



Community Redevelopment Area Building Code Assistance Program

Introduction and Purpose

The Community Redevelopment Area (CRA) seeks to improve the attractiveness and quality of life by providing programs that will encourage revitalization while preserving the rich history, heritage, and distinctive character of Tarpon Springs. Many commercial buildings within the CRA were built in the early 1900s and lack the requirements of the modern building code, such as elevators, fire suppression, FEMA requirements, and handicapped accessibility. These required code and safety standards can be costly and impede new business development. The Building Code Assistance Program (BCAP) would provide partial funding to bring buildings to code and make it more feasible for new businesses to open and existing businesses to expand in the CRA.

Program Description

The Building Code Assistance Program (BCAP) provides a 50% reimbursement, not to exceed \$7,500 for a single-story building and \$10,000 for a two-story building, to help pay eligible costs incurred by a qualified owner or tenant in making improvements that are required due to building, fire and safety codes and FEMA requirements. Code requirements may be from building, fire or City codes. Such improvements may include: fire alarms; air system handlers (heating/air conditioning units); fire walls/sprinklers (needed for various uses); handicap access, including bathroom facilities (ADA requirements); front doors; electrical; or other similar items. Grants will be awarded only in the Community Redevelopment Area (CRA). This program is for building code issues/items and is not for simple replacement, upgrades, or interior aesthetics.

Eligibility

Program applications will be considered only if they meet all of the following eligibility criteria.

1. Location within Community Redevelopment Area. The property must be located within the boundaries of the CRA. It must be an existing building. New construction is not eligible.
2. Applicants. Owners or tenants of real property within the CRA. If tenant, the owner must submit written consent to the application. Property must be considered non-residential (e.g. commercial, retail or office) unless it is a mixed use (residential being a clear secondary use) according to Special Area Plan.
3. Consistency with Governmental Regulations. Eligible projects must meet all requirements of Tarpon Springs' building and safety code requirements and the Florida Building Code. Any project must have a current Business Tax License. For a new business, a license must be secured prior to reimbursement.

4. Eligible Projects and Costs

A) It is the intent of the Building Code Assistance Program to reimburse a portion of the applicant's cost for interior, structural improvements for non-residential structures that will enable an existing business or a new business to operate/open within the CRA. New construction is not eligible.

The following are examples of eligible improvements:

- i) Fire alarm systems required for the safe operation of businesses.
- ii) Fire walls/sprinkling systems as required by the Fire Marshall for particular types of businesses.
- iii) Air system handlers – heating and air conditioning systems.
- iv) Handicap access for front or back doors, bathrooms or internal movement renovations such as door widening.
- v) Electrical – can include rewiring or replacement
- vi) Other improvements required for the re-occupation of the property by the Florida Building Code or other regulatory agency codes.

B) Specifically exempted from the grant monies are the following:

- i) Upgrades or replacement of systems not required by building or fire codes.
- ii) Aesthetic interior improvements.
- iii) Building permit and development fees.

Reimbursement

The grant program is reimbursable. Grant funds can be used for up to 50% of project costs, not to exceed \$7,500 for a single-story building and \$10,000 for a two-story building. All bills (marked paid in full), or release of lien must be submitted for reimbursement to the city as proof of payment by the applicant.

Documentation

The grant application must be completed and submitted to the City with the following additional items:

- a. Photographs of the existing building and the proposed project area.
- b. Estimates from licensed contractors detailing all proposed work, and/or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project.
- c. Cost estimates for each aspect of the project.

Application and Grant Availability

All grant applications must receive approval by the Technical Review Committee (TRC) before any construction can commence. Applicant will receive a written letter upon approval. No grants will be awarded on an application if work has been started or completed. All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA.

Please note: All projects must be completed within 180 days (6 months) after receiving approval from the TRC or any required City building permits. A one-time extension for additional time not to exceed 3 months may be approved by the City Manager or his/her designee.

Disbursement of Funds

Upon completion of work, applicant shall submit final invoices from contractors; verification of payments made to vendors or contractors (canceled checks, bank statements, etc.); proof of final inspection; and “after” photos (if applicable) prior to receiving a reimbursement.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPLICATION APPROVAL BY THE CITY, BUILDING PERMITS AND NOTICE TO PROCEED HAVE BEEN ISSUED.



City of Tarpon Springs, Florida

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TARPON SPRINGS, FL 34688-5004
(727) 938-3711

CRA BUILDING CODE ASSISTANCE PROGRAM GRANT GRANT APPLICATION

I. Applicant / Business Information

Please type or print

Applicants' Name: _____

Mailing Address: _____

Phone / Email: _____ / _____

Property Owner: _____

Mailing Address: _____

City / State / Zip Code: _____

Phone /Email: _____ / _____

Proposed Project: _____

Business Name: _____

Address: _____

**If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.*

**If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.*

II. Description of Building Improvements

A. Please provide an exact description of the work required for building or fire code compliance or required upgrades to the building: [attach sheets as necessary] _____

B. Please attach a site plan and/or sketch plans and specifications detailing the scope of work.

C. Please digitally attach at least two (2) photos of the building project area in its current condition.

III. Cost of the Building Improvements

Please provide cost estimates for the planned improvements (attach itemized list and estimates)

Fire Suppression (walls, sprinklers, etc.): \$ _____

Electrical: \$ _____

Structural Alterations or Accessibility Improvements: \$ _____

Air System Handlers (A/C, heating): \$ _____

Other: _____ \$ _____

Total Project Cost: \$ _____

Grant Funds Requested: \$ _____

(50% reimbursable to a max. \$7,500 for a single-story building, \$10,000 for a two-story building)

Please attach an itemized listing of costs or estimates from a licensed contractor.

IV. Applicant's Acknowledgements

Please read and initial all of the following:

_____ The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency in Resolution 2020-01

_____ All grant applications must receive approval by the Technical Review Committee (TRC) before any construction can commence. No grants will be awarded on an application if work has been started or completed. **ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPLICATION APPROVAL BY THE TRC, AND NOTICE TO PROCEED/BUILDING PERMITS HAS BEEN ISSUED.**

_____ All grant applications for buildings/properties within the Historic District must receive all applicable Certificates of Approval (CA) from the Heritage Preservation Board (HPB) before any construction can commence. No grants will be awarded on an application if work has been started or completed.

_____ All applicants that are awarded a grant understand that when submitting for reimbursement that "cash receipts" will not be accepted due to auditing requirements - NO EXCEPTIONS. You must pay for materials and services by check, money order or by credit card. Verification of payment must be submitted with reimbursement request.

_____ Only properties located within the Community Redevelopment Area (CRA) are eligible for this grant. All businesses must have a current Local Business Tax License by completion of the project and prior to reimbursement.

_____ All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

V. Funding

Under this grant program the applicant may request up to \$7,500 for a one-story building and \$10,000 for a two-story building.

PLEASE NOTE: Grant funds can be used for up to 50% of total project costs, not to exceed \$7,500 for a one-story and \$10,000 for a two-story building. To ensure an efficient reimbursement, please make certain that the applicant name and/or business name on this application matches the name on the method of payment used. For example, if John Smith is applying for a grant, John Smith's name should appear on proof of payment provided to the City, not a corporate or other business name.

VI. Checklist

Only completed applications will be accepted so please be sure you submit the following with this application:

- List of all business owners including name, address and telephone number.
- Description of planned improvements, as well as description/examples of new equipment.
- Two (2) current photographs of building project area in its current condition.
- Itemized list of costs or estimates from a licensed contractor.
- Copy of current Business Tax License if current business. If new business, the License must be submitted at the completion of the project and prior to receiving the reimbursement.
- Completed W-9 Tax Form.

VII. Applicant's Signature

Applicant's Name (Printed or Typed)

Date

Applicant's Signature

Date

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me by _____ who is personally known to me or produced _____ as identification, this _____ day of _____, 20_____.

Notary's Signature _____

SEAL:

VIII. Building Owner's Signature (if different from applicant)

Owner's Name (Printed or Typed)

Date

Owner's Signature

Date

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me by _____ who is personally known to me or
produced _____ as identification, this _____ day of _____, 20_____.

Notary's Signature _____

SEAL: