



## Checklist for Flood Damage Control Review

**Project Name:** \_\_\_\_\_

**Tracking Number:** \_\_\_\_\_

REQUIRED DOCUMENTS				
MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION				
BUILDING ELEVATION		Items To Be Included Each Box Shall be Circled as Applicable		
1.	Flood Zone Determination and an affidavit is submitted with Plans (Sealed Survey may be substituted for structures shown to be within Zone X).	Yes	No	N/A
2.	Finished floor freeboard requirement of six (6) inches has been met (includes ductwork).	Yes	No	N/A
3.	Remodel of post-FIRM uninhabited space to inhabited space below the BFE is prohibited. The remodeling project will be required to have the finished floor (if other than storage space) elevated above the BFE – commercial structures may be floodproofed one (1) foot above the BFE if signed/sealed by a design professional.	Yes	No	N/A
4.	Finished Floor Elevation for all new and substantial improvements is six (6) inches above BFE unless shown higher from an approved lot grading plan. If no lot grading plan, an elevation above the road centerline of 18" must be considered and such identification is required to be stamped on the plans and be consistent with the Stormwater Technical Manual.	Yes	No	N/A
5.	Top of bottom floor elevation is shown.	Yes	No	N/A
6.	Attached garage top of slab elevation is shown.	Yes	No	N/A
7.	Flood resistant materials are used below BFE.	Yes	No	N/A
8.	Lowest adjacent finished and natural grade is shown.	Yes	No	N/A
9.	Highest adjacent finished and natural grade is shown.	Yes	No	N/A
10.	Flood resistant materials identified for all areas below the BFE.	Yes	No	N/A
11.	Total area of all permanent openings (flood hydrostatic ventilation vents) identified and within one (1) foot above adjacent grade are shown, and minimum of two openings on separate walls shown unless otherwise designed by design professional.	Yes	No	N/A
12.	Lowest elevation of machinery and/or equipment servicing the building identified (e.g. Pad) six (6) inches above the BFE – includes duct work unless identified as floodproofed. GFI must be used for structure servicing equipment below the BFE.	Yes	No	N/A
SUBSTANTIAL IMPROVEMENT		Items To Be Included Each Box Shall Be Circled As Applicable		
1.	If the value of construction is at 50% or greater than the value of the structure, then the entire structure is to be elevated above the BFE.	Yes	No	N/A
2.	Does the value of construction within the preceding 12-month period (from final inspection or C.O.) exceed 50% or greater of the value of the structure? If so, the entire structure is to be elevated.	Yes	No	N/A
VELOCITY ZONE		Items To Be Included Each Box Shall Be Circled As Applicable		
1.	Soils and Foundation Report submitted with plans (approved by the B.O. or designee, and the report is to be microfilmed with plans).	Yes	No	N/A
2.	Bottom of lowest horizontal structural member (including ductwork) elevation (V zones only) is six (6) inches above the BFE.	Yes	No	N/A
3.	Free of obstructions below the BFE, except for design professional approved break-away walls.	Yes	No	N/A
4.	No fill used for structural support.	Yes	No	N/A
5.	No fill, except for minor landscaping. If fill is used (including for an elevated septic system), a wave-impact analysis must be submitted and shown that there is no impact to adjacent properties (approved by the B.O. or designee, and it is to be microfilmed with plans).	Yes	No	N/A
6.	No Manufactured Homes permitted, except within an approved pre-FIRM MH park.	Yes	No	N/A
7.	No accessory structures unless six (6) inches above the BFE and designed appropriately.	Yes	No	N/A
8.	No remodel or conversion of space below the BFE.	Yes	No	N/A
9.	No new additions (vertical or lateral) without elevated on an elevated foundation designed to specifications shown in the Soils and Foundation Report.	Yes	No	N/A

**Checklist – Flood Damage Control Review**

<b>FLOODWAY ENCROACHMENT</b>		<b>Items To Be Included Each Box Shall Be Circled As Applicable</b>		
1.	No-Rise/Impact Certification provided. Must show zero rise in the floodway (approved by the BO or designee, and, it is to be microfilmed with plans).	Yes	No	N/A
2.	No fill used within the Floodway unless a No-Rise Certification is provided showing no rise in elevation of the Floodway.	Yes	No	N/A
3.	No Manufactured Homes permitted within the Floodway unless it is a DCA Certified Home and elevated six (6) inches above the BFE.	Yes	No	N/A
4.	Free of Obstructions below BFE.	Yes	No	N/A
5.	No accessory structures unless six (6) inches above the BFE and designed appropriately.	Yes	No	N/A
<b>WATERTIGHT FLOODPROOFING CERTIFICATION</b>		<b>Items To Be Included Each Box Shall Be Circled As Applicable</b>		
1.	Commercial structures with a finished floor below the BFE is to be engineered to be floodproofed one (1) foot or greater above the BFE.	Yes	No	N/A
2.	Floodproof certificate is required with plans approval (approved by the B.O. or designee).	Yes	No	N/A
3.	Use of flood protection and floodshields must be identified on plans.	Yes	No	N/A
4.	Floodproofing operation procedures are required and are to be recorded with plans.	Yes	No	N/A
<b>MANUFACTURED HOME PARK OR SUBDIVISION SETUP</b>		<b>Items To Be Included Each Box Shall Be Circled As Applicable</b>		
1.	If there is structure flooding recorded for this park or subdivision, then manufactured homes and servicing equipment (and ductwork) are required to be placed six (6) inches above the BFE.	Yes	No	N/A
2.	Six (6) inch free board (includes ductwork) is required for all manufactured home setups in metes and bounds lots and post FIRM parks and subdivisions.	Yes	No	N/A
<b>COMPENSATORY STORAGE</b>		<b>Items To Be Included Each Box Shall Be Circled As Applicable</b>		
1.	Fill used within the Special Flood Hazard Area requires an equal or greater area created for compensatory storage within that floodplain – letter of approval provided.	Yes	No	N/A
<b>ACCESSORY STRUCTURES</b>		<b>Items To Be Included Each Box Shall Be Circled As Applicable</b>		
1.	Structure is for storage and not for any type of habitation and is not climate controlled.	Yes	No	N/A
2.	Flood resistant materials used.	Yes	No	N/A
3.	Anchored to resist flotation and lateral movement.	Yes	No	N/A
4.	Permanent openings (flood vents) as designed.	Yes	No	N/A
<b>AGRICULTURAL BUILDINGS (Compliance through Electrical Permits)</b>		<b>Items To Be Included Each Box Shall Be Circled As Applicable</b>		
1.	Enclosed structures below the BFE require hydrostatic ventilation per code.	Yes	No	N/A
2.	Equipment requires flood protection six (6) inches above the BFE.	Yes	No	N/A