

Bureau of Engineering
National Flood Insurance Program Clearance Check List
SUBSTANTIAL/NON-SUBSTANTIAL IMPROVEMENT DETERMINATION

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Document Checklist	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		Recent appraisal prepared within a year from the date of the complete and correct submittals of plans (signed by licensed appraiser)	
		Plans (Site plan, floor plan, foundation plan, Elevation Plans, Section Plans)	
		Construction Cost Estimate	
		Contractor/Architect/Engineer Affidavit (Notarized)	
		Owner Improvement/Repair Affidavit (Notarized)	
		Electronic copy of the plans (before approval)	

Note:

1. Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
2. Plans shall be signed and stamped by licensed engineer/architect as required by Department of Building and Safety.
3. Additional documents may be required depending on the type/location of the improvement.

Bureau of Engineering
National Flood Insurance Program Clearance Check List
ALL SPECIAL FLOOD HAZARD AREAS WITH LOMA

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Documents	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		LOMA application package and LOMA	
		Topographic Survey/site plan (show both the existing and addition. Show LOMA boundary, property boundary, stamped and signed by licensed surveyor or civil engineer licensed prior to January 1, 1982)	

Note:

1. Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
2. Additional documents may be required after reviewing FEMA's comments on the LOMA.
3. Additional documents may be required depending on the type/location of the improvement.

Bureau of Engineering
National Flood Insurance Program Clearance Check List
Zones AE, AH, AND A-A30 (BFE is determined on DFIRM)
RESIDENTIAL IMPROVEMENT

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Documents	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		Title sheet of the plan (Show total existing and addition square footage)	
		Site/Plot plan (show both the existing and addition)	
		Floor plans (show both existing and addition and elevations of the floor)	
		Profile/cross section/elevation view (show elevations of the ex. & final ground, and elevation of the ground floor. Show venting of the crawlspace if applicable)	
		Electronic copy of the approved plans (before approval)	
		Elevation Certificate (when construction is complete)	

Note:

- Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
- Basement is not allowed.
- Plans shall be signed and stamped by licensed engineer/architect as required by Department of Building and Safety.
- Additional documents may be required depending on the type/location of the improvement.

Bureau of Engineering
National Flood Insurance Program Clearance Check List
Zones AE, AH, AND A-A30 (BFE is determined on DFIRM)
COMMERCIAL IMPROVEMENT

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Document	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		Title sheet of the plan (Show total existing and addition square footage)	
		Site/Plot plan (show both the existing and addition)	
		Floor plans (show both existing and addition and elevations of the ground floor)	
		Profile/cross section/elevation view (show elevations of the ex. & final ground, and elevation of the ground floor. Show venting of the crawlspace if applicable)	
		Floodproofing Certificate (for basement/1 st floor lower than BFE) as part of the plans.	
		Emergency Plan	
		Covenant Agreement (signed and recorded)	
		Electronic copy of the approved plans (including emergency plan)	
		Elevation Certificate (when construction is complete)	

Note:

- Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
- Plans shall be signed and stamped by licensed engineer/architect as required by Department of Building and Safety.
- Additional documents may be required depending on the type/location of the improvement.

**Bureau of Engineering
National Flood Insurance Program Clearance Check List
Zones AO (BFE to be determined)
RESIDENTIAL IMPROVEMENT**

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Document	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		Determine BFE: topographic map of the lot showing property boundary and layout of both existing and proposed improvement. Call out City bench mark and elevation of the natural ground at each corner of the structure. Stamped and signed by licensed surveyor or civil engineer licensed prior to January 1, 1982.	
		Title sheet of the plan (Show total existing and addition square footage)	
		Site/Plot plan (show both the existing and addition)	
		Floor plans (show both existing and addition and elevations of the ground floor)	
		Profile/cross section/elevation view (show elevations of the ex. & final ground, and elevation of the ground floor. Show venting of the crawlspace if applicable)	
		Electronic copy of the approved plans	
		Elevation Certificate (when construction is complete)	

Notes:

- Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
- Basement is not allowed.
- Plans shall be signed and stamped by licensed engineer/architect as required by Department of Building and Safety.
- Additional documents may be required depending on the type/location of the improvement.

Bureau of Engineering
National Flood Insurance Program Clearance Check List
Zones AO (BFE to be determined)
COMMERCIAL IMPROVEMENT

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Document	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		Determine BFE: topographic map of the lot showing property boundary and layout of both existing and proposed improvement. Call out elevation of the natural ground at each corner of the structure and City bench mark. Stamped and signed by licensed surveyor or civil engineer licensed prior to January 1, 1982.	
		Floor plans (showing the both the existing and the proposed improvement with elevation of lowest finished floor)	
		Site plan showing the proposed structure with elevation information of lowest finished floor and elevations of natural ground adjacent to the structure	
		Profile/cross section/elevation view	
		Floodproofing Certificate (for basement/1 st floor lower than BFE) as part of the plans	
		Emergency Plan	
		Covenant Agreement (signed and recorded)	
		Electronic copy of the approved plans (including emergency plan)	
		Elevation Certificate (when construction is complete)	

Notes:

1. Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
2. Plans shall be signed and stamped by licensed engineer/architect as required by Department of Building and Safety.
3. Additional documents may be required depending on the type/location of the improvement.

**Bureau of Engineering
National Flood Insurance Program Clearance Check List
Zones A Without BFE
RESIDENTIAL IMPROVEMENT**

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Document	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		Hydrology and hydraulic calculation showing proposed BFE	
		Topographic map of the lot showing property boundary and layout of both existing and proposed improvement. Call out elevation of the natural ground at each corner of the structure and City bench mark. Stamped and signed by licensed surveyor or civil engineer licensed prior to January 1, 1982.	
		Floor plans (showing the both the existing and the proposed improvement with elevation of lowest finished floor)	
		Profile/cross section/elevation view	
		Electronic copy of the approved plans	
		Elevation Certificate (when construction is complete)	

Notes:

1. BFE will be determined when the hydrology and hydraulic calculations are approved. Additional documents may be required depending on the type/location of the improvement.
2. Basement is not allowed.
3. Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
4. Plans shall be signed and stamped by licensed engineer/architect as required by Department of Building and Safety.

**Bureau of Engineering
National Flood Insurance Program Clearance Check List
Zones A Without BFE
COMMERCIAL IMPROVEMENT**

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Document	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		Hydrology and hydraulic calculation showing proposed BFE	
		Topographic map of the lot showing property boundary and layout of both existing and proposed improvement. Call out elevation of the natural ground at each corner of the structure and City bench mark. Stamped and signed by licensed surveyor or civil engineer licensed prior to January 1, 1982.	
		Floor plans (showing the both the existing and the proposed improvement with elevation of lowest finished floor)	
		Site plan showing the proposed structure with elevation information of lowest finished floor and elevations of natural ground adjacent to the structure	
		Profile/cross section/elevation view	
		Floodproofing Certificate (for basement/1 st floor lower than BFE) as part of the plans	
		Emergency Plan	
		Covenant Agreement (signed and recorded)	
		Electronic copy of the approved plans (including emergency plan)	
		Elevation Certificate (when construction is complete)	

Notes:

1. BFE will be determined when the hydrology and hydraulic calculations are approved. Additional documents may be required depending on the type/location of the improvement.
2. Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
3. Plans shall be signed and stamped by licensed engineer/architect as required by Department of Building and Safety.

Bureau of Engineering
National Flood Insurance Program Clearance Check List
ALL SPECIAL FLOOD HAZARD AREAS WITH CLOMR-F

Address	
Permit No.	
Contact Name	
Phone	
Flood Zone	
BFE	
Checker	
Date	

Req'd	Date Received	Documents	Comments
		Permit Application issued by Building and Safety	
		Clearance Sheet	
		Original receipt of plan checking fees	
		CLOMR-F application package and CLOMR-F	
		Topographic Survey/site plan (show both the existing and addition. Show CLOMR-F boundary, property boundary, stamped and signed by licensed surveyor or civil engineer licensed prior to January 1, 1982)	
		LOMR-F (when the construction is complete.)	
		Elevation Certificate (when construction is complete.)	

Note:

4. Comments will be sent to applicant within two (2) weeks from the date all required documents are received. Comments will be sent to applicant on or before _____
5. Additional documents may be required after reviewing the CLOMR. **The LOMR-F will be required before the Elevation Certificate can be issued.**
6. Additional documents may be required depending on the type/location of the improvement.