



The following shall be applicable for all previously developed one- and two-family dwellings on residential lots:

Finished floor elevations:

- For additions with habitable space and less than **or equal to** 1,000 square feet, modifications to an existing dwelling unit where the entire existing finish floor remains intact, or accessory dwelling units, the following shall be noted in the body of the permit:
 - ***Finished floor elevations are grandfathered in to match the existing legally established livable finished floor elevation of the dwelling unit. Current local drainage conditions are unknown.***
- For conversions of non-habitable space to habitable space in an existing dwelling unit that is not located within a Special Flood Hazard Area (SFHA), the owner or owner's authorized agent may choose to maintain the existing finished floor elevation of the converted space. The following shall be added to the body of the permit:
 - ***The floor in this space is existing and local drainage conditions are unknown. The owner or owner's authorized agent has chosen to convert the non-livable space to livable space and affirms that the floor elevation is adequate.***
- For conversions of accessory structure to a habitable space requires a grading a drainage plan if **space is** greater than 1,000 square feet.
- For structures accessory to a dwelling unit with non-habitable space and less than **or equal to** 1,000 square feet, the establishment of finished floor elevations shall not be required, and therefore, a grading and drainage plan is not required.

Habitable space shall be defined as a space in a building for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces (Reference: International Residential Code Chapter 2 – Definitions).

Project areas within a habitable envelope that are non-habitable will not be deducted from the total project square footage for Grading & Drainage determination.

Grading and Drainage Retention Requirements:

- Any new additions shall be in accordance with [TRT 00283 Grading & Drainage – Residential On-Lot Retention Requirements PDF](#). If there is an existing subdivision grading and drainage plan that establishes parameters for on-lot retention for the entire subdivision, then those parameters shall be followed. The following shall be noted in the body of the permit:
 - ***The permitted structure or structures shall not affect the drainage to neighboring lots.***

Grading and Drainage Plan Requirements:

- A Residential Single Lot Grading and Drainage Plan will be required for additions and accessory structures on lots that are located within a SFHA; that contain a natural wash, drainage way, or drainage easement; propose new retaining walls; or a hillside or preservation lot with grading limitations. If there is an existing subdivision grading and drainage plan that establishes parameters for on-lot retention for the entire subdivision, then those parameters shall be followed.
 - ***Exception: An approved floodplain clearance document is provided by Street Transportation, Floodplain Management, which states "no floodplain requirements" or "clearance is hereby given."***

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.