



Substantial Improvement Worksheet

For a Property in a Flood Zone

Updated 02/2026

If your parcel is in a Flood Zone, your project will likely require this Worksheet completed as part of your submittals for Flood Review. To confirm your designation, please visit our [Property Lookup map](#), enter your address and click on your parcel. Turn on the FEMA Flood Zone layer and if your proposed Addition or proposed Accessory Dwelling Unit (ADU) is in a blue zone, your project will go through Flood Review.

Project Address: _____ **Project Valuation:** \$ _____
Street # Street Name Contract or Page 2's Itemized Project Costs

Main House Footprint Area: _____ SF **Flood Zone:** _____

Addition / ADU Footprint Area: _____ SF **Type of Work:** ☐ Addition ☐ ADU

Market Value Determination:

The market value of a structure is determined by a recent appraisal completed within the last 12 months **or** by using the "Improvements Value" per the **Alameda County Assessor's Records**. If you are using the appraisal method, attach a copy of the appraisal with the appraised market value highlighted within the document. Otherwise, attach the Assessors Record.

Assessor's Improvements Value: \$ _____ **OR** Appraised Market Value: \$ _____
Date of Appraisal: ____ / ____ / ____

Threshold Limit (50% of **either** Assessor's Improvements Value **or** Appraised Market Value) \$ _____

Project Valuation (including any work in the existing main house, if applicable): \$ _____

Is Project Valuation less than or equal to Threshold Limit? ☐ Yes ☐ No, it is above the Threshold Limit.

I, _____, the Owner of the property above, have reviewed the attached
Print Name

Document (either Assessor's Record or Appraisal) and agree with the values entered onto this worksheet

Signature of Owner: _____ Date: ____ / ____ / ____

FOR STAFF ONLY

Attached are: ☐ Assessor's Record or ☐ Appraisal -and- ☐ Contract or ☐ Page 2's Itemized Project Costs

Confirmation of Construction Valuation: ☐ Approved ☐ Denied: _____

Confirmation of Market Value: ☐ Approved ☐ Denied: _____

Confirmation of Substantial Improvement: ☐ Yes, it is Substantial ☐ No, it is not Substantial _____

Name of Floodplain Administrator: _____

Signature of Floodplain Administrator: _____ Date: ____ / ____ / ____

Project Valuation

Provide either a signed Contract between the Contractor & Owner showing the project valuation or have a Contractor or Licensed Professional complete the itemized project costs below.

I certify that the costs listed here represent a true & correct statement of currently proposed total costs for labor & materials for the proposed Addition/ADU and for any proposed work in the existing main house. See [San Leandro's current Building Permit Valuation Guidelines](#).

Project Address: _____ Street # _____ Street Name _____ Prepared by: _____ First and Last Name Email: _____	Project Valuation: \$ _____ ☐ Contractor ☐ Architect ☐ Engineer
Signature of Preparer: _____	Phone: _____ Date: ____/____/____

Itemized Project Costs

Construction Description		Material Cost	Labor Cost
1	Site Preparation	\$	\$
2	Framing	\$	\$
3	Roofing	\$	\$
4	Windows / Doors	\$	\$
5	Exterior Wall Finishes / Decks / Stairs	\$	\$
6	Sheetrock, tape, Interior Plaster	\$	\$
7	Rough Plumbing / Plumbing Fixtures	\$	\$
8	Rough Electrical / Lighting Fixtures, Outlets, Switches	\$	\$
9	Rough Mechanical and HVAC Equipment	\$	\$
10	Finish Cabinetry, Built-in Carpentry, Tile, Wall Finishes	\$	\$
11	Flooring	\$	\$
12	Painting /Wallpaper, Other wall/ceiling finishes	\$	\$
13	Insulation / Soundproofing	\$	\$
14	Pools / Saunas / Ponds	\$	\$
15	Labor / Materials for Items not listed above	\$	\$
16	Profit & Overhead	\$	\$
Subtotals		\$	\$
Total Project Valuation (sum of subtotals)		\$	

Instructions

Complete both pages of this worksheet. Submit them and supporting documents as “FEMA Documents” when applying for a building permit in our [Online Permit Portal](#).