

Application # _____

Applicant/Owner: _____ Date: _____

Address: _____

Plan Review Checklist: New Construction*

* Use 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, mapped floodplain with BFEs. <input type="checkbox"/> YES, FLOODWAY; engineering study required (assure zero rise, no adverse impact) <input type="checkbox"/> YES, in 500-year floodplain. Review not required (recommend elevation above grade). |
| | Site plan or sketch with measurements showing 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. |
| | Can the proposed location on the parcel be modified to avoid floodplain and/or floodway? <input type="checkbox"/> YES. Suggest different location, move back from waterway. <input type="checkbox"/> NO. Suggest freeboard (elevate higher than minimum). |
| Height of Floor above Ground _____ (BFE – Ground) | How will building/manufactured home be elevated? <input type="checkbox"/> On piers or columns. <input type="checkbox"/> On solid foundation walls or crawlspace (NOTE on requirements for enclosures, 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? (Health Dept.) <input type="checkbox"/> On-site water supply designed to minimize inflow under flood conditions? (Health Dept.) <input type="checkbox"/> Above-ground tanks are elevated /anchored above BFE? <input type="checkbox"/> Below-ground tanks are 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 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: New Construction

| 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 officer questions to understand requirements. <input type="checkbox"/> Are other Local/State and/or federal permits in the file? (WVDEP, Health Dept.etc.) |
| | On-site: Measure distances from waterway or landmark. Is development located as originally proposed on the parcel? <input type="checkbox"/> YES. <input type="checkbox"/> NO. re-evaluate compliance with ordinance, enforcement action as appropriate. |
| | Is fill too close to waterway? No basements below BFE in fill. <input type="checkbox"/> YES. Advise owner to correct; take enforcement action as appropriate. <input type="checkbox"/> NO. Check fill compaction, sloping and erosion protection. |
| | 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? (finished construction E/C 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 not allowed in 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:

- 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 = _____
- Bottom of the openings must be no more than 12" above grade.
- Openings must allow automatic entry/exit of flood water, can be covered with screen, but must not get blocked by floating debris. If screens are to be used, require at least 2 additional openings.

To winterize the building, gently press styro-foam panels into the opening from the inside, so that it will pop loose when floodwaters rise.