



BUILDING DEPARTMENT

190 Malabar Road SW • Ste. 105 • Palm Bay, FL 32908 • 321-953-8924

FLOODPLAIN REVIEW PROCESS

Application Stage: Building Department

- 1) Submit a signed and sealed survey (digital seal is required) from a professional land surveyor of the property showing NAVD88 elevations located at:
 - A. Four (4) corners, center, and any drastic changes in lot elevation and also elevations at the Crown of the road perpendicular to the center of the proposed structure or p/l.
 - B. Show the footprint of the structure, and proposed floor elevations
- 2) Show lines of Flood Hazard Areas, Base Flood Elevations from FIRM or City Determined Base Flood Elevation, proposed elevations and methods to which any nonresidential structure will be flood-proofed.
- 3) Applicable fee is \$60.00 for Residential or Commercial structures to include sheds and small accessory structures.

Construction Stage: Building Department

- 1) A Formboard Survey is required before any concrete is poured.
- 2) Provide a signed and sealed “**Elevation Certificate**” (Building Under Construction) after **concrete is poured, before any vertical construction has started**.
- 3) The **Lowest floor including: porches, garage slab, basement**, all machinery or equipment, bottom of the lowest structural member, or flood proofing must meet the permit specifications before construction may continue. Final Lowest Adjacent Grade (LAG) must be above the Base Flood Elevation.

Final Approval Stage Before C.O.: Building Department

- 1) Submit a signed and sealed Elevation Certificate (Final Construction) with pictures and a Final Survey (digital seal is required).
- 2) FEMA LOMR-F Application: Letter of Map Revision (based on) Fill - Removes the building from the Special Flood Hazard Area, flood insurance is no longer mandatory for a federally insured mortgage with an approved LOMR-F. ***Note: To ensure timely issuance of Certificate of Occupancy, the City will require the approved LOMR-F from FEMA at or before Final.**

Please be advised that the City will not process LOMR-F applications for any lots. It is the contractor's responsibility to make application with FEMA to remove the structure from the Special Flood Hazard Area. By removing the structure from the Special Flood Hazard Area, the owner is not required to carry flood insurance for a Federally Insured Mortgage. The LOMR-F qualifies the structure for Preferred Risk Flood Policy (PRP) if the owner chooses.

-FEMA can be reached at: LOMA Depot - 1-877-336-2627 or via email at FEMA-FMIX@fema.dhs.gov.

-Applications can be submitted online at the Online LOMC website:

<https://hazards.fema.gov/femaportal/onlinelomc/signin>