Screening Checklist: Building in Special Flood Hazard Area

Project will not be accepted if any items are missing.

Address: __________________________________________________________ Building Permit No: _______ - _____________

Structure:  ☐ SFR  ☐ Detached Garage  ☐ Commercial Office Bldg.  ☐ Industrial Use Bldg.  ☐ R&D Bldg.  ☐ Other: ___________________

(1) STATUS
A. ____ Structure is not within a SFHA.  Check Section 3, Line D, below.
B. ____ NEW CONSTRUCTION (completely new building). Proceed with Section 2, SCREENING.
C. ____ EXISTING STRUCTURE: Built before 15 February 1980, not substantially improved since. Do WORKSHEET (Page 2)

(2) SCREENING

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Place “T” (True) or “F” (False) in each applicable flood zone column

C. Plans indicate proposed elevations of lowest floor to be at or above the BFE. For substantial improvements, the lowest floor may be an existing floor and must be certified on a FEMA Elevation Certificate before the plans can be accepted.

D. Note on plans indicate elevations are based on NAVD88 datum.

E. Plans indicate location of highest adjacent grade and elevation of lowest floor above this.

F. Lowest floor to be at least one-foot above highest adjacent grade

G. Plans provide location of the BFE on ALL architectural elevations, and ALL structural foundation details.

H. There are no below grade areas (areas below grade on all sides; this includes crawl spaces and basements.)

I. Structural plans show flood-resistant materials for structure below the BFE.

J. All electrical and mechanical equipment is shown to be above the BFE.

K. Plan insert for Elevation Certification Requirements is on all applicable sheets.

L. Below are regarding the flood venting requirements:

M. Architectural elevations show locations of flood vents.

N. Structural foundation plans show locations of flood vents.

O. Structural plans provide a detail of typical flood vent showing the area of each opening. Structural plans show flood vent relative to adjacent grade.

(3) RESULTS SUMMARY

A. No F’s appear above. The application is complete as to information required for flood plain screening and it is recommended that the plans be accepted for submittal. Detailed PWE review is required.

B. One or more F’s appear above. The application is incomplete. Do not accept plans.

C. Proposed project is not a substantial improvement. Any subsequent revisions of plans must be screened.

D. A portion of the property lies within a SFHA, but this structure does not; no SFHA requirements apply to the structure. Any revision to the plans which alters the footprint of the structure will require re-screening.

(4) COMMENTS:

Reviewed by: ____________________________  Date: _________________________
## WORKSHEET

### RESIDENTIAL STRUCTURES

**RESIDENTIAL HOME**

Degree of improvement as determined by the “Substantial Improvement Screening Report for Single Family Residential Building Permits in the Special Flood Hazard Area”:

\[
\text{_______}\%\text{(1)}
\]

(Proceed to “Worksheet Results” below)

### OTHER RESIDENTIAL STRUCTURES

1. Existing structure value determination

   **DETACHED GARAGE**

   Depreciated Structure value as determined on the “Existing Residential Detached Garage Structure Value Determination Worksheet”:

   \[
   \text{_______}\text{ (1)}
   \]

   -or-

   Other method to determine structure value:

   \[
   \text{_______}\text{ (1)}
   \]

   Explain method: ______________________________
   ____________________________________________

2. Improvement cost as shown on Building Permit application:

   \[
   \text{_______}\text{(2)}
   \]

3. Building costs unrelated to the structure:

   (Site work, landscaping, etc.)

   \[
   \text{_______}\text{(3)}
   \]

4. Value of other open Building Permits associated with the structure:

   \[
   \text{_______}\text{(4)}
   \]

5. Net cost of improvement to structure:

   \[
   (2) - (3) + (4) = \text{_______}\text{(5)}
   \]

6. Degree of improvement:

   \[
   \frac{(5)}{(1)} \times 100\% = \text{_______}\%
   \]

   (Proceed to “Worksheet Results” below)

### COMMERCIAL STRUCTURES

1. Improvement cost as shown on an architect, engineers or contractors estimate.

   \[
   \text{_______}\text{(1)}
   \]

2. Appraisal of structure’s market value (replacement cost minus depreciation):

   \[
   \text{_______}\text{(2)}
   \]

   -or-

   Other method to determine structure market value:

   \[
   \text{_______}\text{(2)}
   \]

   Explain method: ______________________________
   ____________________________________________

3. Degree of improvement:

   \[
   \frac{(1)}{(2)} \times 100\% = \text{_______}\%
   \]

   (Proceed to “Worksheet Results” below)

### WORKSHEET RESULTS

*The project...*

______ is NOT a substantial improvement because the degree of improvement is less than 50%. Complete Section 3, Item C on the front page.

______ IS a substantial improvement because the degree of improvement is greater than 50%. Proceed with completing Section 2, SCREENING.