Building Permit/Floodplain Requirement & Acknowledgement
**If Parcel is within SFHA, then this must be completed and documents provided prior to issuing Building Permit

Lot/Development/Address: _____

Owner/Builder Rep.: _____

Issue:

You have either indicated on your Building Permit Application that your parcel is within the floodplain or your Lot/Parcel has been determined to be totally or partially within the floodplain. Upon this determination being made, you are required to acquire an Elevation Certificate from a certified registered Engineer/Surveyor/Architect who must certify the base flood elevation (BFE), and that the Finished Floor Elevation (FFE) will be 2 feet above the Base Flood Elevation (BFE), and that the lowest adjacent grade (LAG) of the structure is equal to or above the BFE. Initially, provide an Elevation Certificate based on "Construction Drawings". Your plot plan should also identify the 100-yr floodplain boundary on your parcel. If it does not, then you must resubmit that now and the accurate boundary location must be reflected. These documents must be provided before the Building Permit is to be issued.

If you indicate on your Application that you plan to place fill within the floodplain or change the grade any, then you must be specific in defining any work to be done in changing elevations on the parcel. If fill is to be placed or retaining walls or fences, then you must reflect details on your plot plan. If fill is to be placed within the floodplain area, then you will have to obtain a FEMA Approved LOMR-F.

An approved LOMR-F does not remove the requirement to provide a Final Elevation Certificate. If you were required to obtain an Approved LOMR-F, then such approval must be obtained and submitted, with the Final Elevation Certificate, prior to seeking a Final Inspection and the Certificate of Occupancy.

Sign & Date (Attesting that all information above was communicated, understood, and the Owner/Builder will comply):

_____

Property Owner/Builder/ Representative Name (Print)

_____

Property Owner/Builder/Representative Signature   Date:

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Community Development Staff:

Date Building Permit Issued: _____