



FEMA COST BREAKDOWN WORKSHEET INSTRUCTIONS

The package consists of a cover page, a Building Shell breakdown page and a breakdown page for each of three floors.

Complete all of the pages required. If a page is not necessary, do not complete it. Remove it from the package before submittal.

Each page consists of a line item and related information/costs associated with that line item.

1. Check Column "NA" if the item is not used on your project.
2. Fill in the "Area/Quantity" column as necessary to provide an *estimate* of the size of the work area or the quantity of items, such as square feet of drywall, number of outlets, doors, windows, etc.
3. Where new materials are being used for this line item, insert the material cost of the items in the "Materials, New" column.
4. If removed materials are being re-installed for this line item or used materials are being purchased, insert the material cost of purchasing the used material, repairing the reused item (if any), storing the existing materials or, if no costs are involved with these items, insert "\$0.00" for these items in the "Materials, Used" column. This will indicate items which were remove and reinstalled on the project and not needed to be re-purchased (kitchen cabinets removed and reinstalled, interior doors reused, etc).
5. All items, new or reused, will have an associated labor cost involved. Insert this labor cost in the "LABOR" column.
6. Add the values of the Materials/New, Materials/Used and Labor values and insert this sum in the "TOTAL" column.
7. If there are any items used on this project that are not listed on the pages, add them at the bottom of the pages in the blank spaces provided.
8. Once the page is complete, add the values of the TOTALS column and place this number in the cell at the bottom right of the page in the cell marked TOTAL.

IF AN ITEM OR WORK DESCRIPTION IS NOT PART OF THE COST BREAKDOWN AND IS FOUND ON THE PLANS, THE COST BREAKDOWN WILL BE REJECTED.

DO NOT INCLUDE CONTRACTORS PROFIT OR CONTINGENCIES ON THE COST BREAKDOWN PAGES. THIS IS FACTORED IN ON THE COVER PAGE.

Do this procedure for each of the applicable pages in the package. Again, if a page is not necessary, do not complete it. Remove it from the package before submittal.

FEMA Cost Breakdown Worksheet Summary Page

Once all of the applicable pages are complete, insert the "TOTAL" cost from the "Shell" page onto the summary sheet in the "COST OF SHELL" cell. Then do the same for each applicable floor.

If you are a contractor, insert your Profit/Overhead costs for this project in the "CONTRACTOR PROFIT / OVERHEAD" cell. This should reflect the necessary costs for operating your business, such as accounting, utilities, office expenses, etc, as any company would have to cover, above the actual material and labor costs for the project. If you are NOT a contractor, leave this line blank.

If you are NOT a contractor, insert the Profit / Overhead costs a contractor would have needed to recover for this project in the "O-B MIN 10% OVERHEAD" cell. This would reflect the necessary costs for a contractor operating his business, such as accounting, utilities, office expenses, etc, as any company would have to cover, above the costs of the actual project. This needs to be at least 10% of the "PROJECT SUBTOTAL" value. If you ARE a contractor, leave this line blank.

Add all of these items together and place this value in the "PROJECT SUBTOTAL" cell.

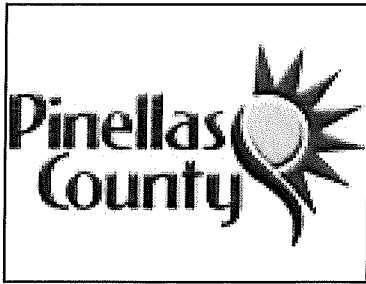
Enter 10% of the "Project Subtotal" in the "10% CONTINGENCY FACTOR" cell.

In the cell for "TOTAL PROJECT COST", insert the total of the "PROJECT SUBTOTAL" and the "10% CONTINGENCY FACTOR".

The Building Department will fill in the values for "BUILDING DEPRECIATED VALUE, FEMA 50% LIMIT AND COST % OF LIMIT".

Complete the section for CONTRACTOR NAME, ADDRESS, LICENSE NUMBER AND PHONE, and sign the page.

Any questions, contact any of the Residential Plans Examiners at the Pinellas County Building Department at 727-464-3888.



FEMA Cost Breakdown Worksheet

Permit Number	CB		
Cost of Shell			
Cost of 1st Floor			
Cost of 2nd Floor			
Cost of 3rd Floor			
Total Cost of Shell and Floors:			
Contractor: Profit/Overhead			
Owner-Builder: Min 10% Overhead			
Project Subtotal:			
10% Contingency Factor			
Total Project Cost			
Building Depreciated Value			
FEMA 50% Limit			
Cost % of Limit (Cost/Limit)			
Contractor Name:			
Contractor Address:			
Contractor License Number:			
Contractor Phone:			
Contractor Signature			

Building Shell

[illegible]

Interior, Floor :

[illegible]