

**Work does NOT Constitute Repair of Substantial Damage**  
*Sample Letter to Notify Property Owner of Determination*

**NOTICE OF DETERMINATION (RESIDENTIAL)**

Dear [name of structure owner]:

The City of Floodville has reviewed your recent application for a permit to repair [*describe proposed improvement/addition*] for the existing residential structure located at [insert structure address], Floodville, NY 14056. These repairs are required as a result of flood damage from the storms of August 26–28, 2017.

The Department of Building Inspections has determined that this structure is located within a mapped Special Flood Hazard Area on the Flood Insurance Rate Map (FIRM), Panel 0150, with an effective date of June 19, 2008. As required by our floodplain management regulations and/or building code, we have evaluated the proposed repair work and determined that the damage does not constitute Substantial Damage for this structure. This determination is based on a comparison of the cost estimate of the proposed cost of repairs to the pre-damage market value of the structure (excluding land value). When the cost of repairs is less than 50 percent of the pre-damage market value of the structure, the damage is not considered to be Substantial Damage, so no additional requirements apply for this structure.

Please be advised that we may need to make another determination if you elect to perform work other than that described and defined in your current permit application, including additional renovations or upgrades or the building of an addition. Construction activities that are undertaken without a proper permit are violations and may result in citations, fines, the removal of the non-compliant construction, or other legal action.

Questions regarding the inspection process may be directed to me or Mr. William Jones of the Building Department at 888-999-1212 between the hours of 7:30 AM and 5:00 PM, Monday through Friday, or e-mailed to [william.jones@floodville.ny.gov](mailto:william.jones@floodville.ny.gov).

Sincerely,

Lisa Donaldson, Chief Inspector  
Department of Building Inspections  
888-999-0000  
[lisa.donaldson@floodville.ny.gov](mailto:lisa.donaldson@floodville.ny.gov)