Department of Licenses and Inspections
CITY OF PHILADELPHIA

FLOOD PROTECTION FORM – EXISTING BUILDINGS (FP-EX)

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SUBMIT WITH BUILDING PERMIT APPLICATION

FLOOD PROTECTION FORM – EXISTING BUILDINGS (FP-EX)

This form is for existing building(s) in the Special Flood Hazard Area (SFHA) being renovated/altered and/or an addition being constructed. The form serves to determine whether the development will constitute a substantial improvement, and which floodplain regulations apply. This form can be completed by the owner, agent, and/or PA Registered Design Professional when an existing building is in the Special Flood Hazard Area (SFHA). Depending on your project you may have to complete these forms, where noted:

- Flood Protection Form – General (FP-G)
- Flood Protection Form – Variances (FP-VAR)

For more information on floodplain codes/regulations visit the Floodplain Management webpage at http://www.phila.gov/li/Pages/FloodplainManagement.aspx **for more information.**

NOTE: ALL LINES ON THIS FORM MUST BE COMPLETED, AND WHEN "NOT APPLICABLE" SELECT "N/A

A. PROJECT INFORMATION			
1. Address of proposed work			
2. Owner of property			
3. Owner address		4. Owner Phone #	
5. Agent of Owner		6. Company	
7. Agent Address		8. Agent Phone #	

B. FLOOD HAZARD INFORMATION	
Flood Risk Zone – select all that apply to your site/parcel	
☐ A Zone – **Complete Form** ☐ AE Zone – **Complete Form** ☐ Seaward of LiMWA line – **Complete Form** ☐ Mean high tide zone **– Complete Form**	☐ AE/Floodway – **Complete Form** ☐ FEMA Mapped 0.2% /X/unshaded - **Proceed to section F,** development not regulated for floodplain codes/regulations - **Attach a FIRMette or Site Plan, illustrating the development outside the SFHA**

Must attach at least one of the following to this form/application.			
1. Attach a FIRMette (see instructions)	☐ Yes	☐ No	☐ N/A
2. Attach a Site Plan	☐ Yes	☐ No	☐ N/A

C. RECENT PERMITS – permits for property in last 12 months or open permits			
1. Have any permits been issued to this property in the last 12 months or are there open permits? See https://atlas.phila.gov/ - Licenses & Inspections tab		☐ Yes	☐ No
2. Are you doing a complete or more than 75% interior demolition?		☐ Yes	☐ No
3. Open permits (additional space in section G)	Permit ID #	Work description	
4. Closed permits in last 12 months (additional space in section G)	Permit ID #	Work description	

D. ELEVATION CERTFICATE

If work is solely interior alterations, and building has no below grade spaces on 4 sides, then an Elevation Certificate that illustrates compliance may suffice for documentation purposes. – Proceed to **section E** after completing **section C**. Note that if the Elevation Certificates illustrates non-compliance additional documents will be required. FEMA ELEVATION CERTIFICATE

1. Do you have a FEMA Elevation Certificate (EC)?	☐ Yes, **Attach EC** and complete **D2**	☐ No
2. If Elevation Certificate is not current (completed within the last 6 months), PA Design Professional must confirm that all proposed renovation/alteration maintains flood protection compliance from the date of initial building constriction – includes MEP work	☐ Yes – **Provide attached to EC on PA Design Professional letterhead (signed and sealed) and proceed to section F**	☐ No

E. EXISTING BUILDING INFORMATION

1. Historic Structure		☐ Yes	☐ No	☐ N/A
2. Year Constructed	☐ 1978 or before	☐ 1979 or after	☐ Unknown	☐ N/A
3. Scope of work over $25,000	☐ Yes - **Design Professional required**			☐ No
4. Existing Building Value: "Taxable Improvement" value + "Exempt Improvement" value (https://property.phila.gov/)		$_____		☐ No
5. Detailed Cost Estimate or Signed Contract is **required**	☐ Yes - **Attach to application,** see instructions for details			☐ No
6. Value of work (from E5 attachment)		$ _____		
7. To challenge, OPA value in E4 - Certified Appraisal – **Must go to Board of Building Standards to pursue a variance**		☐ Yes – review **FP-VAR**		☐ N/A

SUBSTANTIAL IMPROVEMENT DETERMINATION Substantial improvement refers to any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction'' of the improvement.

8. Percentage of Improvement (Value of Work: E6 divided by Existing Market Value: E4)		_____%	
Pre-Firm (generally constructed 1978 or before)			
9. Renovation **not** over 50% (see E6) – compliance **not** required	☐ Yes	☐ No	☐ N/A
10. Renovation over 50% (see E6) – compliance required	☐ Yes, complete **FP-G**		☐ N/A
11. Lateral addition and renovation of existing over 50% (see E6) – Addition & Building: compliance required	☐ Yes, complete **FP-G**		☐ N/A
12. Lateral addition **not** over 50% (see E6) - Addition: compliance **not** req.	☐ Yes	☐ No	☐ N/A
13. Lateral addition over 50% (see E6) – Addition: compliance required; Building: compliance required	☐ Yes, complete **FP-G**		☐ N/A
14. Vertical addition above building **not** over 50% (see E6) – compliance **not** required	☐ Yes	☐ No	☐ N/A
15. Vertical addition above building over 50% (see E6) Building: compliance required	☐ Yes, complete **FP-G**		☐ N/A
Post-FIRM (generally constructed 1979 and after)			
16. Renovation **not** over 50% (see E6)–Work shall **not** be allowed to make the building non-compliant with any aspect of the building that was required for compliance	☐ Yes	☐ No	☐ N/A
17. Renovation over 50% (see E6)–Work shall comply and shall not be allowed to make the building non-compliant with any aspect of the building that was required for compliance*	☐ Yes, complete **FP-G**		☐ N/A
18. Lateral addition and renovation of existing over 50% (see E6)– Addition required to comply; building required to comply*	☐ Yes, complete **FP-G**		☐ N/A
19. Lateral addition **not** over 50% (see E6)-Addition required to be elevated to at least the elevation of the existing lowest floor	☐ Yes	☐ No	☐ N/A
20. Lateral addition over 50% (see E6) & **not** structurally connected – Addition required to comply; building **not** required to comply	☐ Yes, complete **FP-G**		☐ N/A
21. Lateral addition over 50% (see E6) & structurally connected – Addition required to comply; building required to comply*	☐ Yes, complete **FP-G**		☐ N/A

22. Vertical addition above building **not** over 50% (see E6) - Work shall comply and shall not be allowed to make the building non-compliant with any aspect of the building that was required for compliance	☐Yes	☐No	☐N/A
23. Vertical addition above building over 50% (see E6) - Work shall comply and shall not be allowed to make the building non-compliant with any aspect of the building that was required for compliance*	☐Yes	☐No	☐N/A

*If a map revision has resulted in a higher BFE, a post-FIRM building must comply based on the new BFE.
Generally, 1979-2012: BFE + 12" 2013-present: BFE+18" for design flood elevation (DFE)

F. SIGNATURE

I hereby affirm that all statements above are correct and complete to the best of my knowledge and that the design plans/additional documents, that were submitted, are consistent with these statements. Furthermore, I affirm that I acknowledge that any permit amendments, additional permits, or future permits at this property address may trigger substantial improvement requiring the structure to become fully complaint with the current flood protection codes and regulations. Accordingly, I've notified the property owner of the flood risk associated with this property (see H).

Applicant Signature		**Print Name**		**Date**	

G. ADDITIONAL INFORMATION - including variance/refusal requests

If you need to provide additional information or clarification to any items on this form, please attach below:

H. NOTE

Although your project may not trigger substantial improvement, the SFHA is a high-risk area defined as any land that would be inundated by a flood having a 1-percent chance of occurring in a given year (also referred to as the base flood). The high-risk-area standard constitutes a reasonable compromise between the need for building restrictions to minimize potential loss of life and property and the economic benefits to be derived from floodplain development. Development may take place within an SFHA, provided that development complies with local floodplain management ordinances, which must meet the minimum Federal requirements. Flood insurance is required for insurable structures within high-risk areas to protect Federal financial investments and assistance used for acquisition and/or construction purposes within communities participating in the NFIP.

End of Form (FP-EX).

Questions and/or Contact:

Floodplain Manager
City of Philadelphia
floodplainmanager@phila.gov

Department of
Licenses and Inspections
CITY OF PHILADELPHIA

INSTRUCTIONS: FLOOD PROTECTION FORM – EXISTING BUILDINGS (FP-EX)

SECTION A

This section is for general project information.

SECTION B

This section identifies the development site's location in relation to Flood Insurance Rate Map information. Enter the Flood Risk Zone (A, AE, Floodways, or X) for the proposed development, including the Map Panel number and Effective/Revised Date of panel. For existing buildings, a FIRMette must be attached to show the location of the development in relation to the Flood Risk Zones. If any development type other than for existing structures, a site plan that is certified by a surveyor, engineer, or architect that shows the development in relation to the Flood Risk Zones.

How to Print a FIRMette and Download a FIRM Panel

SECTION C

This section identifies recent and open permits associated with a development site. Although your application may be for one scope of work, the plans examiner will look at all permits within 12 months as well as open permits to establish substantial improvement. See below for more information about costs estimates and substantial improvement.

SECTION D

This section is used if you have a completed Elevation Certificate for the property, and primarily if the EC illustrates compliance. Additionally, a signed and sealed letter form the PA Design Professional may be attached in cases in which the building is compliant, but alterations are occurring. The letter shall be attached to the EC stating that all proposed work will not make the structure lesser complaint including any MEP work. If the EC illustrates non-compliance other documentation may be required.

FEMA Elevation Certificate

SECTION E

This section is for Existing Buildings only, that are being improved: interior, exterior, addition, mechanical, electrical, etc.
E1. This item identifies whether the building is historic.

E2. This item identifies whether a building is Pre-FIRM or Post-FIRM. Pre-FIRM meaning a building whose construction was 1978 or prior as it is the City of Philadelphia effective date of an initial Flood Insurance Rate Map. Post-FIRM meaning a building whose construction was 1979 or after, as the City of Philadelphia had effective Flood Insurance Rate Maps as well as regulatory requirements for construction.

E3. A design professional is required for any work proposed over $25,000.

E4. This item identifies the existing market value of an existing building. For all instances use the City of Philadelphia Office of Property Assessments website: https://property.phila.gov/
Single Building – 1 Parcel: Find year of proposed permit, Add "Taxable Improvement" + "Exempt Improvement" to get the Existing Market Value of the building.
Multiple Buildings – 1 Parcel: Find year of proposed permit, Add "Taxable Improvement" + "Exempt Improvement" to get the Existing Market Value of all the buildings. Then find the "Improvement Area (SQFT)" and divide this from the Existing Market Value of all the buildings to get Price Per SQFT. Identify the SQFT or each building on site, and use the Price Per SQFT to determine Existing Market Value of Each Structure.
Condominiums: Find year of proposed permit, Add "Taxable Improvement" + "Exempt Improvement" to get the Existing Market Value of each condo. Add the Existing Market Value of each condo together to get overall Existing Building Value.

DETERMINING EXISTING MARKET VALUE (1 PARCEL, 1 STRUCTURE)

City of Philadelphia | Property

PROPERTY.PHILA.GOV/

beta.phila.gov / Property / 200-10 S 24TH ST

200-10 S 24TH ST
Philadelphia, PA 19103-5522

INSERT ADDRESS

Address | 1234 Market St | Unit #

OWNER

WALNUT BRIDGE ASSOC

A PA LIMITED PARTNERSHIP

MAILING ADDRESS
200-10 S 24TH ST
Philadelphia, PA
19103-5522

REAL ESTATE TAX CALCULATOR

You can estimate the 2019 Real Estate Tax of this property based on the proposed tax rate and **Homestead Exemption** amount. These estimates are for information only, and may not be the actual amount of Real Estate Tax for 2019.

Tax rate: 1.4572% (Proposed)

Homestead Exemption: $45,000

ESTIMATE 2019 TAX

REAL ESTATE TAX BALANCE

Real Estate Tax account balances have not yet been added to this application.

VIEW THE TAX BALANCE

VALUATION HISTORY

Year	Market Value	Taxable Land	Taxable Improvement	Exempt Land	Exempt Improvement
2019	$6,896,800	$1,473,571	$5,423,229	$0	$0
2018	$6,896,200	$1,379,240	$5,516,960	$0	$0
2017	$6,695,400	$1,178,800	[illegible]	$0	$0

Walnut St

See in Google Street View

These maps are created for reference only and do not represent precise legal boundaries. For more information about deeds, please visit Atlas.

OPA ACCOUNT: 884055850

HOMESTEAD EXEMPTION: No

DESCRIPTION: IND BLDG MINI WHSE MASON

CONDITION: Average

BEGINNING POINT: SWC 24TH + WALNUT STS

LAND AREA (SQFT): 29,471

IMPROVEMENT AREA (SQFT): 101,676

ZONING: ICMX

See related zoning documents

Zoning data source: Planning and Development

2018 MARKET VALUE OF TAXABLE IMPREOVEMENT (STUCTURE/BUILDING ONLY)

IMPROVEMENT AREA (SQFT)

IF 1 PARCEL & MUTIPLE STRUCTURES, THEN:

2018 MARKET VALUE OF TAXABLE IMPREOVEMENT (STUCTURE/BUILDING ONLY) / IMPROVEMENT AREA (SQFT) = PRICE PER SQFT

THEN:

PRICE PER SQFT × EACH STRUCTURE/ BUILDING SQFT = EXISTING MARKET VALUE

DETERMINING EXISTING MARKET VALUE (CONDO)

ADD ALL UNITS' MARKET VALUE TOGETHER FOR EXISTING MARKET VALUE OF STRUCTURE/BUILDING

E5. A detailed cost estimate or signed contract must be attached to this form (FP-EX).

Multiple Permits: The Department issues separate mechanical, electrical, plumbing, and building permits. Therefore the applicant must provide the combined value of all the proposed work to make a substantial improvement/damage determination, regardless of the number of permits issued.

Phased Improvements: The term "phased improvement" refers to a single improvement that is broken into parts. For a number of reasons, an applicant may wish to schedule anticipated improvements over a period of time, and they may request separate permits for each phase. The department, at its discretion, will ensure that phased improvements do not circumvent the substantial improvement requirements.

If the scope of work is **over** $25,000, then a signed contract or detailed cost estimate is required. Please note that if you change the value on the permit after this submission that all floodplain regulation may be required. Also, the scope of work value, will accrue for a five-year period for each property. Thus, all floodplain regulations may apply.

- If a signed contract**: A note must be placed on the contract that it includes labor (market rate, not discounted or donated), materials (including sales tax), construction management and supervision, and contractors profit and overhead.**
- If a detailed cost estimate: **Must be signed and/or sealed by a design professional. A note must be placed on the estimate that it includes labor (market rate, not discounted or donated), materials (including sales tax), construction management and supervision, and contractors profit and overhead.** See here for more information https://www.fema.gov/media-library-data/20130726-1734-25045-2915/p_758_complete_r3.pdf
  Shall include:
  - Materials and labor, including the estimated value of donated or discounted materials and owner or volunteer labor
  - Site preparation related to the improvement or repair (e.g., foundation excavation or filling in basements)
  - Demolition and construction debris disposal
  - Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs
  - Costs associated with complying with any other regulations or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA)
  - Costs associated with elevating a structure when the proposed elevation is lower than the BFE
  - Construction management and supervision
  - Contractor's overhead and profit
  - Sales taxes on materials
  - Structural elements and exterior finishes, including:
    - Foundations (e.g., spread or continuous foundation footings, perimeter walls, chainwalls, pilings, columns, posts, etc.)
    - Monolithic or other types of concrete slabs
    - Bearing walls, tie beams, trusses
    - Joists, beams, subflooring, framing, ceilings n Interior non-bearing walls
    - Exterior finishes (e.g., brick, stucco, siding, painting, and trim)
    - Windows and exterior doors
    - Roofing, gutters, and downspouts
    - Hardware
    - Attached decks and porches
  - Interior finish elements, including:
    - Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring)
    - Bathroom tiling and fixtures
    - Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, and marble)
    - Built-in cabinets (e.g., kitchen, utility, entertainment, storage, and bathroom)
    - Interior doors
    - Interior finish carpentry
    - Built-in bookcases and furniture
    - Hardware
    - Insulation
  - Utility and service equipment, including:
    - Heating, ventilation, and air conditioning (HVAC) equipment
    - Plumbing fixtures and piping
    - Electrical wiring, outlets, and switches
    - Light fixtures and ceiling fans
    - Security systems
    - Built-in appliances
    - Central vacuum systems
    - Water filtration, conditioning, and recirculation systems
  - **Excluded** costs
    - Clean-up and trash removal
    - Costs to temporarily stabilize a building so that it is safe to enter to evaluate and identify required repairs

- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting and re-carpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, and gazebos)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes
- Plug-in appliances such as washing machines, dryers, and stoves

E6. This item identifies the scope and cost of work associated with an existing building and should match the attached document from B8.

E7. To challenge the Office of Property Assessment Value, you may provide a Professional Appraisal of the property. It must be prepared by a professional appraiser according to standard practices of the profession are the most accurate and reliable method for determining market value. Professional appraisers should be qualified to appraise the type of property (e.g., residential, commercial, industrial) and should be licensed in the State of Pennsylvania. Appraisal reports should identify intended users, including the property owner, who can then submit it as part of a permit application. In addition, the appraisal should be recent enough to reasonably reflect current market value as of the date of the permit application. When used to determine market value for damaged buildings, the appraisal must reflect the pre-damage condition. The "market approach" for determining market value works best if there are adequate market data and recent sales of comparable properties in the vicinity. Note that using the "income capitalization approach" is not acceptable because it is based on how the property is used, and not the value of structure alone. To separate the market value of a structure from the value of the land on which it is located, appraisers may need to do more research than is normally undertaken in order to reasonably allocate the total value between the structure and the land.

E8. To calculate percentage of improvement, divide value of B6 from B4.

E9-23. These items identify whether the proposed additions or alterations/renovations are a substantial improvement. If you check **"Proceed to FP-G"** then regulations apply, and **Flood Protection Form – GENEAL (FP-G)** must be completed and attached. Also, assurance that the proposed construction does not lessen the existing structure's ability to resist flood damage. This would include:

a. Converting uninhabited areas below the base flood elevation to inhabited space, such as converting garages and basements to living areas.
b. Relocating mechanical equipment from above the base flood elevation to below.
c. Sealing existing crawl space vents below the base flood elevation.

Record Retention
The Department shall retain all documentation collected (including copies of market value figures published by OPA at the time of application) concerning a review for substantial improvement declaration, whether such declaration is made or not, with the permit application records. Such records shall be available to FEMA upon request.

SECTION F
A signature is required to affirm all the statement are correct and complete to the best of the applicants' knowledge and that the design plans, that were submitted, are consistent with these statements.

SECTION G
This section is for additional information or clarification of items on this form. If the applicant has attachments or exhibits, they should be listed here with name, page number, and date.