

Floodplain Checklist

If your property or a portion thereof is located in any floodplain:

- A **Sealed Plot Plan** will need to be submitted with your application for a building permit. A plot plan must be sealed by either a surveyor or NC licensed engineer (**Note:** a sealed plot plan from an architect is *not* sufficient).
- The sealed plot plan will need to show:
 1. The proposed location of the structure including all setbacks.
 2. Boundaries of all flood hazard areas.
 3. The base flood elevation (BFE) of all flood hazard areas, expressed to the nearest tenth of a foot, when available.
 4. Proposed elevation of lowest floor. The lowest floor elevation must be at least two feet above the BFE, measured to the top of floor in an AE and Future Conditions X zones, and measured to the lowest horizontal supporting member in VE zones. All electrical, heating, ventilation, plumbing, and air conditioning equipment (including duct work) must be located above the 2-foot freeboard elevation.
- In flood zones other than VE, if areas below the freeboard elevation are to be enclosed, **Flood Vents** must be installed and shown on building plans.
 1. There must be a minimum of two openings on opposing walls, having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding.
 2. The bottom of the flood vent shall be no higher than 1 foot above grade.
 3. Flood-resistant materials are required below the 2-foot freeboard (BFE plus 2 feet).

If your property or a portion thereof is located in a V or VE Coastal High Hazard Area Flood Zone:

- In addition to a **Sealed Plot Plan**, the house must be engineered according to floodplain ordinance, building code and requirements for a V-Zone.
- **Engineered plans** must include:
 1. A [V-Zone Certification Form](#) sealed by a licensed architect or engineer.
 2. Breakaway walls for any enclosed areas below the freeboard (enclosed areas may only include areas for parking, limited storage and building access).
 3. Proposed elevation of the lowest horizontal structural member must be provided.
 4. Structures must be built on pilings and no structural fill may be used.

If you are proposing to repair, improve or renovate an older, non-conforming building in the floodplain, you must provide the following:

- An appraisal showing depreciated value of the structure only.
- Cost for scope of work.
- Signed contract.
- Elevation Certificate for existing structure.
- If it is determined that the damage or work constitutes substantial damage/improvement (over 50% value of structure over a five year period), the entire structure will need to meet current floodplain requirements.