

CHECKLIST FOR FLOODPLAIN MANAGEMENT REVIEW

Reviewer:	Date:
Owner:	Permit #:
Contractor:	Phone #:
Design Professional Architect/Engineer:	

REQUIRED DOCUMENTS			
Must Be Submitted At Time of Permit Application Check Applicable Column			
I. SURVEY	Yes	No	N/A
1. Specific purpose survey			
2. Flood zone shown with Base Flood Elevation, spot elevation before construction, FIRM Panel No.			
3. Floodplain delineated if multiple zones			
II. DOCUMENTS			
1. Floodplain Management Permit signed by owner and notarized submitted for all new construction, additions, detached garages, utility buildings			
2. Floodplain Disclosure Statement if there is enclosed space below the Flood Protection Elevation			
3. Repair & Tracking form/copy of contract for accessory structures excluding garages, utility buildings, pool cages and fences			
III. SITE PLAN			
1. Proposed finished floor shown			
2. If multiple flood zones, the building shown in relation to the flood zones			
IV. CONSTRUCTION DRAWINGS			
1. Elevation of the grade on the Elevation pages			
2. Elevation of the Base Flood Elevation and Flood Protection Elevation on the Elevation pages			
3. Elevation of the finished floors on the Elevation pages			
4. Elevations of the finished floors on the Foundation page			
5. Elevations on building section pages			
6. Finished floor elevated on a crawl space			
7. Floor elevated on stem walls and in-filled			
8. Habitable floor elevated on stem walls with only vehicle parking, storage, and entry/access below			
9. Ground level void of partitions except for separating the entry/access from parking			
10. Minimal glazed surfaces below the Flood Protection Elevation			
11. Flood vents shown for areas enclosed below the Flood Protection Elevation and calculated for the net openings required on floor plan and elevation pages			
12. All materials used below the Flood Protection Elevation flood resistant			
13. Electrical elevated above the Flood Protection except for what is necessary for life safety			
14. Machinery/equipment servicing the building above the Flood Protection Elevation with the elevation on the plans			

V. RENOVATIONS AND/OR ADDITIONS	Yes	No	N/A
1. Determination of Improvement form and copy of contract			
2. Scope of work detailed			
3. If the cost of the proposed work is 40% of the market value or greater, form signed by owner and notarized			
4. If the cost of the proposed work is 40% of the market value or greater, complete cost breakdown, including material lists and subcontractor bids/invoices			
5. If the cost of the proposed work is 50% or greater, does the finished floor meet the Base Flood Elevation or the Flood Protection Elevation as required by Ordinance 89-10? An Elevation Certificate will be required certifying the elevation of the finished floor.			
VI. VELOCITY ZONE (additional information required)			
1. Soil Analysis detailing recommended depth of pilings or spread footing			
2. V-Zone Construction Certificate			
3. Landscape Fill Certificate submitted			
4. No fill used for structural support			
5. Depth of pilings or footings on plans			
6. Enclosure 299 square feet or less, show 1" separation between walls on plans			
7. Enclosures greater than 299 square feet show minimum 1' opening between wall and column/piling. Open space must equal 25% of each wall surface			
8. Breakaway wall details			
9. Frangible slab detail			
10. Elevation of the lowest horizontal structural member			
11. Is structure outside the V-Zone but within 50 ft.? A Letter of Mitigation required addressing natural features or other structures that may have a mitigating effect on the wave action.			
VII. FLOODWAY ENCROACHMENT (additional information required)			
1. No-Rise Certificate with corresponding technical data			
2. No fill without No-Rise Certification			
2. Velocity Zone construction (see previous section)			
3. Letter of Mitigation to build to A-Zone standards within floodway if flow of water less than 4.0 ft/sec.			
4. Is the structure outside the floodway but within 50 ft.? A Letter of Mitigation required addressing natural features or other structures that may have a mitigating effect on the swift flow of the water.			
VIII. FLOODPROOFING CERTIFICATION			
1. Commercial structures with finished floor below the Flood Protection Elevation to be engineered to be floodproofed to the Flood Protection Elevation or higher.			
2. Floodproofing methods and flood shields must be identified on plans.			
3. Location of the storage of the flood shields shown on floor plan			
4. Floodproofing operation procedures and maintenance plan required			
5. Elevation of floodproofing on plans			
6. If machinery/equipment servicing the building outside the building, must be elevated to Flood Protection Elevation			
IX. MANUFACTURED HOMES			
1. If located in a Pre-FIRM park (established before Jan. 1, 1975) park, details for minimum 36" reinforced piers required (if not meeting established Base Flood Elevation)			