



# Flood Protection Scoping Meeting

## Flood Protection Form- Project Summary (FP-PS)

A scoping meeting is required for all qualifying projects that are located in a Special Flood Hazard Area (SFHA). This form will serve as a record of a successful completion of the scoping meeting process.

The applicant must submit a copy of this form with the Building Permit application.

### Property Information

Address \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### Meeting Attendees

Name	Email Address

### Project Scope

### General Floodplain Information

Flood Risk Zone (proposed development that touches any of these Zones) – select all that apply	
<input type="checkbox"/> A Zone	<input type="checkbox"/> AE/Floodway
<input type="checkbox"/> AE Zone	<input type="checkbox"/> FEMA Mapped 0.2% or X

### Type of Work

<input type="checkbox"/> New building	<input type="checkbox"/> Storage of materials
<input type="checkbox"/> Addition	<input type="checkbox"/> Storage of equipment/machinery
<input type="checkbox"/> Renovation/alteration	<input type="checkbox"/> Electrical
<input type="checkbox"/> Earth Work	<input type="checkbox"/> HVAC
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Fuel Systems
<input type="checkbox"/> Demolition	<input type="checkbox"/> Water supply
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Elevator/escalator
<input type="checkbox"/> Below grade parking	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Seasonal/temporary	<input type="checkbox"/> Construction Office/Staging/Storage
<input type="checkbox"/> Floodway	<input type="checkbox"/> Watercourse Alteration
<input type="checkbox"/> Other: _____	

### Requirements for Building Permits

\*documents required during construction

<input type="checkbox"/> <b>Flood Protection Form – Existing Buildings (FP-EX)</b> <input type="checkbox"/> Detailed cost estimate – see instructions on FP-EX <input type="checkbox"/> Value of structure only – see instructions on FP-EX <input type="checkbox"/> Year of initial construction
<input type="checkbox"/> <b>Flood Protection Form – General (FP-G)</b> <input type="checkbox"/> E1 Residential <input type="checkbox"/> E2 Non-Residential <input type="checkbox"/> E3 Below-Grade Parking <input type="checkbox"/> E4 Historic <input type="checkbox"/> E5 Accessory Structure <input type="checkbox"/> E6 Fill <input type="checkbox"/> E7 Machinery/Equipment <input type="checkbox"/> E8 Storage <input type="checkbox"/> E9 Seasonal/Temporary <input type="checkbox"/> E10 Demolition <input type="checkbox"/> E11 Floodway <input type="checkbox"/> E12 Coastal Flood Hazard Zones <input type="checkbox"/> E13 Other Building Work <input type="checkbox"/> G Other Permits (state, federal, etc.)
<input type="checkbox"/> <b>Flood Protection Form – No Rise (FP-NR)</b>
<input type="checkbox"/> <b>Flood Protection Form – LOMC (FP-LOMC)</b>
<input type="checkbox"/> <b>Elevation Certificate (EC)</b> <input type="checkbox"/> If EC is not current (completed within the past 6 months), PA Design Professional must confirm that all proposed work maintains flood protection compliance from date of construction – Provide as attachment to EC on the PA Design Professional Letterhead (signed and sealed) <input type="checkbox"/> <b>Elevation Certificate*</b> – for lowest floor installation (during construction) <input type="checkbox"/> <b>Elevation Certificate*</b> – for final construction (prior to Certificate of Occupancy)
<input type="checkbox"/> <b>FEMA Floodproofing Certificate* (FC)</b> – for final construction (prior to Certificate of Occupancy) <input type="checkbox"/> <b>Flood Emergency Operations Plan</b>
<input type="checkbox"/> <b>Structural Design Criteria Form (SDCF)</b> – flood loading calculations
<input type="checkbox"/> <b>Other</b>

### Meeting Notes

Department of Licenses and Inspections (for office use only)

### Examiner Signature for completion of FP-Scoping Meeting

Name of Examiner \_\_\_\_\_

Date \_\_\_\_\_

### FP- Scoping Meeting Administrator Signature for when FP-Scoping Meeting is not required.

Name of FP-Scoping Meeting Administrator \_\_\_\_\_

Date \_\_\_\_\_