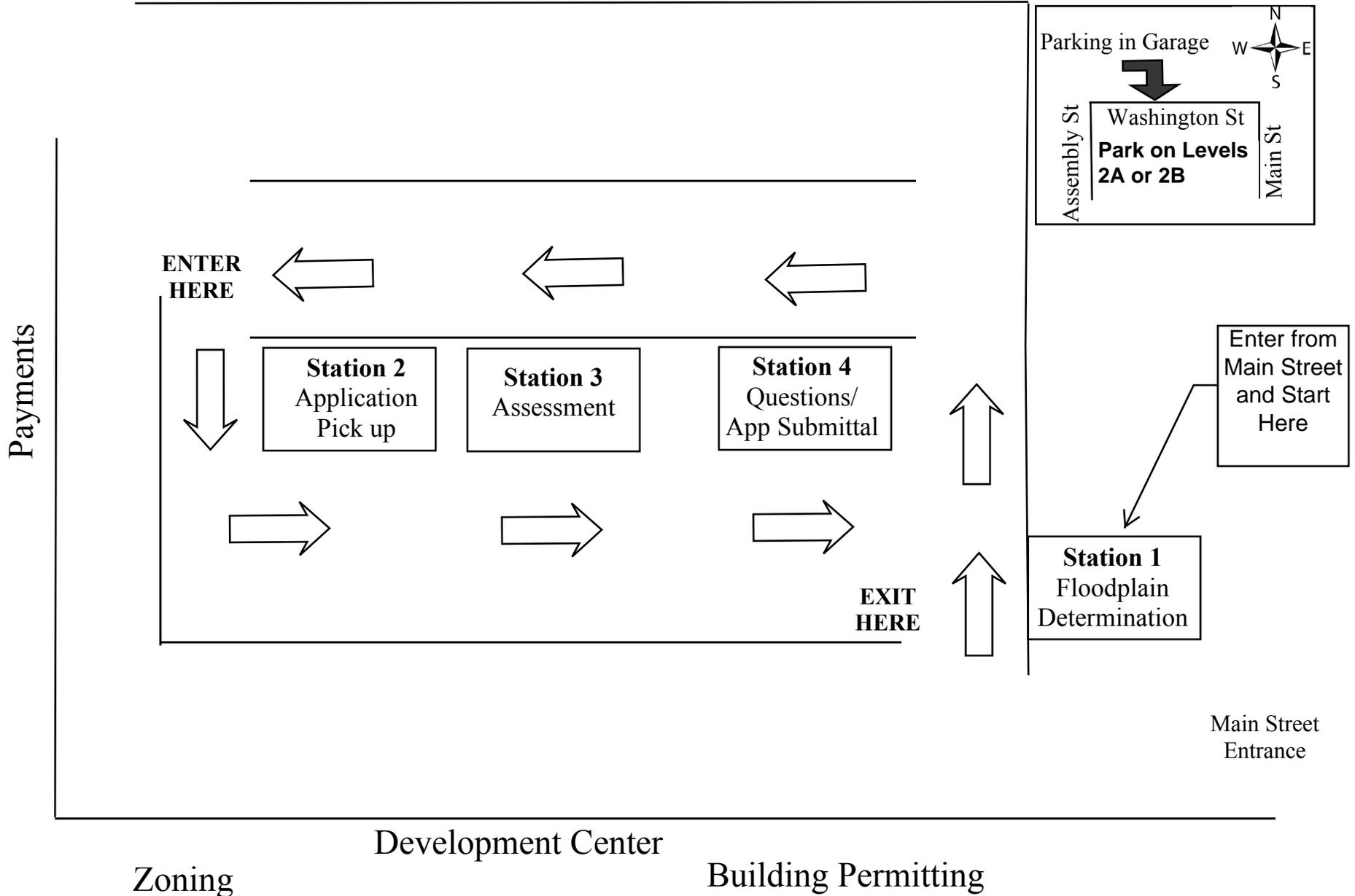


Washington Street
Entrance

*Applications submitted after 10/23/15 should be submitted to 6th floor

Business license

Customer Care





Department of Utilities & Engineering

1136 Washington St. | Columbia, SC 29201 | (803) 545-3300
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!