

## *Post-FIRM Structure Procedures*

### **PURPOSE**

This policy is intended to clarify the procedures when an application is made which proposes work on a post-FIRM structure. A post-FIRM structure is a structure in which the habitable portion or portions of the structure have been elevated at least one foot above the base flood elevation (BFE), either through the Community Development Commission (CDC) program, by the owner, or because these portions were originally constructed above the flood elevation.

### **GENERAL**

Many structures in the county have been elevated so that the habitable portion or portions of the structure are at least one foot above the base flood elevation (BFE). When applications are made which propose work on these structures, it is important that the applicant be notified as soon as possible if this work cannot be approved. Examples of such work include, but are not limited to, water heaters or HVAC units below the BFE. Most work which requires a building, plumbing, electrical or mechanical permit cannot be approved below the BFE.

### **PROCEDURE**

#### Applicant Notification Procedures

1. DIS staff will build a table in Permits Plus which includes all parcels identified as containing any post-FIRM structure. A "Post-FIRM" field will be available on the Parcel Geo District Lookup screen in Permits Plus. When a parcel is included in the table, the following information will display: 1 OR MORE POSTFIRM STRUCTURES.
2. DIS staff will post notices on all parcels included in the lookup table as follows: 1 OR MORE POSTFIRM STRUCTURES ON PARCEL.
3. When a building permit application is made for additions, alterations or other work on a structure, Customer Service staff will check the parcel Notices and Geo Lookup screen. If the parcel contains a post-FIRM structure and the work proposed is below the BFE, customer service staff will notify the applicant that this work cannot be approved and explain the reason that it cannot be approved.
4. If the applicant needs more information or asserts that the structure is not a post-FIRM structure or there are questions regarding this determination, the applicant should be directed to the Building and Grading cube.
5. Building and Grading cube staff will answer the applicant's questions and/or direct the applicant as necessary to obtain needed information.

#### Maintenance of post-FIRM information

1. On a monthly basis, DIS staff will compile a list of all parcels attached to ISSUED B-BLD permits within the last month with the sub-type ELEV. DIS will add all parcels identified to the lookup table and will attach notices to the parcels indicating: 1 OR MORE POSTFIRM STRUCTURES ON PARCEL.

**Approved by:**

/s/ Pete Parkinson

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