

EXHIBIT 2

ELEVATION CERTIFICATE / FLOOD ZONE PROCESS FOR STRUCTURES (11/1/2019)

To satisfy the requirements of the county's Floodplain Management Ordinance and FEMA's National Flood Insurance Program, all new construction, additions and or remodels to a structure within a Special Flood Hazard Area (SFHA) must meet development and construction standards specifically designed to prevent or limit flood damage. SFHA's are Flood Zones A, AE, AO. **TECHNICIAN SHALL IDENTIFY THE FLOOD ZONE FOR ALL PERMITS THAT ARE APPLIED FOR WITHIN THE FLOOD ZONE, THEY SHALL INITIAL THE BUILDING APPLICATION AND STAMP ON THE BACK PAGE UNDER FLOOD ZONE. THIS INCLUDES ADDITIONS AND OR REMODELS AND AG EXEMPT (UNLESS ONLY 2 WALLS).**

- Flood Zone Review: ○ New structures, additions and or remodels (as determined by the Building Official).
- Building Permit application: ○ The application shall be sent to Water Resources for determination of flood zone if SFHA located on the parcel. The Water Resources designated personnel will determine the Base Flood Elevation and initial the Water Resources portion of the application.
 - The Technician will stamp the permit and will note under the Flood Zone Stamp that the building project is or is not in Flood Zone. The Technician stamps FLOOD PLAIN in red on the back of the Permit Application at the bottom.
 - The Technician inputs the application into Accela.
 - The Technician shall inform the owner/ contractor that **they need a benchmark letter with submittal prior to issuance of a Building permit.**
- Plans Examiner:
 - The FLOOD PLAIN is stamped on the PLANS and on the WORKSHEET by Plans Examiner. The Plans Examiner puts a FLOOD PLAIN note with the Base Flood Elevation provided by designated Water Resources Personnel on the site plan, attaches a copy of the submitted Benchmark letter and blank Elevation Certificate Form to job copy plans.
 - Vent Examples and requirements (FEMA approved) and a blank elevation certificate shall be attached to the approved plans.
- Permit Issuance and Inspections:
 - When the Building Technician issues the permit, the Tech shall STAMP FLOOD PLAIN ON THE JOB JACKET in red ink and shall inform the applicant that a Benchmark and two Elevation Certificates are required as specified below. The Tech shall notify the applicant/contractor that:
 1. **Prior to issuance of the Building permit a Benchmark letter is required.**
 2. **An Elevation Certificate is required before any concrete poured. Elevation Certificate is required to be reviewed and approved by the Building Official, Deputy or Plans Examiner (With consultation and review by the Floodplain Administrator).**
 3. **Prior to Tech scheduling a Final inspection an Elevation Certificate shall be reviewed and approved by the Building Official, Deputy or Plans Examiner. (With consultation and review by the Floodplain Administrator).**Note: The final inspection shall not be scheduled by a Tech before an elevation certificate is received and approved. The Building Official, Deputy or Plans Examiner will note the job jacket that the EC is complete and correct. The final inspection can then be scheduled by the Tech.
- Inspections: ○ The inspector shall inspect and verify construction compliance.
 - After inspector grants the final the inspector shall stamp the Job Jacket FINALED.

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- Post Final Inspection: ○ Tech shall give the original approved Elevation Certificate to - Water Resources and put a copy of the approved EC in the job jacket.
 - Pull the PLANS and verify FINAL, DATE, INITIAL and put in the pile to give to the Assessor's office.

11/1/2019 ○ Take the FINAL JOB JACKET and file in the Flood Plain file cabinet to be ready to scan.