



# CITY OF HOUSTON

Floodplain Management Office  
Houston Public Works

1002 Washington Avenue, 3<sup>rd</sup> floor, Houston, Texas 77002  
fmo@houstontx.gov or (832) 394.8854

## Flood Damage Repair Check List Commercial/Multifamily Residential Properties

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*You will need a Floodplain Development Permit to start your flood damage repair if:*

- *You are located the Floodplain*
- *The total cost to repair any of your multifamily residential buildings to pre-damage condition is \$10,000 or more per building*
- *The total cost to repair any of your commercial buildings to pre-damage condition is \$15,000 or more per building*

*Floodplain permits are handled at the Houston Permitting Center (HPC) at 1002 Washington Avenue. When you arrive at HPC, your first step will be to fill out a permit application and be assigned a project number. You will then visit the Floodplain Management Office at HPC.*

***Please bring the following documents with you to make a permit application:***

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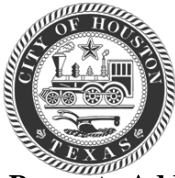
- Repair Cost Information for each damaged building
  - Project Cost Estimate Form (See attached)OR
  - Flood Insurance Proof of Loss Document or other Flood Insurance Document (from your insurance adjuster)
  
- Structure Market Value Information for each damaged building
  - HCAD Summary ([www.hcad.org](http://www.hcad.org))OR
  - Private Appraisal of Pre-Damage Market Value of Structure Only (from an appraiser licensed in the State of Texas)OR
  - Other evidence of pre-damage Market Value of Structure

Note: The applicant can prorate total appraised values by square footage to provide per building values.

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AND/OR

- Elevation Certificate (from a Texas Registered Professional Land Surveyor)  
*If your building(s) is already in compliance (for most situations the lowest floor is two feet above the 500 yr elevation) you can submit an Elevation Certificate instead or in addition to the cost and value information.*
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**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