

**DOCUMENTS YOU SHOULD HAVE BEFORE MAKING YOUR APPOINTMENT FOR FLOOD ZONE CLEARANCE**

Appointment is required. Please call (213) 485-4820 or e-mail [ENG.NFIP@lacity.org](mailto:ENG.NFIP@lacity.org) to make your appointment.  
(For all cases, please have your permit application PCIS number ready before you make your appointment.)

<b>SCOPE OF PROJECT</b>	<b>SUBSTANTIAL IMPROVEMENT</b>	<b>NON-SUBSTANTIAL IMPROVEMENT</b>
	<ol style="list-style-type: none"> <li>1) Two (2) sets of plans, including floor plans, site plans, cross-section/elevation views. Plans must be signed and stamped by a licensed civil engineer or architect.</li> <li>2) Topographic survey with footprint of proposed structure on existing site (undisturbed project site) stamped, dated and signed by licensed surveyor if Base Flood Elevation (BFE) is not known. Survey must reference 1988 Datum Reference and City Benchmark Map with ID number.</li> <li>3) Site plan or survey should show proposed structure with elevation information of lowest finish floor and adjacent grounds. If Base Flood Elevation (BFE) is unknown, it will be determined from the highest grade adjacent to the improvement, plus the flood depth expected. The minimum finish floor elevation will be the BFE plus one foot for freeboard.</li> <li>4) Plans must show waterproofing for materials susceptible to water damage below the minimum required finish floor elevation (FFE). Metal, concrete, cement and masonry are considered to be waterproof. Flood certificate will be required after construction for commercial projects.</li> <li>5) Plans must also show flood venting at ground level based on the ratio of one square inch of venting per one square foot of additional improved space of building. The bottom of the vent must be within 12 inches from the ground level.</li> <li>6) If existing walls are to be removed as part of the improvement, the existing floor must be raised where the addition joins the existing structure.</li> <li>7) Any additional information such as documentation or calculations confirming that new or improved structure will withstand potential flooding such as (but not limited to): <ul style="list-style-type: none"> <li>- hydraulic and hydrologic calculations</li> <li>- FEMA-established calculations for hydrostatic, hydrodynamic and buoyancy forces</li> <li>- Written correspondence from any government agency confirming approval of improvement within an agency easement.</li> <li>- Structural plans and calculations wet-stamped and signed with original signature of a licensed civil or structural engineer.</li> </ul> </li> </ol>	<p>If you contend that your improvements are less than 50% of the appraised value of the existing structure, you will need to bring the following documents to your appointment for verification.</p> <ol style="list-style-type: none"> <li>1) Recent appraisal of existing structure by certified appraiser dating from no more than twelve months ago. County Assessors tax records may be used in lieu of an appraisal report.</li> <li>2) Cost estimate from contractor, with breakdowns for labor, material, profit and overhead. (Material costs must be further broken down by <u>unit cost</u> and <u>quantity</u> of each type of material).</li> </ol>
<b>WITHIN FLOODPLAIN?</b>	<b>LETTER OF MAP AMENDMENT (LOMA)</b>	<b>LETTER OF MAP REVISION (LOMR)</b>
	<p>If you believe that your project does not sit within a floodplain, you must file a Letter of Map Amendment (LOMA) with FEMA, which approves your petition. Issuance of a LOMA eliminates the Federal flood insurance purchase requirement for Federal or federally backed financing, but not necessarily for private mortgage lenders.</p> <p>Your first step is to file a Conditional Letter of Map Amendment (CLOMA). Please review FEMA's website at <a href="http://www.fema.gov/mt-1-application-forms-instructions">http://www.fema.gov/mt-1-application-forms-instructions</a> before making your appointment.</p>	<p>If you believe that the floodplain boundary is incorrect and wish to request a re-drawing of the boundary, you must file a LOMR with FEMA (or a Letter of Map Revision – Fill [LOMR-F] for a revision based on increased elevation of property due to certified fill). The LOMR application should include, but is not limited to, calculations specified on the application. The Stormwater Engineer can guide you in preparing the LOMR, if necessary. However, please review <a href="http://www.fema.gov/national-flood-insurance-program-2/letter-map-revision">http://www.fema.gov/national-flood-insurance-program-2/letter-map-revision</a> before making an appointment.</p>

**COMMERCIAL PROJECTS WITH SUBGRADE STRUCTURES**

In addition to the documents listed on the left, you must submit an emergency plan for flooding and a covenant agreement attached to the property.