Flood Protection Scoping Meeting
Information Sheet

Overview
Effective March 15, 2019, a scoping meeting is required for all qualifying projects prior to submission of the Building Permit application, but it is recommended to meet prior to a Zoning Application for any new construction or placement/storage of fill in Special Flood Hazard Areas (SFHA). Failure to comply shall result in application rejection.

Qualifying Projects
The parcel(s) is located in the Special Flood Hazard Area (SFHA). To determine if the parcel is located in the SFHA, visit https://msc.fema.gov/.

A scoping meeting is required for projects meeting the following criteria:
- The new construction, additions, renovations, and/or alterations have an estimated project cost of $50,000 or more, including MEP permits.

NOTE: Some qualifying projects will not be required to have the meeting but will need the Flood Protection: Project Summary Form signed by the FP-Scoping Meeting Administrator for submission of building permits. These types may include:
- Tenant fit-outs/condo renovations, unless part of multiple permits or part of a larger renovation
- Parcels in the SFHA, but the development project outside of SFHA (will need site plan to confirm)

How to Request an Appointment Time
Use the FP-Scoping Meeting Request Form for your appointment request. Options for on-site meetings at the Municipal Services Building (1401 JFK Blvd.) and videoconferences are available. Appointment requests will be scheduled within 14 days business days of request.

Scoping Meeting Requirements
Who Must Attend:
- A Pennsylvania licensed design professional must participate in the scoping meeting.
  - Recommended: Architect and/or engineer or design professional responsible for flood protection construction

What to Prepare and Bring:
The following materials must be presented for discussion:
- Site plan with existing and proposed topography
  - Special Flood Hazard Area Zones must be labeled
  - Conversion factor table for vertical datum, table to include NGVD 29, NAVD 88, and City Datum – converted for Base Floor Elevation and Design Flood Elevation (generally BFE+ 18”)
- Floor plans, with labels (use of each space/room) for all floors at Base Flood Elevation (BFE) + 18” and below
- Base Flood Elevation identified using Flood Insurance Study (FIS,) and if not available Flood Insurance Rate Map (FIRM).
- Optional: completed Elevation Certificate

Additionally, for existing building(s) only (additions, renovations, and/or alterations):
- Detailed cost estimate for the renovations, additions, and/or alterations, including electrical, plumbing, mechanical, HVAC, fire suppression, demolition / debris removal, labor, materials (including finishes), built-in furniture/appliances, elevators, and contractor profit/overhead.
  - Optional: Elevation Certificate in lieu of cost estimate.

What to Expect:
- At the conclusion of the meeting you will receive confirmation of successful completion. The confirmation will include a summary of outcomes and identification of an assigned L&I plans examiner, the form you’ll receive is the FP-Summary Form.
- The completed (signed by L&I staff), FP-Project Summary must be submitted with the Building Permit application. Applications for qualifying projects will not be accepted without the form being completed.

Cost of scoping meeting: Free

Additional Details:
https://www.phila.gov/li/Pages/FloodplainManagement.aspx