

# NON-RESIDENTIAL SDE DAMAGE INSPECTION WORKSHEET

---

## **Purpose of the Non-Residential SDE Damage Inspection Worksheet**

The purpose of this worksheet is to collect field data following a disaster to develop an inventory of substantially damaged non-residential structures. This form should be used when conducting an assessment on a non-residential property (office buildings, factories, schools, hospitals, apartment buildings, condominiums with single floor units above or below).

For detailed instructions and additional guidance on collecting and recording SDE data, see Section 9 of [FEMA's SDE Field Workbook](#).

For detailed information on non-residential structure attributes including number of stories, structure use, fire suppression/ sprinkler systems, and conveyance, see Section 10.2 of [FEMA's SDE Field Workbook](#).

# Non-Residential

## SDE DAMAGE INSPECTION WORKSHEET

Address: \_\_\_\_\_

### **SDE ADDRESS Tab**

#### ***Subdivision / Community Information***

Subdivision: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Elevation of Lowest Floor: \_\_\_\_\_ Datum: \_\_\_\_\_

#### ***Community Information***

NFIP Community ID: \_\_\_\_\_ NFIP Community Name: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

#### ***Building Address***

Owner First Name: \_\_\_\_\_

Owner Last Name: \_\_\_\_\_

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_ Street Suffix: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

County/Parish: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### ***Mailing Address***

***Check here if same as building address:*** \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_ Street Suffix: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

County/Parish: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**SDE STRUCTURE / DAMAGE / NFIP INFO Tab**

**Structure Attributes / Information**

Year of Construction: \_\_\_\_\_ Number of Stories: \_\_\_ 1 Story \_\_\_ 2 to 4 \_\_\_ 5 or more

Structure Use: \_\_\_\_\_

Sprinkler System: \_\_\_ Yes \_\_\_ No      Conveyance: \_\_\_ Yes \_\_\_ No

Quality of Initial Construction: \_\_\_ Low \_\_\_ Budget \_\_\_ Average \_\_\_ Good \_\_\_ Excellent

*When estimating structure quality, it is important to remember that the quality of the construction refers to the quality when the home was initially constructed. It does not refer to the current quality level of the home, which may have been impacted by poor maintenance by the homeowner.*

Structure Information (if needed):

---

---

---

**Inspector / Damage Information**

Inspector's Name: \_\_\_\_\_

Inspector's Phone: \_\_\_\_\_

Date of Inspection (mm/dd/yyyy): \_\_\_\_\_

Date Damage Occurred (mm/dd/yyyy): \_\_\_\_\_

Cause of Damage: \_\_\_ Fire \_\_\_ Flood \_\_\_ Flood and Wind \_\_\_ Seismic \_\_\_ Wind \_\_\_ Other

Cause of Damage (if 'Other' is selected): \_\_\_\_\_

Damage Undetermined: \_\_\_\_\_ (check here and check the reason below):

\_\_\_ No Physical Damage Sustained    \_\_\_ Vacant / Property    \_\_\_ Resident Refused Inspection  
\_\_\_ Address Does Not Exist    \_\_\_ Other (Explain)

---

---

---

Duration of Flood: \_\_\_\_\_ Hours      \_\_\_\_\_ Days

Depth of Flood Above Ground (estimated to nearest 0.5 foot): \_\_\_\_\_

Depth of Flood Above Lowest Floor (estimated to nearest 0.5 foot): \_\_\_\_\_

**SDE STRUCTURE / DAMAGE / NFIP INFO Tab**

***NFIP / Community Information:***

FIRM Panel Number: \_\_\_\_\_ Suffix: \_\_\_\_\_ Date of FIRM Panel (mm/dd/yyyy): \_\_\_\_\_

FIRM Zone: \_\_\_\_\_ Base Flood Elevation: \_\_\_\_\_

Regulatory Floodway: \_\_\_ Yes \_\_\_ No \_\_\_ Possible

***Community Information (if needed):***

---

---

---

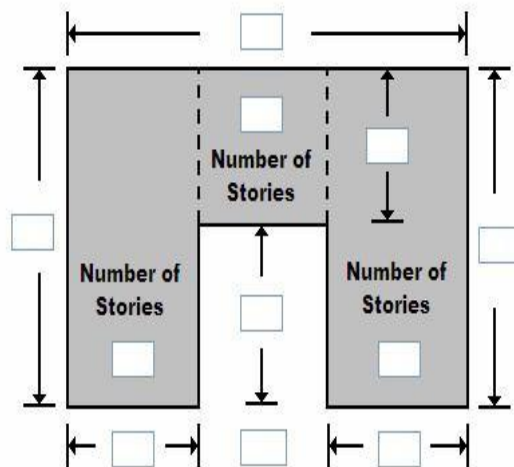
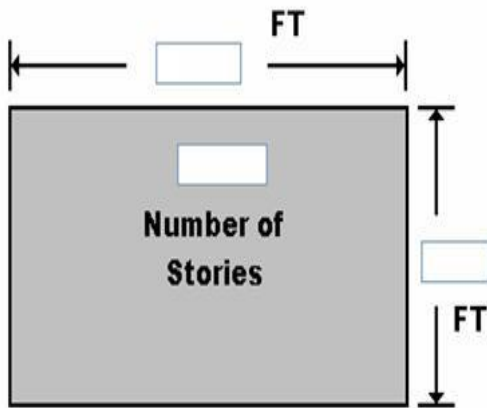
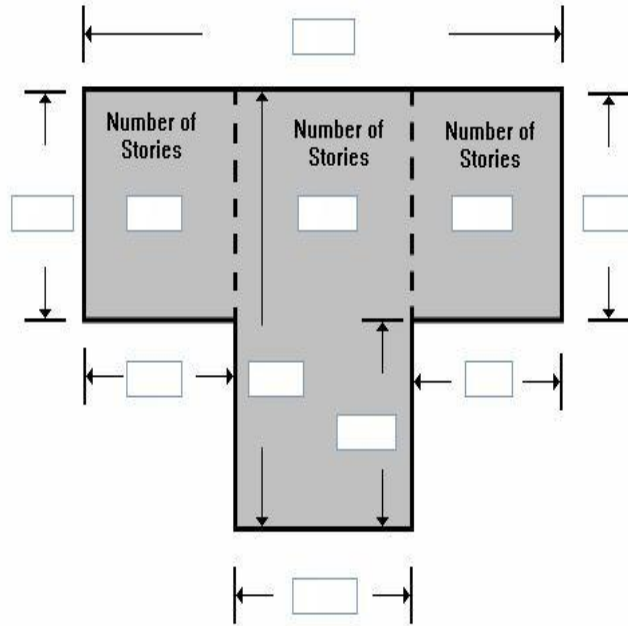
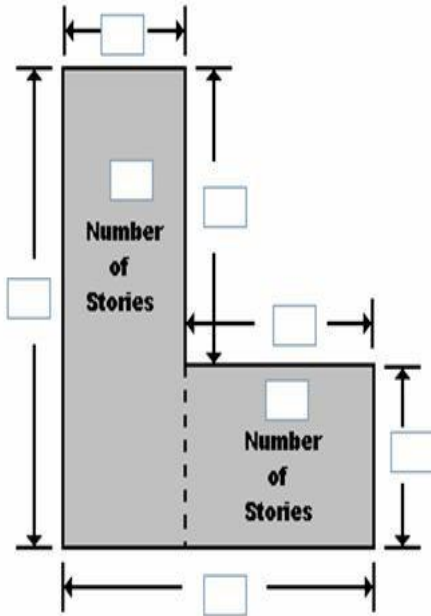
---

---

---

**COST Tab**

Select appropriate diagram of structure footprint and enter structure dimensions and the number of stories:



**COST Tab**

**Square Footage**

Base Cost per Sq Ft.: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Geographic Adjustment: \_\_\_\_\_ *This is a factor which modifies the base cost. When using a locally developed base cost, use a geography adjustment factor of 1.*

**Cost Adjustments**

<u>Adjustments</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Item Cost</u>

**Additional Cost Adjustments**

<u>Adjustments</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Item Cost</u>

Cost Data Reference (source or name): \_\_\_\_\_  
\_\_\_\_\_

Cost Data Date: \_\_\_\_\_

**Note:** The computed **Actual Cash Value (ACV)** for the structure will be calculated once the square footage, base cost, cost adjustments, costs add-ons, and depreciation percentage are entered into the SDE tool.

**Depreciation Rating** (the following page provides a description for each rating)

\_\_\_\_ 1. Very Poor Condition \_\_\_\_ 2. Requires Extensive Repairs \_\_\_\_ 3. Requires Some Repairs  
 \_\_\_\_ 4. Average Condition \_\_\_\_ 5. Above Average Condition \_\_\_\_ 6. Excellent Condition \_\_\_\_ 7. Other

Depreciation Percentage (if 'Other' selected for Depreciation Rating): \_\_\_\_\_

Depreciation Explanation (if 'Other' selected for Depreciation Rating):  
 \_\_\_\_\_  
 \_\_\_\_\_

**ELEMENT PERCENTAGES Tab**

**Note:** The inspector needs only enter the % **Damaged** data here. The data in the Element %, Item Cost, and Damage Values columns will be populated based on the selected attributes once all the data are entered into the SDE tool.

<u>Item</u>	<u>% Damaged</u>	<u>Element %</u>	<u>Item Cost</u>	<u>Damage Values</u>
Foundation				
Superstructure				
Roof Covering				
Plumbing				
Electrical				
Interiors				
HVAC				

**SDE OUTPUT SUMMARY Tab – Optional User Entered Data**

Professional Market Appraisal: \_\_\_\_\_

Tax Assessed Value: \_\_\_\_\_ Factor Adjustment: \_\_\_\_\_

Adjusted Tax Assessed Value: \_\_\_\_\_

Contractor's Estimate of Damage: \_\_\_\_\_

Community's Estimate of Damage: \_\_\_\_\_

<b>Depreciation Rating</b>	<b>Description</b>	<b>Depreciation Value</b>
<b>1</b>	<b>Very Poor Condition.</b> The structure is dilapidated and deteriorating. The residence is uninhabitable and most likely abandoned.	88.9%
<b>2</b>	<b>Requires Extensive Repairs.</b> The residence can be inhabited, but is in need of extensive repairs and maintenance.	66.5%
<b>3</b>	<b>Requires Some Repairs.</b> The residence requires some repair and maintenance.	38.8%
<b>4</b>	<b>Average Condition.</b> There is normal wear on the house, but no signs of major repairs or maintenance needed.	24.2%
<b>5</b>	<b>Above Average Condition.</b> Little visible wear on the structure, but it is not considered "brand new." Most functional value is remaining.	13.4%
<b>6</b>	<b>Excellent Condition.</b> Structure was recently built (2 years old or less). There is no visible deterioration. This condition is rare in structure inventories and should be reserved for only brand new structures that have all functional value remaining.	2.9%
<b>Other</b>	Determined by inspector (must provide a reason in pop-up Depreciation Explanation window).	Value defined by user

***Please note that this page is supplemental and does not need to be submitted.***