family Residences

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*The City’s Floodplain Management Office (FMO) has introduced this form to make it easier for homeowners to apply for a floodplain permit to repair their flood damage.*

*Along with a building permit application and the required information for a building permit, Homeowners can choose to fill out this form instead of submitting a cost estimate and appraisal or insurance claim information.*

*For many flood damaged homes, FMO can use the below information to complete a FEMA Substantial Damage Estimate in the office without physically inspecting the flood damaged home. However, some homes may require a field inspection or insurance cost estimate to be issued a floodplain Development Permit.*

*After reviewing this form, FMO will either:*

- *Approve the permit application and issue a floodplain permit*  
-OR-
- *Reject the permit application and request that the homeowner submit alternate information*  
-OR-
- *Reject the permit application and schedule an inspection of the damaged property.*

*Please note that additional permit requirements shall apply to properties that are determined to be substantially damaged by FMO. It should also be noted that a building permit and other trade permits may also be required to repair flood damage. The permit issued, if any, will be for repairs only. If improvements or modifications are planned, additional information will be required.*

*The homeowner is required to provide true and accurate information below to avoid floodplain violations and fines for completing repair work outside of the scope of a floodplain permit.*

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### **Property and Owner Contact Information:**

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

Owner(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

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### **Information about the damaged home:**

- Type of Home:**         One Story                       Two Story
- Exterior Finish:**         Brick Veneer                       Siding                       Combination of Brick Veneer and Siding
- Has your home ever been rewired?**         Yes                       No                       Unknown



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## Floodplain Flood Damage Repair Form – Single Family Residences

Do you have central air conditioning?  Yes  No

Where is your water heater?  Raised in garage/house  On the floor  In attic

### Describe the damage to your home:

Date of Flood or other Damage: \_\_\_\_\_

Type of Damage:  Flood  Wind  Flood and Wind

Flood water depth: How much water did you get in your home? \_\_\_\_\_ feet/inches (*circle one*)

(measure depth of water from your floor to the high water mark on an interior wall)

How long was your home flooded?  2 days or less  More than 2 days

Do you have roof damage?:  No Damage  
 Minor Damage (up to 25% shingle replacement, repair of minor leaks)  
 Major Damage

Do you have foundation damage?  Yes  No

### What built-in appliances were damaged by floodwater?

Dishwasher  Garbage Disposal  Trash Compactor  
 Microwave  Vent Hood  Wall Oven  
 Cook Top  Refrigerator (Built-in, Not Push-In)

Is your flooring damaged?  Yes  No

What percentage of your first floor is tile? \_\_\_\_\_%

### Your repair plans:

Do you plan to replace your cabinets?  Yes  No

Do you plan to replace your tile flooring, if any?  Yes  No

### Owner's Statement

I/We \_\_\_\_\_, affirm that  
the information above accurately reflects the condition of the property  
at \_\_\_\_\_.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**City of Houston Floodplain Management Office  
Project Cost Estimate Worksheet**

**Property Address/Zip:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

Description and price breakdown of improvements (use back if necessary):

Improvement Description	Material Qty.	Material Unit Cost	Material Total Cost	Labor Quantity	Labor Unit Cost	Labor Total Cost	Total Labor & Material	Receipt Attached
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
<b>Total</b>								<input type="checkbox"/>

Structure Value = \$ \_\_\_\_\_ (Check one: HCAD \_\_\_\_\_ Appraisal \_\_\_\_\_)

Total Project Cost = \$ \_\_\_\_\_ Percentage of Structure Value = \_\_\_\_\_%

**OWNER IS DOING WORK WITHOUT CONTRACTOR**

*I/we certify that the attached cost estimate is an accurate and complete description of the improvements and associated costs scheduled for the property listed above.*

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Texas Driver's License or ID Number

Sworn to and subscribed before me, the undersigned authority on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. To certify which witness my hand and seal of office.



## City of Houston Floodplain Management Office Project Cost Estimate Worksheet

### OWNER HAS HIRED/WILL HIRE CONTRACTOR

*I/we certify that the attached cost estimate is an accurate and complete description of the improvements and associated costs scheduled for the property listed above.*

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Contractor Printed Name

\_\_\_\_\_  
Texas Driver's License or ID Number

\_\_\_\_\_  
Texas Driver's License or ID Number

#### Notary for Owner Signature

Sworn to and subscribed before me, the undersigned authority on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. To certify which witness my hand and seal of office.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

\_\_\_\_\_  
MY COMMISSION EXPIRES

#### Notary for Contractor Signature

Sworn to and subscribed before me, the undersigned authority on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. To certify which witness my hand and seal of office.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

\_\_\_\_\_  
MY COMMISSION EXPIRES

### ENGINEER OR ARCHITECT CERTIFIES COST ESTIMATE

\_\_\_\_\_  
Engineer/ Architect Signature

\_\_\_\_\_  
Seal & Date

\_\_\_\_\_  
Office Telephone Number