

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

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 is outside of SFHA (will need site plan to confirm).

How to Request an Appointment Time

Use the [Flood Protection Scoping Meeting Online Request Form](#) for your appointment request. Options for in-person meetings at the Municipal Services Building (1401 JFK Blvd.) and video conferences are available.

Appointment requests will be scheduled within **14 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), [Flood Protection Project Summary form](#) 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:** For more information about construction in the floodplain, refer to the [Development in the Floodplain Guide](#) and the website at: www.phila.gov/li/Pages/FloodplainManagement.aspx