



SUBSTANTIAL IMPROVEMENTS/DAMAGE STANDARD OPERATING PROCEDURE

BUILDING DIVISION

Substantial Improvement/Substantial Damage (SI/SD) Standard Operating Procedure

All development proposals located in Special Flood Hazard Areas (SFHA's) to expand the footprint of a structure or to remodel or repair a structure (requiring a building permit) shall follow the city's review procedure as follows:

- Construction documents as required by the applicable version of the California Building Code or Residential Code are submitted for review as part of the application process.
- The construction documents are routed to the Engineering and Building Divisions to determine whether improvements or repairs in SFHA's constitute substantial improvement or repair of substantial damage.
- Proposed work submitted by applicants is reviewed to determine that all requirements are met.
- A completed City of Martinez Substantial Improvement/Substantial Damage Worksheet¹ or a signed construction proposal from a licensed contractor along with an appraisal of the market value of the existing structure (excluding land value) before improvements or repairs is reviewed.
- If the cost of improvement or cost of repair meets or exceeds 50% of the market value of the building, it is determined to be a substantial improvement or repair.
- Building and Engineering staff will verify compliance with the city's floodplain management regulations.
- Appropriate building permits are issued upon plan approval.
- Periodic inspections during construction are conducted to determine that work complies with issued permits.

All development proposals will be reviewed using the Substantial Improvement/Substantial Damage guidelines in the FEMA P-758 Desk Reference, to verify compliance with the city's floodplain management regulations.

1. In lieu of a Substantial Improvement/Substantial Damage worksheet, or if the applicant disagrees with the SI/SD determination, an appraisal of the market value of the existing structure, before the improvements or repairs are made, and a signed construction proposal from a licensed contractor are submitted and reviewed.