



**BUILDING PERMIT SUBMITTAL  
FLOODPLAIN DEVELOPMENT PROCEDURAL GUIDE CHECKLIST**

This checklist must be completed and included as part of the submittal for a Small Floodplain Development Submittal. Reminder a Large Floodplain Development Submittal requires a Floodplain Development Permit application to be completed and submitted with the associated site plan, preliminary plat, or construction drawing pursuant to the Unified Development Ordinance Section 8.4.

**The FLOODPLAIN PERMIT APPLICATION is to be completed by NC REGISTERED ENGINEER / SURVEYOR.**

Incomplete submittals will be returned for completion prior to reviewing the submittal and associated Floodplain Development Permit Application. Applications containing less than the specified requirements shall not be reviewed for review unless the applicant has submitted to, and had approved by, the **floodplain administrator or designee** written justification as to why a particular requirement does not pertain to the proposed development. If an item is not applicable to your project, indicate N/A and to provide copy of approved explanation for omitted items in the submittal package, attached directly behind the checklist.

**For more information contact:** [DSCFloodplain@durhamnc.gov](mailto:DSCFloodplain@durhamnc.gov)

**SECTION I. GENERAL SUBMITTAL REQUIREMENTS**

- Electronic Submittal of all materials listed
- Copy of [Floodplain Determination Form](#) (Initialed by Floodplain Administrator or Designee)
- Signed [Floodplain Development Permit Application](#)
- Completed Submittal Checklist
- Application fee \$93.60,  PAID (Attach Receipt),  N/A
- Narrative of Floodplain
- Engineers Certification Letter
- Proof of ownership:  Lease,  Deed,  N/A
- Statement of Authority, (if required),  N/A

**Special Note Concerning Plot Plans:**

Where there is a four (4) foot of vertical separation between the proposed and the FEMA mapped, floodplain (1% Annual Chance Flood ACF-future flood zone) per GIS County's topographic contours a Survey Plot Plan may not be required.

**SECTION II. CALCULATION SUBMITTAL REQUIREMENTS**

- Digital HGL calculations for storm drainage pipes located at or below the 1% ACF Future BFEs,  N/A
- Digital Culvert design calculations (as required by the Reference Guide for Development),  N/A,
- Flood-Related Hazard Calculations,  N/A
- CLOMR,  N/A
- Flood Study,  N/A
- Construction Cost Estimate (Floodplain work Only),  N/A



**BUILDING PERMIT FLOODPLAIN SUBMITTAL CHECKLIST**

Development Services Center

101 City Hall Plaza | Durham, NC 27701

919-560-4137 or 919-560-4144 | [dscfloodplain@durhamnc.gov](mailto:dscfloodplain@durhamnc.gov)

[www.durhamnc.gov](http://www.durhamnc.gov)

Development  
Services Center

Date: \_\_\_\_\_

**SECTION III. PLAN SUBMITTAL REQUIREMENTS**

- Floodplain Impact Plan
- Cover Sheet Notes
- Building Permit Plans,  N/A
- Other: \_\_\_\_\_,  N/A
- Additional Required Plan Sheets, (where required),
  - Plan Set Cover/Notes Sheet,  N/A
  - Demolition Plan,  N/A
  - Excavation Plan,  N/A
  - Utility Plan,  N/A
  - Electrical Plan,  N/A
  - Reclamation Plan,  N/A
  - Erosion Control & Sediment Plan (s),  N/A
  - Grading & Drainage Plan (s),  N/A

**SECTION IV. FLOODPLAIN DEVELOPMENT PERMIT APPLICATION (FDPA):**

- Please be aware, if any proposed development encroaches into the FEMA floodplain, a completed and signed FDPA is required.
- All proposed construction located in the floodplain including repairs, replacements, additions, etc. requires flood load calculations sealed by a professional engineer indicating the new construction will remain in place during the flood event.
- If the proposed or any portion of the proposed, no matter how minor, encroachments into the FEMA regulatory non-encroachment area or FEMA mapped Floodway a No-Impact Certification with professional seal is required.
- If you cannot achieve a No-impact, a FEMA approved Conditional Letter of Map Revision (CLOMR) is required prior to building permit issuance and followed up with a FEMA approved Letter of Map Revision (LOMR).
- The FEMA approved LOMR is required with the submitted as-builts to close out the project FDPA prior to Certificate of Occupancy issuance.
- As-builts are required to close out a floodplain permit and should follow the floodplain as-built submittal process

**SECTION V. RESUBMITTAL REQUIREMENTS:**

- Digital Set of Revised Plans
- Digital Revised calculations/reports
- Digital Redlined Plans from previous submittal
- Digital Redlined calculations/reports
- Other: