

Checklist for Floodplain Management Permitting guide (FMPG 2K22)

REQUIRED DOCUMENTS				
MUST BE SUBMITTED AND APPROVED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY (CO)				
General Flood Zone Designation			Each Box Shall be Circled as Applicable	
1.	FIRM Panel Number			
2.	FIRM Panel Date			
3.	Flood Zone			
4.	In Floodway?			Yes No N/A
5.	Base Flood (BFE) _____ NAVD 88 and NGVD 29			
6.	How BFE was determined?			FIS USACE FEMA
7.	Required freeboard _____ feet			
8.	Required Finished Floor Elevation (Lot Grading) _____, feet, NAVD 88			
9.	FEMA Letter of Map Change (attached). Approved or Denied?			Yes No N/A
10.	Flood resistant materials shall be used below BFE + required freeboard (FEMA Technical Bulletin No. 2)			Yes No N/A
AE-Zone			Each Box Shall be Circled as Applicable	
1.	Finished Floor Elevation for all new and substantial improvements in the Special Flood Hazard Area (SFHA) is to the BFE + required freeboard.			Yes No N/A
2.	Provide top of bottom floor elevation. FEMA Elevation Certification (EC) .			Yes No N/A
3.	For attached garage provide top of slab elevation.			Yes No N/A
4.	Total area of all permanent openings (flood hydrostatic ventilation vents) identified and within one (1) foot above adjacent grade either interior or exterior are shown, and minimum of two openings on separate walls shown unless otherwise designed by design professional. If engineered flood openings are used, documentation must be provided. (FEMA Technical Bulletin No. 1)			Yes No N/A
5.	Lowest elevation of machinery and/or equipment servicing the building be identified (e.g., Pad) at the required flood elevation + required freeboard – includes ductwork.			Yes No N/A
A-ZONE			Each Box Shall be Circled as Applicable	
1.	Top of the bottom floor for all new and substantial improvements in the Special Flood Hazard Area is to 3' above the Highest Adjacent Grade.			Yes No N/A
2.	For attached garage provide top of slab elevation is to 3' above the Highest Adjacent Grade.			Yes No N/A
3.	Total area of all permanent openings (flood hydrostatic ventilation vents) identified and within one (1) foot above adjacent grade either interior or exterior are shown, and minimum of two openings on separate walls shown unless otherwise designed by design professional. If engineered flood openings are used, documentation must be provided. (FEMA Technical Bulletin No. 1)			Yes No N/A
4.	Lowest elevation of machinery and/or equipment servicing the building be identified (e.g., Pad) is 3' above the Highest Adjacent Grade. Any building utility systems within the crawlspace must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions. Ductwork must either be placed above the BFE or sealed from floodwaters. For further guidance on the placement of building utility systems in crawlspaces, see FEMA 348, Protecting Building Utilities From Flood Damage .			Yes No N/A
FLOODWAY ENCROACHMENT			Each Box Shall be Circled as Applicable	
1.	No-Rise/Impact Certification and supporting data must be provided for any development. Must show zero rise in the floodway.			Yes No N/A
2.	No fill shall be used within the Floodway unless a No-Rise Certification is provided showing No-Rise in elevation of the Floodway.			Yes No N/A
3.	Placement of manufactured homes is not permitted, unless in existing manufactured			Yes No N/A

	home park or subdivision or area zoned only for manufactured homes and No-Rise Certification is submitted.			
4.	Free of Obstructions below BFE. (FEMA Technical Bulletin No. 5)	Yes	No	N/A
ZONE AE WITHOUT FLOODWAY, ZONE A, AND UNMAPPED STREAMS		Box Shall Be Circled As Applicable		
1.	Engineering analysis and supporting data must be provided for any development. May show up to 1' rise. New technical data should be submitted as a CLOMR/LOMR .	Yes	No	N/A
2.	No fill shall be used within a Zone AE without floodway or a Zone A or Unmapped stream buffer areas unless an engineering analysis is provided showing less than 1' rise. New technical data should be submitted as a CLOMR/LOMR.	Yes	No	N/A
3.	Placement of manufactured homes is not permitted, unless in existing manufactured home park or subdivision or area zoned only for manufactured homes and an engineering analysis is submitted showing less than a 1' rise.	Yes	No	N/A
4.	Free of Obstructions below BFE. (FEMA Technical Bulletin No. 5)	Yes	No	N/A
NON-RESIDENTIAL FLOODPROOFED STRUCTURES A-ZONES		Each Box Shall be Circled as Applicable		
1.	Commercial structures with a finished floor below the BFE are to be engineered to be floodproofed one (1) foot or greater above the BFE or elevated to the required flood elevation. (FEMA Technical Bulletin No. 3)	Yes	No	N/A
2.	Floodproof certificate is required before permit is finalized.	Yes	No	N/A
3.	Use of flood protection and flood barriers must be identified on plans.	Yes	No	N/A
4.	Floodproofing operation procedures are required.	Yes	No	N/A
ACCESSORY STRUCTURES FOR A-ZONES		Each Box Shall be Circled as Applicable		
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. (FEMA Technical Bulletin No. 2)	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
5.	Accessory structure is of low value.	Yes	No	N/A
6.	Service Facility (electric shall be elevated above the BFE or floodproofed)	Yes	No	N/A
REMODEL		Each Box Shall be Circled as Applicable		
1.	SUBSTANTIAL IMPROVEMENT. Any one or more or combination thereof of repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds, over a 1-year period, a cumulative total of 50 percent of the pre-market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. (A-zone)	Yes	No	N/A
2.	Substantial Improvement Package completed/Copy of signed construction contract	Yes	No	N/A
3.	Remodel of uninhabited space to habitable space below the BFE is prohibited. The remodeling project will be required to have the finished floor elevated to the BFE + freeboard (A-zone).	Yes	No	N/A
4.	No remodel or conversion of space below the BFE is allowed.	Yes	No	N/A
5.	No new additions (vertical or lateral) for Pre- and Post-FIRM structures without being elevated on an elevated foundation designed to new construction specifications within the flood damage prevention regulations.	Yes	No	N/A

Note: Copies of the referenced FEMA Technical Bulletins are available at <https://www.fema.gov/emergency-managers/risk-management/building-science/national-flood-insurance-technical-bulletins>

References:

[State Model Ordinance](#)

NFIP Regulations: [44 CFR 60.3](#)

[TEMA](#)