

## Summary of City of Portsmouth's Building Permit Requirements

Applicants for construction permits in flood hazard areas will be required to adhere to the activities as provided below:

### FLOODPLAIN INFORMATION

The property located at \_\_\_\_\_, Portsmouth Virginia, is on a parcel of land that appears to be a flood hazard district. Because of the location of this project the contractor/agent/owner is required to provide sufficient documentation so that Department of Permits & Inspections staff can make a determination the project meets the National Flood Insurance Program (NFIP) regulations. This project is:

\_\_\_\_\_ **A new building.** You must provide to the Building Official's office:

1. An original copy of a site plan that shows the proposed elevation of the building and all equipment is at or above the design flood elevation of 9.1 and
2. An original copy of an elevation certificate prepared by a registered land surveyor or engineer that shows the lowest floor and all equipment is at or above the design flood elevation of 9.1 before approval on the foundation can be issued.

\_\_\_\_\_ **An addition or repairs to an existing building where the value of materials and labor is less than 50% of the assessed value of the building.** You must provide to the Building Official's office:

1. An original copy of an elevation certificate or survey prepared by a registered land surveyor or engineer that shows the lowest floor of the **addition and all new equipment** is at or above the design flood elevation of 9.1 before the permit can be issued.
2. This same certificate can be used to determine that the building has been constructed to the proper elevation.

\_\_\_\_\_ **An addition or repairs to an existing building where the value of materials and labor is 50% or more of the assessed value of the existing building.** You must provide to the Building Official's office:

1. An original copy of a site plan that shows the proposed elevation of the **existing structure and addition and all new equipment** is at or above the design flood elevation of 9.1 before the permit can be issued and

2. An original copy of an elevation certificate prepared by a registered land surveyor or engineer that shows **the lowest floor and all equipment** is at or above the design flood elevation of 9.1 before approval on the foundation can be issued.

\_\_\_\_\_ **Mechanical or Electrical Permit Request for new equipment in Flood Hazard areas where the value of materials and labor is 50% or more of the assessed value of the building.** You must provide to the Building Official's office:

1. Land surveyor or engineer will be required that shows the lowest floor of the **existing structure and addition and all new equipment** is at or above the design flood elevation of 9.1 before approval on the permit can be issued.
2. This same certificate can be used to determine that the building has been constructed to the proper elevation.