

Plan Review Checklist
FLOOD HAZARD AREA APPLICATION REVIEW – A ZONES

Terms: SFHA = Special Flood Hazard Area; BFE = Base Flood Elevation

Reviewer's Initials and Date of Review	Review Steps
	NOTE: For variance requests, use this form to document efforts to achieve the greatest degree of compliance.
	Is proposed development consistent with zoning? <input type="checkbox"/> NO, Applicant to request a zoning amendment. <input type="checkbox"/> YES, proceed with review.
FIRM Panel # and date _____ FLOODWAY Panel # and date _____ BFE? Y/N Elevation _____ _____	Check FIRM, floodplain/floodway boundaries, base flood elevations, and map revisions and LOMRs issued by FEMA. Is proposal in the floodplain and/or floodway? <input type="checkbox"/> NO, sign and date this form and put in file. <input type="checkbox"/> YES, must meet the flood resistant provisions of the code. <input type="checkbox"/> YES, FLOODWAY. All residential structures (including Manufactured Housing units) in floodways to comply with IBC. <input type="checkbox"/> YES, FLOODWAY. Require engineer's "no rise" analysis and supporting hydraulic data in file before continuing review. <input type="checkbox"/> YES, in SFHA without BFEs. Check other sources, use estimating methods, or require applicant to determine. <input type="checkbox"/> YES, in SFHA, but applicant has elevation data that shows natural site elevation above BFE. Advise applicant to obtain LOMA and submit copy for the file. <input type="checkbox"/> YES, in 500-year floodplain. Floodplain review not required; flood-resistance encouraged.
	Site plan shows nature of development proposal, location, dimensions, wetlands, floodplain/floodway boundaries, and ground elevations. <input type="checkbox"/> YES, continue review. <input type="checkbox"/> NO, return to applicant to revise application and site plan.
	Can the proposed development be modified to avoid floodplain? <input type="checkbox"/> YES, explain flood hazards to applicant and make recommendations to modify proposal to minimize flood hazards and damage potential. <input type="checkbox"/> NO, but impacts can be further minimized. <input type="checkbox"/> No, no changes can be done.
	Has the applicant provided copies of all necessary state and federal permits, e.g., wetlands? <input type="checkbox"/> NO, advise applicant which agencies to contact. <input type="checkbox"/> YES, require copies for the file.
	Will a watercourse be altered? <input type="checkbox"/> NO, continue review. <input type="checkbox"/> YES, Applicant to provide copies of notices to adjacent communities, federal agencies, and the NFIP State Coordinator. <input type="checkbox"/> YES, engineer's analysis required to show same flood carrying capacity; method of maintenance specified.
	Is fill proposed? Compacted? Side-slopes are no steeper than 2H:1V? Protected from erosion? <input type="checkbox"/> NO fill, continue review. <input type="checkbox"/> YES, fill used to elevate building will be compacted, sloped, and stabilized. <input type="checkbox"/> YES, but not for building elevation. Purpose for fill: _____

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Initials and Date	Review Steps
	<p>Is the application for improvement or addition to an existing building?</p> <ul style="list-style-type: none"> <input type="checkbox"/> NO, a new structure is proposed, continue review. <input type="checkbox"/> YES, but building is documented in file as a “historic structure” and proposed work will not change historic designation; encourage flood resistance. <input type="checkbox"/> YES, costs of work are documented and compared to market value. <input type="checkbox"/> YES, costs equal or exceed 50% of market value of structure. How to make building comply? <input type="checkbox"/> Proposed work is not a Substantial Improvement. Flood hazard review not required.
	<p>Are new structures proposed to be elevated (new residential or non-residential buildings, storage tanks, manufactured homes)? Give applicant a blank Elevation Certificate.</p> <ul style="list-style-type: none"> <input type="checkbox"/> NO – STOP! A permit cannot be issued for non-elevated residential buildings. <input type="checkbox"/> NO, non-residential may be floodproofed <input type="checkbox"/> YES, on fill. Basements into fill are not allowed. <input type="checkbox"/> YES, on piers, pilings, or columns. <input type="checkbox"/> YES, on solid foundation walls
	<p>Check the following for Manufactured Housing units:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are flood hazards avoided as much as possible? <input type="checkbox"/> In Floodway, refer to IBC® for foundation design. <input type="checkbox"/> Foundation is reinforced (dry-stack block NOT allowed). <input type="checkbox"/> Ground anchors and tie-downs shown on plans? <input type="checkbox"/> Elevated above the BFE?
	<p>Check the following for utility support systems:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electrical, mechanical, plumbing, heating/air conditioning components elevated? <input type="checkbox"/> Septic designed to minimize inflow/discharge under flood conditions? <input type="checkbox"/> On-site water supply designed to minimize inflow under flood conditions? <input type="checkbox"/> Above-ground tanks are anchored/elevated? <input type="checkbox"/> Below-ground tanks are designed to resist flotation?
	<p>If new, non-residential structure is not elevated, will it be floodproofed?</p> <ul style="list-style-type: none"> <input type="checkbox"/> YES, non-residential building will be floodproofed to not less than 1' above BFE, and signed and sealed design documentation is in file. <input type="checkbox"/> YES, agricultural building to be wet floodproofed. <input type="checkbox"/> NO, permit shall not be approved.
	<p>Enclosed areas below BFE (stairwells, sheds, garages, storage areas, crawl spaces)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> NO, continue review. <input type="checkbox"/> YES, number, total net open area, and location of flood openings shown on plan. <input type="checkbox"/> YES, plan shows acceptable use (parking, limited storage, and access). <input type="checkbox"/> YES, flood resistant materials specified. <input type="checkbox"/> YES, utilities, if any, are all elevated above BFE
	<ul style="list-style-type: none"> <input type="checkbox"/> Record permit in log of floodplain permits. <input type="checkbox"/> Make sure that all necessary documents are in the file. <input type="checkbox"/> Issue Permit and transfer file to Inspections.

PERMIT APPLICATION REVIEW COMPLETED BY: _____ DATE: _____

ISSUE PERMIT approved by: _____

DENY PERMIT approved by: _____

Application #: _____

Permit #: _____

Date: _____

Applicant: _____

Inspection Checklist

FLOOD HAZARD AREA INSPECTIONS – A ZONES

Inspector's Initials and Date of Inspection	Inspection Steps
	Before site inspection: <input type="checkbox"/> REVIEW permit file before going in the field. <input type="checkbox"/> ASK permit reviewer questions to understand requirements. <input type="checkbox"/> Are other state and federal permits in the file?
	Measure stakeout distances from waterway or landmark. Is development in the right place? Is fill correct distance from waterway or landmark? <input type="checkbox"/> YES. (Basements into fill not allowed.) <input type="checkbox"/> NO, take enforcement action to correct problems.
	Elevation of lowest floor checked during framing or foundation inspection after lowest floor is in place. Elevations checked and acceptable? Elevation Certificate submitted? <input type="checkbox"/> YES, maintain copy of documentation of final elevations in permanent records. <input type="checkbox"/> NO, take enforcement action to correct problems
	Electrical, mechanical, plumbing, heating/air conditioning components elevated? <input type="checkbox"/> YES. <input type="checkbox"/> NO, take enforcement action to correct problems.
	For enclosures below BFE (including crawl spaces): Are flood damage resistant materials used? Does use of enclosure appear to be limited to crawl space, parking, building access, or limited storage? Are flood openings no more than 12" above grade? Are there enough flood openings (based on net open area provided by the flood openings or certification of engineered openings), are they on at least two sides, and do they allow automatic entry/exit of floodwater (disable air vents in open position)? <input type="checkbox"/> YES. <input type="checkbox"/> Building does not have enclosures below BFE. <input type="checkbox"/> NO, take enforcement action to correct problems.
	Other Notes Based on Inspection: Make sure to get final elevation certificate before issuing CO. Do not mark on elevation certificate. Make sure pictures are clear and dated.
	Issue Occupancy Certificate only if final inspection shows compliance with floodplain requirements

FINAL INSPECTION COMPLETED BY: _____ DATE: _____

Application #: _____