



TOWN OF SURFSIDE  
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## Checklist For Flood Damage Control Review

This checklist must be attached to all Permit Applications for all improvements, Renovations, Modifications, Remodels, and/or Additions to all Residential and Commercial Properties.

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_

REQUIRED DOCUMENTS				
MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION				
BUILDING ELEVATION		Items To Be Included Each box Shall be Circled as Applicable		
1	Flood Zone Determination and FEMA-approved Flood Elevation Certificate must be submitted with Plans.	Yes	No	N/A
2	Remodel of post-FIRM uninhabited space into habitable space below the BFE is prohibited. The remodeling project will be required to have the finished floor (if other than storage space) elevated to or above the BFE. Commercial structures may be floodproofed one (1) foot above the BFE; design/details to be signed/sealed by a design professional.	Yes	No	N/A
3	Finished Floor Elevation is at the BFE for all new additions and substantial improvements.	Yes	No	N/A
4	The elevation of the top of the lowest floor is shown.	Yes	No	N/A
5	The elevation of the top of the slab in the attached garage is shown.	Yes	No	N/A
6	Flood resistant materials are identified and used for all areas below the BFE.	Yes	No	N/A
7	Lowest adjacent finished and natural grade is shown.	Yes	No	N/A
8	Highest adjacent finished and natural grade is shown.	Yes	No	N/A
9	Total area of all permanent openings (flood hydrostatic ventilation vents) identified and within one (1) foot above adjacent grade are shown, and minimum of two (2) openings on separate walls shown unless otherwise designed by a design professional.	Yes	No	N/A
10	Lowest elevation of machinery and/or equipment servicing the building (for example, A.C. pad) identified as being at or above BFE. GFI must be used for electrical or mechanical equipment below the BFE.	Yes	No	N/A
		<b>Items To Be Included</b>		

<b>SUBSTANTIAL IMPROVEMENT</b>		<b>Each box Shall be Circled as Applicable</b>		
1	If the value of construction is at 50% or greater than the value of the structure, then the entire structure is to be elevated to or above the BFE.	Yes	No	N/A
2	Does the value of construction within the preceding 5-year period (from final inspection or C.O.) exceed 50% or greater of the value of the structure? If so, the entire structure is to be elevated.	Yes	No	N/A
<b>FLOODPROOFING CERTIFICATION</b>		<b>Items To Be Included Each box Shall be Circled as Applicable</b>		
1	Commercial structures with a finished floor below the BFE to be engineered to be floodproofed one (1) foot greater than the BFE.	Yes	No	N/A
2	Flood protection to be clearly identified on the plans, and floodproofing certificate is required with the plans submitted for approval.	Yes	No	N/A
3	Floodproofing operation procedures are required and are to be submitted with the plans to be reviewed.	Yes	No	N/A
<b>ACCESSORY STRUCTURES</b>		<b>Items To Be Included Each box Shall be Circled as Applicable</b>		
1	Structure is for storage only, is not climate-controlled, and is not intended for any type of habitation.	Yes	No	N/A
2	Flood resistant materials are used for areas below the base flood elevation.	Yes	No	N/A
3	Structure is anchored to resist flotation and lateral movement.	Yes	No	N/A
4	Permanent openings (flood vents) are designed and will be installed.	Yes	No	N/A