

Application # _____

Applicant/Owner: _____ Date: _____

Address: _____

Plan Review Checklist: Post-Flood Substantially Damaged*

* Use this checklist for non-residential buildings ONLY if they will be replaced fully elevated above BFE.

	Review Steps
FIRM Panel # and date _____ FLOODWAY Panel # and date _____ BFE _____	Is the site in the floodplain and/or floodway? <input type="checkbox"/> NO, floodplain permit not required. <input type="checkbox"/> YES, in mapped floodplain, but elevation data shows natural (not fill) ground elevation above BFE. Advise applicant to obtain Letter Of Map Amendment (LOMA). <input type="checkbox"/> YES, in mapped floodplain without BFEs. Check for existing studies or develop community BFE. Development of five acres or 50 lots or larger: engineering study required to determine BFE and Floodway (DO NOT use this checklist for large projects) <input type="checkbox"/> YES, in mapped floodplain with BFEs. <input type="checkbox"/> YES, FLOODWAY; no new fill. <input type="checkbox"/> YES, FLOODWAY; same footprint (no additions). <input type="checkbox"/> YES, FLOODWAY; new fill or expanded footprint, engineering required (Assure zero rise, no adverse impact before continuing).
	Site plan or sketch shows location and size of building on the lot (orientation and distance to waterway). <input type="checkbox"/> YES, continue with review. <input type="checkbox"/> NO, return to applicant to revise sketch.
Ground Elevation _____	Surveyed ground elevation is required, BFE-LAG = floor height (Prelim. Elevation Certificate). <input type="checkbox"/> YES, Preliminary Elevation Certificate provided, continue with review. <input type="checkbox"/> NO., stop review until preliminary Elevation Certificate obtained.
	What type is the existing building? <input type="checkbox"/> Crawlspace <input type="checkbox"/> MFH on ____ piers/columns; ____ solid foundation walls <input type="checkbox"/> Slab on grade. <input type="checkbox"/> Basement. Call State NFIP Coordinator for advice on compliance steps.
Height of Floor above Ground _____ (BFE – Ground)	Substantially damaged/substantially improved buildings must be repaired to be compliant with the flood provisions. How will the existing building/manufactured home be elevated? <input type="checkbox"/> On piers or columns: ____ extend existing ____ build new <input type="checkbox"/> On solid foundation walls or crawlspace: ____ extend existing ____ build new (NOTE on special requirements for enclosures on back). <input type="checkbox"/> Slab on grade on fill. <input type="checkbox"/> Combination fill and other elevation method (describe) _____
	Check the following for manufactured homes: <input type="checkbox"/> Installer name _____ Lic.# _____ Contract option specified _____ <input type="checkbox"/> Engineer approved foundation design? (dry stack block NOT allowed). <input type="checkbox"/> Ground anchors and tie-downs into permanent foundation shown on plans?
	Check the following for utility support systems: <input type="checkbox"/> Electrical, mechanical, heating/air conditioning components elevated above BFE? <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 and elevated above BFE? <input type="checkbox"/> Below-ground tanks are anchored and designed to resist flotation with vents above BFE?
	Are there enclosed areas below BFE (stairwells, sheds, garages, storage areas, crawl spaces)? <input type="checkbox"/> NO. <input type="checkbox"/> YES, number, size and location of flood openings are acceptable (see Note on back). <input type="checkbox"/> YES, plan shows acceptable use (parking, limited storage, and access). <input type="checkbox"/> YES, flood resistant materials will be used. <input type="checkbox"/> YES, enclosure is at grade on at least one side (sub-grade on all sides = basement!)
	Record permit in log of floodplain permits and put all necessary documents in the file.
	Issue Permit and transfer file to Inspections.

PERMIT APPLICATION REVIEW COMPLETED BY _____ DATE _____

ISSUE PERMIT approved by _____ DENY PERMIT approved by _____

Permit # _____

Permittee/Owner: _____

Address: _____

Inspection Checklist: Post-Flood Substantially Damaged

Inspector's Initials and Date of Inspection	Inspection Steps
	Prepare to inspect. <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? (WVDEP, Health Dept. etc.)
	On-site: Measure distances from waterway or landmark. Is development in the right place on the parcel? <input type="checkbox"/> YES. <input type="checkbox"/> NO. Advise owner to correct; take enforcement action as appropriate.
	Is fill too close to waterway? <input type="checkbox"/> YES. Advise owner to correct; take enforcement action as appropriate. <input type="checkbox"/> NO. Check fill compaction and side slopes. No basements below BFE in fill.
	Foundation type as specified in Permit? <input type="checkbox"/> YES. <input type="checkbox"/> YES. For Manufactured home units, piers/columns are reinforced, unit anchored. <input type="checkbox"/> NO. Advise owner to correct; take enforcement action as appropriate.
	Elevation of lowest floor checked and acceptable? (Elevation Certificate completed?) <input type="checkbox"/> YES. <input type="checkbox"/> NO. Advise owner, obtain Finished Construction Elevation Certificate, take enforcement action as appropriate.
	For enclosures below BFE (including crawl spaces): Are flood damage resistant materials used? Is use of enclosure limited to crawl space, parking, building access, or limited storage? Are flood openings acceptable? Basements are not permitted in the floodplain. <input type="checkbox"/> Building does not have enclosures below BFE. <input type="checkbox"/> YES, Enclosure properly vented (See Note Below) <input type="checkbox"/> YES, enclosure is at grade on at least one side (sub-grade on all sides = basement!) <input type="checkbox"/> NO. Advise owner; take enforcement action as appropriate.
	Other Notes Based on Inspection:
	Issue Certificate of Compliance if final inspection shows all Ordinance requirements met.

FINAL INSPECTION COMPLETED BY _____ DATE _____

CERTIFICATE OF COMPLIANCE ISSUED BY _____ DATE _____

NOTE on flood openings: Enclosed areas are underneath buildings that are elevated in the floodplain, they include crawlspaces, storage areas, and under-building parking areas. The walls of enclosed areas must have flood openings to allow rising floodwater to flow in, and falling floodwater to drain out, otherwise walls can collapse because of unequal pressure. Use the following to determine flood openings:

- The total area of all openings is 1 square inch for each square foot of enclosed area = _____ sq in.
- Flood openings must be on at least two sides of the enclosure, total # openings = _____
- The bottom of the openings must be no more than 12" above grade.
- The openings can be covered with screen, but must not get blocked by floating debris so that they allow automatic entry/exit of flood water. If screens are to be used, require at least 2 additional openings.

To winterize the building, gently press Styrofoam into the opening from the inside, so that it will come loose when floodwater rises.