

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>