SECTION 1: Project Information
To be Completed by Planning and Development Department

Is Project in a Floodplain? ☐ Yes ☐ No

Plan reviewer name: ___________________________ Phone: ______________

Is printed copy of current permit application attached? ☐ Yes ☐ No

Date: _______ Q.S. _______ Project Name: __________________________________________

Project Address: __________________________________________________________________

Property Owner’s Name/Email: ______________________________________________________

Applicant Contact name: ___________________________ Phone: ______________

Applicant Email: ___________________________

☐ Commercial/Multi-Family ☐ Subdivision ☐ Residential Single Lot ☐ Critical Facility**

Proposed Work: ☐ New Construction ☐ Addition ☐ Tenant Improvement Only ☐ Civil/Site

**A critical facility includes: hospitals, fire stations, police stations, storage of critical records, and similar facilities. These facilities should be given special consideration when formulating regulatory alternatives and floodplain management plans. https://www.fema.gov/critical-facility

SECTION 2: Project Information for Addition and Interior Improvement Work
To be Completed by Planning and Development Department

Valuation of Proposed Permit Work: _____________

Sq. Ft of Proposed Work: _______________________

Scope of Work: _________________________________________________________________
______________________________________________________________________________

For Work other than Primary Structure: ☐ Garage Attached ☐ Garage Non-Attached
If tank or other structure, identify ________________________________________________

Type of Alteration: ☐ Minor ☐ Medium ☐ Major ☐ Extensive ☐ Full

Existing Structure in Sq. Ft: _____________ Market Value of Structure: _____________

Market Value Determined by: ☐ Appraisal ☐ PDD

What year was the structure constructed? _____________

Source of Information (county, owner document, etc.): _______________________________
Section 3: Floodplain Management Information
To be Completed by Floodplain Management Section

FIRM Community Number: ______FIRM Community Number: __040051______ Map Number & Suffix: __04013C

Panel Number: ___________ Effective Date of FIRM: __10-16-13 / 03-07-14 / 11-04-15

Flood Zone: A AE AH AO Admin. Floodway Reg. Floodway

  Shaded Zone X Unshaded Zone X

Is this project required to complete the LOMC Process: ☐ Yes ☐ No

Date when the LOMC information was given to the applicant: ________________

Date of FEMA approved Conditional LOMC: ________________

Floodplain Section has copy of approved Conditional LOMC: ☐ Yes ☐ No ☐ N/A

Date of Evaluation: ________________________________

Evaluator’s Name: ________________________________
**SECTION 4: Permit Information from the Past Five Years for Determining a Substantial Improvement**

*To be Completed by Floodplain Management section*

Enter Today’s Date: ________________  Five Years Past Date: ________________

<table>
<thead>
<tr>
<th>Table 1: Documentation of Current and Previous Permit Work from the Past Five Years</th>
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<tbody>
<tr>
<td>(please add more permit rows if needed)</td>
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<tr>
<th>Date of Permit</th>
<th>Permit #</th>
<th>Type of Improvement</th>
<th>Value of Improvement</th>
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</thead>
<tbody>
<tr>
<td>Current Permit Request</td>
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<tr>
<td>Previous Permit #1</td>
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<td>Previous Permit #5</td>
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</table>

**Cumulative Total of Current and Previous Permit Work for the Past Five Years**

- **DO NOT INCLUDE THE NON-STRUCTURE IMPROVEMENTS OR VALUES SUCH AS PROPERTY VALUE OR FENCES, POOLS, LANDSCAPING, ETC.**
- **DETACHED GARAGES OR OUTBUILDINGS ARE NOT INCLUDED, BUT ARE TREATED AS SEPARATE STRUCTURES.**
- **LABOR DONE BY OWNER MUST BE COMPUTED BASED UPON NORMAL LABOR AND MATERIALS VALUES**
- **INCLUDE PRIOR PERMITS FOR FIVE YEARS ONLY**

**Substantial Improvement Calculation:**

\[
\left( \frac{\text{Cumulative total of current and previous work (5 years)/ market value of structure}}{\text{market value of structure}} \right) \times 100 = \% \\
\]  

\[
\frac{\text{Cumulative Total}}{\text{Market Value}} \times 100 = \% 
\]

*(IF 50% OR GREATER, THE STRUCTURE IS CONSIDERED A SUBSTANTIAL IMPROVEMENT AND REQUIRES COMPLIANCE WITH CURRENT COMMUNITY NFIP ORDINANCE REQUIREMENTS.)*

Does this project qualify as a substantial Improvement?

☐ No, it does not qualify  ☐ Yes, it does qualify
SECTION 5: Final Determination

To be Completed by Floodplain Management section

This project is located in Zone _____ and is in a Special Flood Hazard Area (SFHA), but clearance is hereby given for issuance of a construction permit. Based on the project information provided there are no Floodplain Management requirements to fulfill.

This project is located in Zone _____ and is in a Special Flood Hazard Area (SFHA), but clearance is hereby given for issuance of a construction permit insofar as Floodplain requirements are concerned since the cost of the addition is less than 50% of the total value of the existing structure.

This project is located in Zone _____ and is in a Special Flood Hazard Area (SFHA), but clearance is hereby given for issuance of a construction permit insofar as Floodplain requirements are concerned, cost of the improvement is more than 50% of the total value of the existing structure that has been determined to be compliant based on Elevation Certificate or LOMC.

This project is located in Zone _____ and is in a Special Flood Hazard Area (SFHA). Project is required to initiate a Letter of Map Change (LOMC) application process. Do not submit a grading and drainage plan prepared by a registered Civil Engineer to the Planning and Development Department until FEMA (Federal Emergency Management Agency) approves the LOMC application.

This project is located in Zone _____ and is in a Special Flood Hazard Area (SFHA), clearance is not granted until a grading and drainage plan prepared by a registered Civil Engineer and submitted to the Planning and Development Department (the Street Transportation Department/Floodplain Management Section will review internally) for review and approval. The floodplain boundary limits must be shown on the grading and drainage plan. The Lowest Floor Elevation (LFE) must be at least one foot above Base Flood Elevation (BFE). A professional engineer must determine and seal the BFE for any SFHA. The engineer also needs to ensure that impacts to the proposed facilities have been considered. The following note must be included on the grading and drainage plan:

“A Federal Emergency Management Agency (FEMA) Elevation Certificate based on finished construction must be reviewed and approved by Floodplain Management for each new and substantial improvement structure constructed in a Special Flood Hazard Area (SFHA) prior to issuing a Certificate of Occupancy. A copy of the elevation certificate must be submitted to the General and Structural Inspector.”

☐ APPROVED FOR SUBMITTAL  ☐ APPROVED WITH STIPULATIONS**  ☐ DENIED

**TICKLE FLOODPLAIN MANAGEMENT FOR BUILDING PERMIT REVIEW PROCESS

Signature: ___________________________  Date: ________________

Print Name: ___________________________