



CITY OF COLUMBIA

Application for a Permit to Develop in A Flood Hazard Area

The undersigned hereby makes application for a permit to develop in a designated flood hazard area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Flood Damage Prevention Ordinance of the City of Columbia and with all other applicable local, state and federal regulations. All necessary required Federal and/or State permits/certifications are attached.

Zoning Permit Number \_\_\_\_\_

Table with 2 columns: Applicant's Name, Owner's Name, Site Address, Tax #, Parcel#, Address, Telephone #, Telephone #.

A. Description of Work
1. Proposed Development / Site Work Description
[ ] New Construction
[ ] Alteration or Repair
[ ] Filling
[ ] Grading
[ ] Dredging
[ ] Manufactured or Modular Housing
[ ] Logging
[ ] Other
2. Size & Location of Development
3. Type of Building Construction Permit(s):
[ ] New Residential
[ ] New Non-Residential
[ ] Addition
[ ] Improvement
[ ] Renovation
[ ] Accessory structure
[ ] Temporary

For Internal Use Only:
1. Community Number:
2. Panel Number:
3. Zone:
4. Base Flood Elevation at site: \_\_\_\_\_ ft
5. Required Lowest Floor Elevation (including basement): \_\_\_\_ ft
6. If the structure is to be floodproofed, the required floodproofing elevation is \_\_\_\_\_ ft
7. Elevation to which all attendant utilities, including all heating, duct work, and electrical equipment will be installed or floodproofed: \_\_\_\_\_ ft
The datum used should be that of the FIRM map to the nearest tenth of a foot.
Notes:

B. Alterations, additions or improvements to an existing structure.
1. What is the estimated market value of the existing structure? \_\_\_\_\_
2. What is the proposed cost of construction? \_\_\_\_\_
If the cost of proposed construction equals or exceeds 50% of the market value of the structure or if the proposed construction is an addition to an existing structure, then the Notice to Property Owners must be completed and returned prior to the issuance of a permit.

D. Subdivisions
1. Does this subdivision or other development contains 50 lots or 5 acres (whichever is less)?
[ ] Yes [ ] No
2. If yes, the base flood elevation data must be provided by the developer prior to the issuance of a permit.

**E. The following documents/certifications checked below are applicable and must be submitted for all construction within the specified time frame.**

- 1. Complete plans of proposed improvements, including applicable flood plain requirements..
- 2. As -built elevation certificate, certified by a registered land surveyor or professional engineer, must be submitted at the time of completion of the lowest floor, prior to any further vertical construction.
- 3. A floodproofing certificate, certified by a professional engineer or architect must be submitted at the time of completion of the lowest floor, prior to any further vertical construction.
- 4. The proposed development is located in an identified floodway and a No-Rise Certification completed by a registered professional engineer must be submitted prior to the issuance of a permit or the start of construction. (Exception: Lake Katherine Area)
- 5. The proposed development includes an alteration of a watercourse and a Letter of Map Revision issued by the Federal Emergency Management Agency is required. This documentation must be submitted within 6 months of completion of the project.
- 6. Copies of Subdivision Approval letter if Floodplain construction approved as part of subdivision plans.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**ADMINISTRATIVE**

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Permit Issued: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Permit Fees: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Denied Date: \_\_\_\_\_

Reason: \_\_\_\_\_

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**APPEALS**

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Appealed on: \_\_\_\_\_

Appeal heard on: \_\_\_\_\_

Decision of the Board: \_\_\_\_\_

Proposed development reviewed by: \_\_\_\_\_

Local Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Notice to Property Owners

## *Application for Substantial Damage/Substantial Improvement Review*

Tax Appraisers Folio #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Co-Owner's Name: \_\_\_\_\_

Co-Owner's Mailing Address: \_\_\_\_\_

Co-Owner's Phone Number: \_\_\_\_\_

FIRM Panel # \_\_\_\_\_ Flood Zone: \_\_\_\_\_ BFE: \_\_\_\_\_

Pre-Storm Elevation: \_\_\_\_\_ MSL NGVD NAVD

- I am attaching an appraisal report of my property, or Initials \_\_\_\_\_
- I am not submitting an appraisal report of my property and I accept the community's Estimated Market Value. Initials \_\_\_\_\_
- I also accept the attached estimated cost of construction as a fair cost of the repair/improvement for my home. Initials \_\_\_\_\_

Signatures:

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_



Notice to Property Owners

*Owner*  
***Substantial Damage/Substantial Improvement***  
**REPAIR/RECONSTRUCTION AFFIDAVIT**

Permit Number: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

(Check one or both, as applicable)

I hereby attest to the fact that the repairs/reconstruction and/or remodeling list submitted for *Substantial Damage Review* by my contractor are all the damages sustained by this structure and that all other additions and improvements, or repairs proposed on the subject property are included in this estimate. No other contractor has made any repairs, reconstruction, additions, or remodeling not included in the attached list.

I hereby attest to the fact that the repairs, additions, rehabilitations, reconstructions and/or remodeling list submitted for *Substantial Improvement Review* by my contractor are all of the improvements that will be done to the existing structure and that all other additions, improvements, or repairs on the subject property are included in this estimate. No other contractor has made any repairs, reconstruction, additions, or remodeling not included in the attached list.

I understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS to MY HOME or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Co-Owner**

**State of** South Carolina

County of \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ and \_\_\_\_\_ (Print) personally appeared before me, each of whom, being by me duly sworn deposes, stated that he has signed, read, understands and agrees to comply with all the aforementioned conditions of this affidavit.

\_\_\_\_\_  
**Notary Signature**

**My Commission expires:** \_\_\_\_\_



Notice to Property Owners

*Contractor  
Substantial Damage/Substantial Improvement  
AFFIDAVIT*

Permit Number: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

I hereby attest to the fact that I, or an employee of my company, personally inspected the above-mentioned property and produced the attached list of itemized repairs, additions, rehabilitations, reconstructions and/or remodeling list, which are hereby submitted for *Substantial Damage/Substantial Improvement Review*.

(Check one or both, as applicable)

These damages are all the damages sustained by this structure and that all other additions and improvements, or repairs proposed on the subject property are included in this estimate.

These improvements are all of the improvements that will be done to the existing structure and that all other additions, improvements, or repairs on the subject property are included in this estimate.

I understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs NOT INCLUDED ON THE ATTACHED LIST to THIS STRUCTURE or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

**Total Labor and Materials:** \$ \_\_\_\_\_

**Overhead and Profit:** \$ \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature of Contractor** **Date**

**State of** South Carolina **County of** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ and \_\_\_\_\_ (Print) personally appeared before me, each of whom, being by me duly sworn deposes, stated that he has signed, read, understands and agrees to comply with all the aforementioned conditions of this affidavit.

\_\_\_\_\_  
**Notary Signature**

**My Commission expires:** \_\_\_\_\_



Notice to Property Owners

*ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT*

**Permit Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

ITEMS	COSTS		TOTAL COST
	LABOR	MATERIALS	
Concrete, Form, Etc.			
Carpentry Material (rough)			
Carpentry Labor (rough)			
Roofing			
Insulation and Weather Strip			
Exterior Finish (Stucco)			
Doors, Windows and Shutters			
Lumber, Finish			
Carpentry Labor, Finish			
Hardware, Finish			
Hardware, Rough			
Cabinets, Built-in			
Floor Covering (tile, rug)			
Plumbing			
Shower/Tub/Toilet			
Electrical			
Light Fixtures			
Appliances, Built-in			
HVAC			
Paint			
<b>Overhead and Profit</b>			
<b>TOTAL</b>			

(Please attach any additional information).

**Contractor Name:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Department of Utilities & Engineering

1136 Washington St. | Columbia, SC 29201 | (803) 545-3300  
[www.ColumbiaSC.Net/Utilities-Engineering](http://www.ColumbiaSC.Net/Utilities-Engineering)

## Floodplain Repair Permit Checklist

The National Flood Insurance Program (NFIP) is a Federal Emergency Management Agency program enabling property owners in participating communities to purchase flood insurance as protection against flood losses, while requiring State and local governments to enforce floodplain management regulations that reduce future flood damages. By law, FEMA can only provide flood insurance to those States or communities that adopt and vigorously enforce floodplain management regulations that meet or exceed minimum NFIP requirements.

The City of Columbia participates in the National Flood Insurance Program. As such, we require any property owner in the 100-year floodplain with flood damage to apply for a Floodplain Repair Permit regardless of flood insurance status.

### Floodplain Station 1: Are you in the floodplain?

- Staff will assist you in determining if your building is in a floodplain.
- If yes, go on to Station 2.
- If no, you can go directly to **Development Services – Zoning** for a Building Permit Application.

### Floodplain Station 2: Application pick up

- Staff will look up your building and print any applicable permit information.
- You should receive a form packet that includes:
  - Application for Permit to Develop in a Flood Hazard Area (2 pages)
  - PROPERTY OWNER forms (2 pages)
    - Application for Substantial Damage/ Substantial Improvement Review
    - Owner Substantial Damage/ Substantial Improvement Repair/ Reconstruction Affidavit
    - *All highlighted areas must be filled out before the application can be accepted.*
    - *Must contain notarized PROPERTY OWNER signature*
  - CONTRACTOR forms (2 pages; must contain notarized CONTRACTOR signature)
    - Contractor Substantial Damage/ Substantial Improvement Affidavit
    - Estimated Cost of Reconstruction/ Improvement
    - *All highlighted areas must be filled out before the application can be accepted.*
    - *Must contain notarized PROPERTY OWNER signature*
  - Form Instructions (6 pages)

**Floodplain Station 3: Assessment**

- Staff will assist you in looking up your property value information from the Richland County tax maps and print this information.
- *A notary is available at this station if you need to sign the PROPERTY OWNER or CONTRACTOR forms from above.*

**Floodplain Station 4: Questions and Application Submission**

- Staff will be on hand to answer any questions you might have about filling out the application.
- When you are ready to submit your application, staff will check your application for completion.
- Once your application is complete, the City Floodplain Manager will stamp your application as complete and provide you a copy. The City will keep the original application for their files.

**Development Center: Building Permit Application**

- You should receive a Building Permit Application.
- Submit this application with your Floodplain Development Permit Approval to Zoning staff.

**Development Center: Zoning Approval**

- If approved, receive Zoning Permit and move to Permitting Application.
- If not approved, discuss with zoning staff. If needed, revise and resubmit.

**Development Center: Permitting Application**

- You should bring your Building Permit Application and Zoning Permit to Permitting staff in the Development Center.
- If you are a homeowner doing the repair, you will sign an Affidavit confirming you live in the structure. Move to Permitting and Fees
- If you are not a homeowner or you are using a contractor, move to Contractor Licensing Check.

**Business Licensing: Contractor Licensing Check**

- Permitting staff will check for appropriate contractor licenses and for an up-to-date business license.
- If anything is lapsed, it will need to be addressed before Permitting and Fees.

**Development Center: Permitting and Fees**

- Permitting staff will prepare the Permit and collect fees from applicant.
- You should now be permitted to start repairs!



Notice to Property Owners

## ***ITEMS REQUIRED TO DETERMINE SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT***

**Applicant must submit the following:  
(MAKE SURE YOU HAVE EXTRA COPIES FOR YOUR FILES)**

- 1. Complete the attached application.**
- 2. Detailed Cost of Reconstruction Estimate and Affidavit, signed by a General Contractor and a copy of his/her License Certificate.**
- 3. FEMA Elevation Certificate**
- 4. Photos before and after the storm (if applicable and available).**
- 5. Floor plan drawing (if available).**
- 6. Owner's affidavit signed, dated and certified.**
- 7. Contractor's affidavit signed, dated and certified.**



Notice to Property Owners

## *Substantial Damage/Substantial Improvement*

### *Items to be Included*

1. *All Structural elements including:*

- Spread or continuous foundations footings and pilings
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams and trusses
- Floors and ceilings
- Attached decks and porches
- Interior partition walls
- Exterior wall finishes (e.g. brick, stucco, or siding) including painting and decorative moldings
- Windows and doors
- Reshingling or retiling a roof
- Hardware

2. *All interior finishing elements including:*

- Tiling, linoleum, stone, or carpet over subflooring
- Bathroom tiling and fixtures
- Wall finishes (e.g. drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)
- Kitchen, utility and bathroom cabinets
- Built-in bookcases, cabinets and furniture
- Hardware

3. *All utility and service equipment including:*

- HVAC equipment
- Repair or reconstruction of plumbing and electrical services
- Light fixtures and ceiling fans
- Security systems
- Built-in kitchen appliances
- Central vacuum systems
- Water filtration, conditioning or recirculation systems

4. *Also:*

- Labor and other costs associated with removing or altering undamaged building components to accommodate improvements or additions.
- Overhead and profit



Notice to Property Owners

*Substantial Damage/Substantial Improvement*

*Items to be Excluded*

1. Plans and specifications
2. Survey costs
3. Permit fees
4. Cost to demolish storm-damaged building components
5. Debris removal
6. Outside improvements including:
  - Landscaping
  - Sidewalks
  - Fences
  - Yard lights
  - Swimming pools
  - Screened pool enclosures
  - Sheds
  - Gazebos
  - Detached structures (including garages)
  - Landscape irrigation systems



# Notice to Property Owners

## Rebuilding/ Remodeling Your Home

If your home or business sustained damage or if you are making improvements to a structure and/or interior of a building the City of Columbia's Flood Damage Prevention Ordinance may affect how you rebuild or make improvements. This ordinance is required by the National Flood Insurance Program in order for flood insurance to be available for community residents and property owners. The following is provided for your information and use so that the permitting process will flow as smoothly as possible.

If a building is "*substantially damaged*" or if your improvements are "*substantial improvements*", then the structure must be brought into compliance with the City of Columbia's Flood Damage Prevention Ordinance.

**SUBSTANTIAL DAMAGE** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. (Note: the cost of repairs must include all costs necessary to fully repair the structure to its pre-damaged condition.)

**SUBSTANTIAL IMPROVEMENT** means improvements of any origin whereby the cost of improving the structure would equal or exceed 50 percent of the market value of the structure before the improvements are made. (Note: the cost of improvements must include all costs necessary to fully improve the structure.)

The City of Columbia has implemented the following procedures to determine "substantial damage" or "substantial improvement":

1. If you do not provide a recent appraisal of the fair market value of the structure prepared by a state licensed appraiser then City will estimate the market value by using the tax assessment value of the structure (excluding value of land).
2. You must obtain and submit to the proper permitting officials a detailed and complete cost estimate for any and all alterations, improvements, reconstruction and/or repairs to your home. This estimate must be prepared and signed by a licensed general contractor responsible for the work. The contractor must sign an affidavit indicating that the cost estimate submitted includes all and any combination of work to improve or repair your home. The owner must also sign an affidavit indicating that the work list submitted by the contractor includes all and any combination of work to improve or repair the home. (See attached copies of affidavits).



3. If your home is determined to have "substantial damage" or to be a "substantial improvement", then an Elevation Certificate must be submitted to the proper permit officials to determine if the lowest floor elevation is in compliance with the City's ordinance and the National Flood Insurance Program requirements. Garages and carports are not considered the building's "lowest floor".
4. If the lowest floor of a structure that is substantially damaged or is to be substantially improved is below the required lowest floor elevation, then the building must have the lowest floor elevated no lower than two (2) feet above the base flood elevation. Likewise, all electrical and mechanical equipment (heating, cooling, hot water heaters, etc.), bathrooms and laundry rooms must be elevated no lower than two (2) feet above the base flood elevation. Only parking, building access, and limited, incidental storage is allowed below the base flood elevation. If the lowest floor of the structure and the electrical and mechanical equipment, laundry rooms and bathrooms are already above the required lowest floor elevation, then the building can be repaired, reconstructed or improved without further modifications.
5. Plans showing how the building and electrical/mechanical equipment will be elevated must be prepared and submitted for approval prior to issuance of a Building Permit.
6. In accordance with National Flood Insurance Program regulations, the City's Flood Damage Prevention Ordinance requires that all gas and liquid storage tanks be anchored to prevent floatation during conditions of flooding. When the gas company replaces and/or reconnects gas and liquid storage tanks, which are separated from the structure during a flooding event, they must be anchored.
7. In accordance with National Flood Insurance Program guidelines, the City's Flood Damage Prevention Ordinance also regulates accessory structures. Accessory structures are defined as structures with a value of \$3000 or less and not used for human habitation. These structures must be anchored and any electrical equipment must be elevated above the required lowest floor elevation.

If you have any questions or need additional information concerning the above procedures, please contact the City of Columbia Engineering Department at 803-545-3400.