



City of Santa Clara
 Building Division
 1500 Warburton Ave.
 Santa Clara, CA 95050
 www.santaclaraca.gov

Building Division: 408-615-2440
 Email: Building@santaclaraca.gov
 Permit Center: 408-615-2420
 Email: PermitCenter@santaclaraca.gov
 Automated Inspection Scheduling System: 408-615-2400

**CHECKLIST FOR PERMIT REVIEW FOR PROPERTY LOCATED IN A
 SPECIAL FLOOD HAZARD AREA**

PROPERTY ADDRESS: _____

PERMIT NUMBER: _____

DATE: _____

The following checklist will be used to review incoming permits that are in a Flood Zone. The Permit Reviewer should complete the following items to assure full compliance with the community's flood ordinance.

- Referring to the FIRM and the assessor data, establish and enter the type "A" Zone, enter the flood elevation, if known, and proceed through the checklist.

TYPE "A" ZONE: _____ FLOOD ELEVATION: _____

- If the permit is for a subdivision development, identify if it is greater than 5 acres or 50 lots, and is located in an unnumbered A Zone. If so, identify the permit as requiring determination of Base Flood Elevations before construction begins.

QUALIFIES AS A SUBDIVISION PERMIT: YES _____ NO _____

- Is the proposed development a new construction or remodel/improvement of an existing structure?

New _____ Remodel _____

NOTE: For new construction, a new Flood Elevation Certificate will be required.

- If a remodel/improvement, prepare a review of value, to indicate whether or not the improvement is roughly in the area of 35% to 50% of the Market Value of the structure. If it is, prepare an assessment of the Market Value to establish if it meets or exceeds the 50% criteria.

The initial survey reflects the work is within 35% to 50% of market Value: YES___ NO ___

- If determined a Substantial Improvement/Substantially Damaged structure, identify on the permit that pre-construction and post-construction elevation certificate documentation is required. Current flood regulations must be met to include elevation, flood-proofing, etc. (for all portions of the structure).
- Assure that permit applicant is familiar with the National Flood Insurance Program requirements, or provide assistance necessary to assure compliance with program requirements.
- Include this completed checklist and evaluation worksheet in the permit file. Retain all documents indefinitely and have them available for review.



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This form is for use in determining whether or not a permit application qualifies for application of substantial improvement criteria. It must be permanently retained in our file for review.

Date of Evaluation: _____ Permit Number: _____

Evaluator's Name: _____

Structure Address: _____

Owner (Enter Name): _____

Permit Applicant (Enter same if owner): _____

Mailing address: _____

Telephone number: _____

DETERMINATION:

SUBSTANTIAL IMPROVEMENT:

(Circle one)

DOES NOT QUALIFY

YES