

PERMIT REVIEW CHECKLIST

Permit No. _____

1. **Is development site in the Special Flood Hazard Area?** Yes No
2. **Is permit application complete?**
 - Appropriate spaces are filled out.
 - Attached plans adequately describe the proposed development.
 - Elevations of the lowest floor of proposed structures are provided.
 - Required certificates for Flood Proofing or V-Zone construction design are attached, signed and sealed.
 - Base Flood Elevation data is provided for large subdivision proposals.
 - Fee is paid.
3. **Does proposed development require other permits?** Yes No
 - They are attached.
4. **What is the Base Flood Elevation (or depth number) at the development site?** _____
How does this compare to the lowest floor elevations? _____

5. **Does proposed development meet NFIP General Standards?**
 - Construction materials and methods resistant to flood damage.
 - Anchored properly.
 - Utilities safe from flooding.
 - Subdivisions designed to minimize flood damage.
 - Encroachments-proposed action will not obstruct flood water.

Specific Standards?

 - Lowest floor elevated or building floodproofed to or above Base Flood Elevation (BFE).
 - Enclosure below elevated floor has proper openings.
 - Manufactured home is properly sited and anchored.
 - Recreational vehicle is road ready and on-site less than 180 days.
6. **Is proposed development in regulatory floodway?** Yes No
If yes, has applicant demonstrated that development will result in NO increase in flood heights? Yes No

Recommendation:

- Grant Permit Request additional information Deny Permit

Local Administrator

Date

LGTMHP

Steps to Move in Mobile Home

The following information needs to be turned in as one packet of information for the City Inspector to review and approve prior to any permits being applied/entered/approved. Approved information is placed in file box in individual folders for each lot. Tab on file folder indicates how lot address is entered in INCODE.

1. **Copy of proposed elevation** – Elevation Certificate w/flood depth & notated “Construction Drawing”
2. **Filled out floodplain applications** – This is a total of 7 pages with (Lance/Park Manager) completing first 6 and the 7th page is left blank for City Inspector to complete.
3. **Engineered Foundation Plans** – Must be stamped by an Engineer
4. **Move-in Permit** – (Building Permit w/flat fee of \$75.00) – No funds collected at this stage
5. **Building Permit** – for square footage of house – No funds collected at this stage

Following approval, the following permits will need to be applied, approved, and paid for:

1. **Runner for Home Permit** – (Building Permit)
2. **Move-in Permit** – (Building Permit w/flat fee of \$75.00) This permit might be applied for under a different name than the permit application which was included in the initial packet.
3. **Building Permit** – for square footage of house. This permit might be applied for under a different name than the permit application which was included in the initial packet.
4. **Plumbing Permit** – Must be pulled by a Licensed Master Plumber
5. **Electrical Permit** – Must be pulled by a Licensed Electrician
6. **Gas Permit (if home has gas service)** – Must be pulled by a Licensed Master Plumber

Must have all required inspections and an Elevation Certificate notating finished floor and all duct work is at or above FEMA 100 Year Flood Plain Elevation before a C/O can be issued.

Steps for flood damaged properties to rebuild in a licensed Mobile Home Park, located in the FEMA 100-year floodplain:

FEMA is exempt from all rules and permits.

Non-FEMA housing must follow all floodplain guidelines and City requirements.

Each structure must make application for floodplain permit from the City and provide a FEMA elevation certificate upon completion and before occupancy is allowed.

The structure must be on existing platted lot or if a new lot, that lot must be applied for to the City and proven to meet current minimum lot sizes and requirements.

All structures must have required permits applied for before any work is started or before any structures are built or moved into place. Permits are required for moving, building, mechanical, plumbing, gas and electrical work to be done.

Electrical work must follow requirements in our electrical hand out and in NEC 2017 requirements.

All foundations must meet FEMA floodplain guidelines for stability which basically means an engineered concrete slab (runners/footers or solid slab) and no dry stacking of support blocking. Generally, rebar from concrete runners and tied to Vertical stacks of CMU blocking with rebar support and filled cells before putting a house on Foundation. Housing is then typically tied to the concrete slab rather than anchored to the Earth. Solid cell blocking bonded to the foundation and to each other are allowed in lieu of the rebar and filled cells. All structural concrete in the city must have engineered stamped plans to follow.

All exterior appliances such as HVAC units must be elevated to the same level as finished floor of the house for the elevation certificate and anchored in place. All HVAC ducting must be above the hundred-year floodplain level on the certificate or waterproof.

There must be an exterior main electrical disconnect at the pedestal. The pedestal must be labeled with the units assigned housing number.

Sanitary sewer line must have a Backwater valve installed in the line.

Portable water line must have a check valve in it.

Skirting must be installed within 30 days of passing final inspections. Skirting must have the FEMA required vents in the skirting to include correct height and require square inches of venting per FEMA rules. Structure must also meet the following standard checklist.

Floodplain Manufactured Home Checklist

- Electric service minimum is to be 120/240 volts at 125-amp minimum size
- An 18 inch minimum conduit cover depth
- Minimum conduit of NMC schedule 40 pipe
- No aluminum wire allowed
- Conduit fill (number of conductors in conduit)
- Approved check valve and potable water line
- Approved Backwater valve in sanitary sewer line
- Cleanouts with seal tight gas plug
- Cleanouts extended 6 inches above grade
- Sewer drain system, minimum of schedule 40 PVC, on slope, supported every 4 feet or less.
- Water service must have a shut off valve at the water meter and at the exterior of the house
- Water service line must have a minimum of 12 inches of cover above the pipe
- Gas lines supported every 4 feet minimum
- Gas lines must have a minimum of 12 inches of cover above the top of the pipe
- Accessible manual gas shut off valve exterior of the house
- Required number of anchor tie-downs by engineer or complying with State of Texas rules as a minimum
- 4-inch contrasting color address or lot numbers on the side of the house facing the street
- Skirting within 30 days of final inspections, meeting FEMA requirements for venting and minimum square inches and maximum height for bottom of vent
- Elevation certificate completed



DEVELOPMENT PERMIT APPLICATION

JURISDICTION OF CITY OF LA GRANGE

Application No.: _____

Applicant Name: _____ Phone: _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

1. Location of Property (Complete as appropriate)

Located in a subdivision

Name of Subdivision	Section No.	Block No.	Lot No.

NOT located in a subdivision

Name & No. of Survey/Abstract	Acreage

Location Description (Attach a vicinity map)

2. Nature of Proposed Construction (Check and complete as appropriate)

- Residential Non-residential Other
 Alteration of a Natural Waterway or Drainage Course Placement of Fill

3. Description of Proposed Construction (Check and complete as appropriate)

- New construction Substantial improvement to existing structure House
 Mobile Home Non-Residential (Specify: _____)
 Commercial (Name and Type of Business: _____)
 Other: _____

4. Applicant will provide one copy of plans and specifications of the proposed construction.

For Use by City Administrator

Is the property located in an identified flood hazard area? Yes No

Is additional information required? Yes No

Are other federal, state, or local permits required? Yes No

Are other City regulations applicable? Yes No

Exemption certificate issued

Permit application approved

Permit application rejected

Date: _____

Signature of Administrator



NOTICE TO DEVELOPMENT PERMIT APPLICATION

JURISDICTION OF CITY OF LA GRANGE

Application No.: _____

Applicant Name: _____ Phone: _____

The above-named applicant applied for a development permit on _____. The application has been reviewed by the City Administrator and it is his determination that the proposed development is located within an identified floodplain of the City of La Grange, Texas.

The City Administrator has reviewed plans and specifications of the proposed development for conformance with the development standards required by the City of La Grange floodplain management regulations.

- Approve the application for development
- Reject the application for development

Conditions for approval/reasons for rejection are as follows:

WARNING:

The flood hazard boundary maps and other flood data used by the City Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. Construction standards required by City of La Grange Floodplain Management Regulations are the minimum standards deemed necessary to minimize or eliminate flood damage, but reliance on these/minimum standards shall not create liability on the part of the City of La Grange, City Administrator or any other officer or employee of the City of La Grange in the event flooding or flood damage occurs.

I, the undersigned applicant, do hereby:

- () Acknowledge the warning and disclaimer of liability of City;
- () Agree with the conditions of permit approval;
- () Agree to construct my development in strict compliance with the specified condition once a permit has been issued;
- () Agree to provide certifications of work as may be required;

Or

- () Disagree with the reasons for rejection of my application and desire to make a formal appeal to the City Council of La Grange, Texas.
- () Disagree with the conditions for approval of a development permit and desire to make a formal appeal to the City Council of La Grange, Texas.

Signature of Applicant

Date

Signature of Administrator

Date



FLOODPLAIN DEVELOPMENT PERMIT

JURISDICTION OF CITY OF LA GRANGE

Permit No.: _____

Date: _____

Applicant Name: _____

Phone: _____

Mailing Address: _____

Email: _____

City: _____ State: _____ Zip: _____

Location of Property (Attach map if necessary): _____

Application Fee: _____ Received By: _____

Nature of Proposed Construction: _____

TO COMPLY WITH FLOODPLAIN MANAGEMENT STANDARDS AND TO MINIMIZE POTENTIAL FLOOD DAMAGE, YOU MUST AGREE TO CONSTRUCT YOUR PROPOSED DEVELOPMENT IN ACCORDANCE WITH THE FOLLOWING PROVISIONS:

- () For residential structures, the lowest floor (including basement) must be elevated so as to be at or above the flood level expected for 100-year period in your area.
- () For non-residential structures, the building must be flood-proofed to withstand the flood depths, pressures, velocities, impact and uplift forces associated with "100 year" floods or else the lowest floor must be elevated to be at or above the 100-year flood level for your area.
- () The foundation of the structure and materials used must be able to withstand the pressures, velocities, and impact forces associated with "100 year" floods.
- () The water supply inlet and private sewage facility outlet must have an automatic back flow device installed.
- () All utility supply lines must be so installed as to minimize damage from potential flooding.
- () You must submit a certification to this office from a REGISTERED PROFESSIONAL ENGINEER, ARCHITECT, OR LAND SURVEYOR that the floor elevation and flood proofing requirements have been complied with.
- () You must provide this office with a certified copy of all final plans or as-built drawings.
- () Other provisions (see attached list)

Acknowledgement of conditions by permittee

Date

Signature of Administrator

Date