



## **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.

1. 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:**

2. 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**

3. 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.

4. 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**

5. 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).
6. Assure that permit applicant is familiar with the National Flood Insurance Program requirements or provide assistance necessary to assure compliance with program requirements.
7. Include this completed checklist and evaluation worksheet in the permit file. Retain all documents indefinitely and have them available for review.



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)

YES

NO (DOES NOT QUALIFY)

## Contact Information

**Building Division:** 408-615-2440 | **Email:** Building@santaclaraca.gov

**Permit Center:** 408-615-2420 | **Email:** PermitCenter@santaclaraca.gov