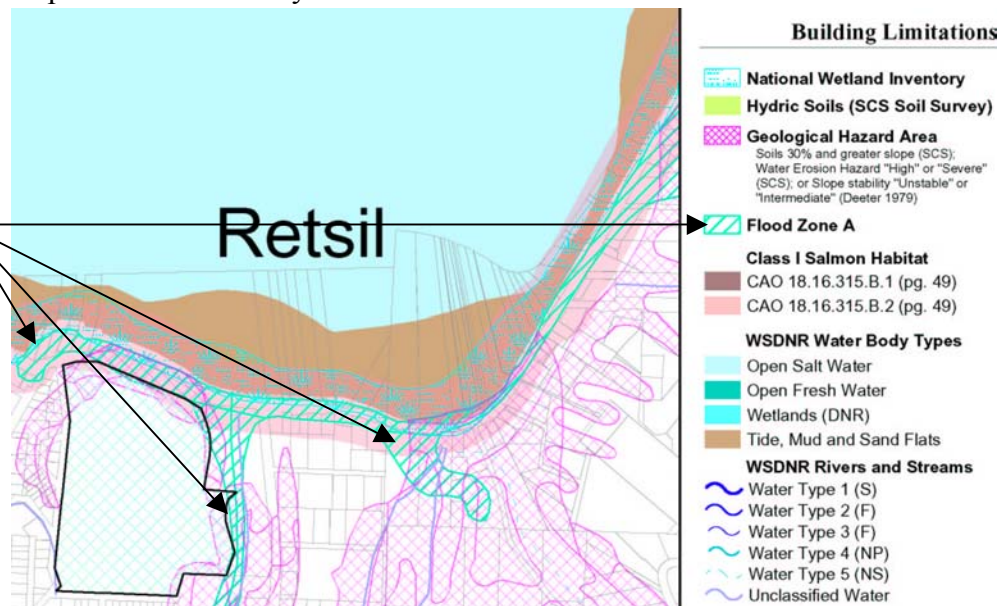




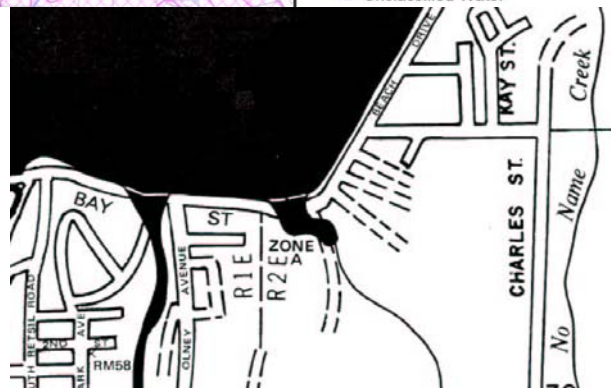
### Flood Hazard Area, Permit Processing Procedure:

Upon receipt of a building permit application or SDAP (Site Development Activity Permit) Application, a *Building Limitations* map for the parcel identified on the application, from the Kitsap County LIS/GIS system is printed and included with the application documents. This *Building Limitations* map contains a GIS layer that identifies all flood hazard areas as indicated on the County's FIRMs (Flood Insurance Rate Maps) (See example excerpt of the GIS identified flood zone.)

(Example of FIRM below right)

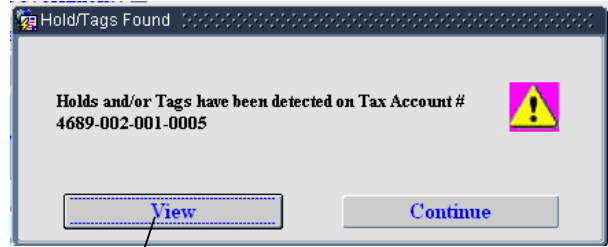


The day following application submittal, all applications are forwarded to a daily "triage" meeting where representatives from each of the reviewing groups (building plan review, zoning review, environmental review, development engineering review, health district review, etc.) perform a preliminary review of the application documents to determine how each one is to be processed, what type of reviews are required, and if the applications contain adequate information to review. At this time, the environmental review staff member uses the *Building Limitations* map to determine if a property is located in or near a flood hazard area.



It is recognized that the *Building Limitations* map is a reference generated by a GIS layer developed by scanning the FIRM and could contain discrepancies. As such, they are used only to determine proximity to flood hazard areas. If it is determined that an application is in or near a flood hazard area, the environmental review staff will use the FIRM and the submitted site plan (which includes relative elevations) to determine if the proposed project is located within a flood hazard area. Where necessary, site visits will be conducted to help determine proximity to mapped flood hazard areas.

If it is determined that a project is located within a flood hazard area, a parcel tag is created in the Kitsap County LIS, (Land information system) which then causes an alert to pop up on the screen any time that anyone enters that particular permit record, thus alerting all reviewing persons to the fact that the project is located within a flood hazard area.



Type	Hold Code	Date Created	Created By	Begin Date	End Date	Text
TAG		07/07/2003	MBARTH	07/07/2003		Subject property, and area of proposed project, is located within a flood hazard area.
Tax Acct #		4689-002-001-0005		Permit #		03 06658
Link				Link Address		

In addition to the parcel tag, the environmental review staff member adds a standard condition to the particular permit with verbiage as follows:

This project is located within a flood hazard area as determined by Kitsap County Code (KCC) Section 15.04.040. All construction shall be in accordance with the flood resistant requirements of KCC Title 15.

Upon completion of the project, the owner shall provide to the Department of Community Development (DCD) an elevation certificate completed by a licensed land surveyor, identifying the elevation of the lowest floor in relation to the base flood elevation as determined by the Flood Insurance Rate Map (FIRM) for the subject parcel. In accordance with KCC Title 15, all structures shall have their lowest floor, including basements, a minimum of one foot above the base flood elevation, and any excavated, subgrade crawl space located below finish grade is prohibited. The lowest floor shall be elevated to 11 feet above mean sea level on shoreline parcels.

DCD highly recommends that a licensed land surveyor establish the elevation of concrete foundation wall forms prior to the placement of concrete to ensure that the height of the proposed lowest floor will be at least 1 foot above the base flood elevation. This effort made early in the construction process could avert the unfortunate expense of raising a constructed structure to a compliant elevation should it later be found to be below the required minimum height above the base flood elevation.

The flood elevation certificate shall be submitted to the Department of Community Development prior to requesting a final inspection. A certificate of occupancy will not be issued until the elevation certificate is received and approved by the Department of Community Development.

This verbiage may be modified as necessary to suit a particular situation, and to include any specific construction requirements. Permit conditions print on the building permit when issued, and upon issuance, each condition must be initialed by the applicant. In addition to printing on the permit, the condition will ultimately ensure that the permit can not be finalized, or a certificate of occupancy issued, until the condition is resolved. (See "Finaling a Permit" below.)

Following the triage meeting, the applications are routed to each of the appropriate reviewing groups; building, zoning, environmental, development engineering, etc.

**Environmental (Critical Areas) Review:**

If, through the triage process, or by a site visit, it has been determined that a development proposal is located with a flood hazard area, the permit will be conditioned with the standard LIS flood hazard condition. Environmental review staff will also contact the applicant to encourage early participation from a licensed land surveyor in order to assist in proper foundation planning. Upon permit approval, the environmental review staff will place ~~ana-blank~~ elevation certificate, with Section B completed, identifying all pertinent FIRM information, along with a copy of the instructions, in the permit file to be given to the applicants upon permit issuance.

If upon review, it is determined that the proposed project is located within a floodway, the project will be forwarded to development engineering for additional review of the floodway regulations as identified in KCC Title 15.12.120. Any letters of map change (LOMC) that are processed for property within un-incorporated Kitsap County, will be maintained in a readily retrievable file at DCD, along with any FEMA maps.

**Building Plan Review:**

When the application documents and plans are being reviewed for a particular project, the LIS parcel tag alerts the plans examiner to the fact that the project is located within a flood hazard area. If this is an existing structure, the plans examiner will determine if the project is a substantial improvement in accordance with KCC 15.08.220. The plans examiner will then identify all necessary flood hazard protection requirements, and if absent from the plans, corrections are requested, or notes added to the plan sets indicating specific requirements such as the elevation and construction requirements of KCC 15.12.090, 15.12.100 and 15.12.110. The specific construction requirements will also be added to the LIS permit record as a custom condition. Like the standard condition added at triage, this condition will print on the permit and must be initialed by the applicant upon issuance.

**Development Engineering Review:**

When SDAP application documents and plans are being reviewed for a particular project, the LIS parcel tag alerts the engineering technician to the fact that the project is located within a flood hazard area. The engineering technician will then identify all necessary flood hazard protection requirements including any issues related to the floodway, or coastal high hazard areas. In the event a project proposal is located in a floodway or coastal high hazard area, the development engineering technician will require an engineered design and review it for conformance with KCC 15.12.120 and KCC 15.12.130 requirements. The specific requirements will also be added to the LIS permit record as a custom condition. Like the standard condition added at triage, this condition will print on the permit and must be initialed by the applicant upon issuance.

When base flood elevation data has not been provided in accordance with Section 15.04.040, the Development Engineering division of DCD shall obtain, review, and reasonably utilize any base flood elevation data available from a federal, state or other source, in order to administer KCC Sections 15.12.090 through 15.12.130. Such information will then be maintained in the file with the LOMCs and FEMA maps.

**Permit Issuance:**

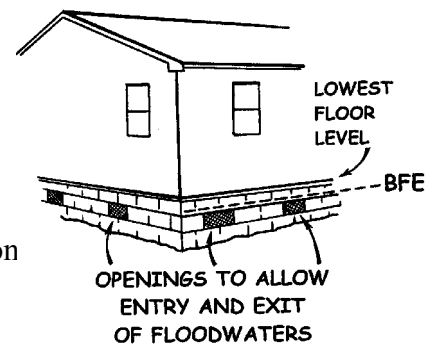
Following all reviews and permit approvals, including the establishment of all permit conditions, the permit is issued, and the applicant is given a copy of ~~thea blank~~ elevation certificate, including instructions.

**Inspections:**

All new construction and substantial improvement projects located in a flood hazard area receive typical inspections for the type of work being performed, including, but not limited to: footing, foundation walls, slabs, erosion control, rough plumbing, mechanical, framing, insulation, drywall, finish plumbing and mechanical, and a final inspection. Upon footing inspection, it is highly recommended that the foundation wall forms have their elevation determined by a licensed land surveyor prior to requesting a wall inspection, or prior to the placement of concrete to ensure that, upon completion, the lowest floor of the structure, as defined by KCC 15.08.155 will be at least 1 foot above the base flood elevation.

During the foundation wall inspection, any required flood venting is verified, and if necessary, a reminder given to the contractor that the finished ground level of the underfloor space shall be equal or higher than the outside finished ground level.

Throughout the remaining inspections, any flood resistant construction deficiencies identified will be brought to the attention of the contractor and/or owner. Upon final inspection, all flood resistant construction requirements shall be complete, and an elevation certificate, completed by a licensed land surveyor, shall be provided to DCD.



**“Finaling” a Permit:**

Following final building inspection approval, the permit file is forwarded to the DCD Permit Coordinator for the preparation of a certificate of occupancy. The LIS permitting system tracks all required inspections, fees, and permit conditions. Upon an attempt to change a permit status to “Finalled,” the LIS system automatically verifies that all required inspections have been approved, all fees paid, all required “sub-permits” have been issued and finalled, and all outstanding permit conditions have been resolved. As such, if the completed elevation certificate has not been received by DCD, the permit condition created at the beginning of the permit process, at triage, will still be outstanding and a certificate of occupancy will not be issued, and the LIS system will not allow a status of “Finalled.”

When a completed elevation certificate indicating compliance with KCC Title 15 requirements is received by DCD, the date received shall be entered into the “resolved date” field in LIS and the original document placed in the permit file. When this condition is “resolved” and all other outstanding permit issues are approved, completed or resolved, the permit status will be “Finalled,” a certificate of occupancy prepared and forwarded to the Building Official for signature, then mailed to the owner.

Note: No Override Check.

Condition	Resolved	Text	Follow-Up Days	Repeat Follow-Up?	Override Check?	Notes?
ER-FLOOD		This project is located within a flood hazard area as determined by Kitsap County Code (KCC)		<input type="checkbox"/>	<input type="checkbox"/>	

**Post Permit Compliance:**

Since October of 2002, A certificate of occupancy is required for all new residential and commercial construction. (Except detached U-1 occupancies) KCC Title 14.04.260 states:

UBC Section 109.1 Use and Occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein.

**Exception:** Group U Occupancies.

To aid in achieving substantial compliance with such issues, typically, all mortgage companies doing business in Kitsap County now verify the existence of a certificate of occupancy prior to releasing funds upon loan closings. In addition, occupancy of a structure, without a certificate of occupancy, is a violation of KCC 14.04.260 and Uniform Building Code (UBC) Section 103, thereby constituting an “illegal structure” which would not typically be eligible for FEMA flood insurance.