FLOOD HAZARD AREA PERMIT

ISSUE

When a new building is constructed in a Special Flood Hazard Area (SFHA) also referred to as a delineated 100-year Flood Plain, an Elevation Certificate must be submitted to the Flood Plain Management Section of the Street Transportation Department. The Elevation Certificate is an administrative tool that is used to provide elevation information necessary to ensure compliance with community flood plain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F). When an addition is constructed in a Special Flood Hazard Area (SFHA), an Elevation Certificate is not required unless the addition is deemed a substantial improvement on the Flood Plain Clearance Form. The following steps must be completed even if a Letter of Map Amendment (LOMA) or Letter of Map Revision based on Fill (LOMR-F) was issued for the proposed structure or subdivision. P&D makes the builder aware of these requirements during the site plan review process and receives and forwards the certificate as part of the building inspection.

PROCESS

Plan Review

- Civil reviewer checks the Flood Insurance Rate Map (FIRM) or GIS to determine if site is in a Special Flood Hazard Area (SFHA)
  - If the property is in a Special Flood Hazard Area (SFHA), send the customer to Flood Plain Management Section with a set of plans to obtain a Flood Plain Clearance Form or Waiver form prior to approving the plans. All new building plans and additions that are deemed substantial improvements must reflect a Finished Floor (FF) at least one foot above Base Flood Elevation (BFE). A professional engineer must determine and seal the BFE for any SFHA. If the project is an addition, verify that valuation stated on Clearance Form matches our calculated valuation for the addition. If the addition is a substantial improvement, the Finished Floor (FF) of the existing structure and the addition must be elevated at least one foot above Base Flood Elevation (BFE).
- Customer returns with the completed form. If the property is determined to be within a Special Flood Hazard Area (SFHA), the Civil reviewer will:
  - Add a note in G&D permit scope and in the building plan review scope (see below)
  - Include note on G&D plans (see below)

Typical note: “A FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ELEVATION CERTIFICATE MUST BE COMPLETED FOR EACH STRUCTURE CONSTRUCTED IN A SPECIAL FLOOD HAZARD AREA (SFHA) BEFORE CLEARANCE FOR FRAMING OF THAT STRUCTURE CAN BE GIVEN. TWO COPIES OF THE ELEVATION CERTIFICATE ARE TO BE SUBMITTED TO THE GENERAL BUILDING INSPECTOR”

  - Place a flag on the building plan review as follows: Permit Flag = COFOHOLD. Hold = COND-PERM, Comments = The Flood Plain Management Section will sign off flag upon receipt of the final Elevation Certificate, add “Y” under Restore Y/N.

**INSPECTION**
- Inspector will check scope to see if Elevation Certificate is required.
- Two copies of Completed Elevation Certificate must be submitted to Inspector prior to the first framing inspection.
- Elevation Certificates must be sealed by surveyor, engineer or architect, and must include the elevation of the finished floor and lowest adjacent grade. The elevation certificate must reflect the built condition (e.g. slab on grade, basement, attached garage, split level, crawl space, elevated floors).
- Inspector forwards one copy to P&D Records Section and one to the Flood Plain Management Section of the Street Transportation Department.