

# **RICHLANDS FLOODPALIN ADMINISTRATION**

## **CHECKLIST FOR CONSTRUCTION IN A FLOOD ZONE**

*All items listed below must be received by the Floodplain Administrator and completed prior to final inspection.*

- Registered land surveyor or professional engineer must determine base flood elevation of construction site prior to construction beginning if site is in "AE" flood zone. This will require an elevation certificate on "construction drawings" from a surveyor at the time of submitting your application. Onslow County requires a two foot freeboard.*
- An elevation certificate is required after the reference level is established. Within seven calendar days of establishment of the reference level elevation, the permit holder must submit a certification of said elevation. Any work done within the seven calendar day period and prior to submission of the certification shall be at the permit holder's risk. A final elevation certificate is required on all completed construction prior to issuance of a Certificate of Occupancy.*
- All HVAC, electrical(outlets/switches), plumbing(including hot water heater), and mechanical components must be installed two feet above the base flood elevation. ALL DUCTWORK is included and should be addressed when determining the finished floor. USE OF FLOOD RESISTANT MATERIALS BELOW BFE PLUS FREEBOARD REQUIRED.*
- Appropriately sized flood vents must be installed in all open crawl spaces throughout solid foundation perimeter walls if below BFE to include the garage and uninhabited storage areas.. The bottom of the vent can be no higher than 12" from the grade in the crawl space. Vents must be sized one square inch for every square foot of the area they serve. If in question, calculation of vent space should be directed to the floodplain administrator.  
*"Smart Vents" can be used in climate controlled areas below BFE**
- Accessory buildings must have appropriately sized flood vents as indicated if below the reference level in numbered zones. . Bottom of vent can be no higher than 12 inches from NATURAL grade. USE OF FLOOD RESISTANT MATERIAL REQUIRED BELOW BFE PLUS FREEBOARD.*
- Any substantial improvements or repairs of 50% or more of the value of the home must be in compliance with the Richlands Flood Damage Prevention Ordinance.*

**\*ALL AREAS BELOW BFE TO BE USED ONLY FOR PARKING,ACCESS, AND STORAGE\***

\_\_\_\_\_  
*Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Contractor*

\_\_\_\_\_  
*Date*

*By signature , I understand and am responsible for compliance of the above regulations*