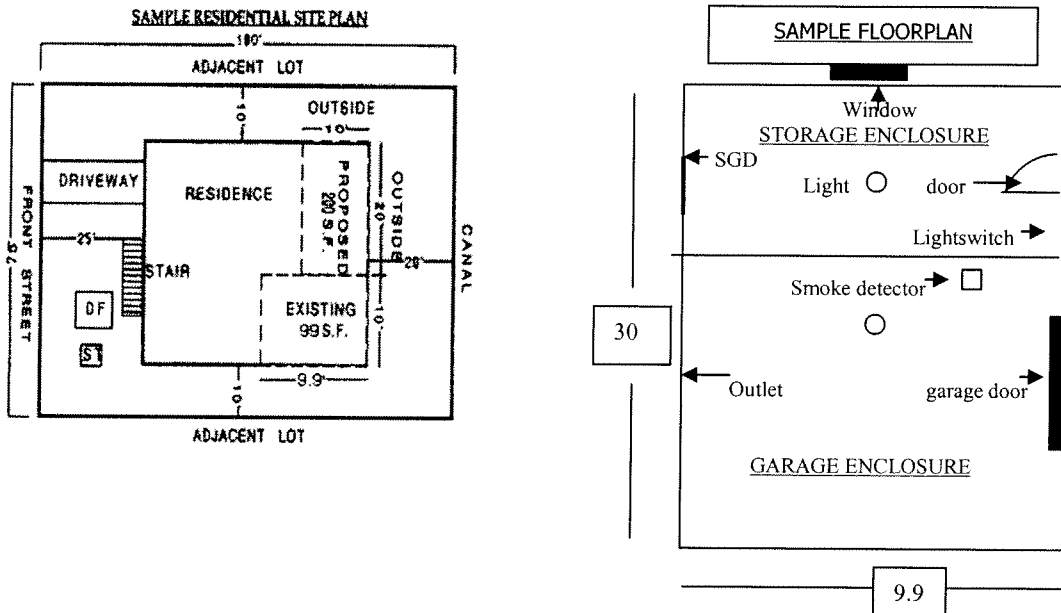




**REQUIREMENTS TO OBTAIN A PERMIT  
FOR AN ENCLOSURE BELOW BASE FLOOD ELEVATION  
(VE-ZONE)**

1. A COMPLETED BUILDING PERMIT APPLICATION. Please make sure that you clearly indicate your proposed construction square footage, estimated cost, re# and include a property tax card.
2. COPY OF A RECORDED DEED OR CONTRACT FOR DEED TO SHOW OWNERSHIP OF PROPERTY (only if the owner named on the application *does not* match our computer listing or Property Appraiser's print-out).
3. OWNERS LETTER OF APPROVAL FOR THOSE CASES WHERE A LEASEE DESIRES TO PERFORM THE WORK.
4. SITE PLAN IS REQUIRED SHOWING ALL DIMENSIONS OF LOT, WHAT BORDERS EACH LOT LINE, i.e. street, canal, etc., setbacks (distances to all property lines from extreme edge of all existing buildings). Show where the enclosure will be placed under the house. Show any existing enclosures; as well as location of septic tank and drain field.



5. THREE (3) SETS OF PLANS SEALED BY AN ARCHITECT OR ENGINEER CERTIFYING BREAKAWAY CONSTRUCTION THAT INCLUDES an enclosure floor plan showing, doors, windows, outlets, switch and smoke detector locations, and a typical wall section.
6. TWO (2) PHOTOS OF RESIDENCE – ONE (1) FRONT VIEW AND ONE (1) REAR VIEW.
7. Enclosures are limited to a total of 299 SF measured from outside dimensions and may be used solely for building access, limited storage and parking only: **NO HABITATION**. Limited storage is limited to things that are normally stored outside and are of low or no flood damage potential such as garden equipment, wheelbarrows, rakes, bicycles and similar equipment.
8. Plans must be certified and sealed by a registered engineer or architect verifying breakaway construction. The breakaway design shall have a safe load resistance of not less than 10 and not more than 20 lbs per square foot of water pressure.
9. No electric, plumbing, or mechanical equipment below BFE, no air conditioning, machinery, electrical tools refrigerators, freezers, etc. may be allowed within the enclosed areas and these areas may not be temperature controlled. The NEC (Sections 210-8(a)(4), 210-52(g) & 210-70) requires a minimum of ONE (1) GFI receptacle, ONE (1) overhead light and ONE (1) light switch within the enclosure. A ceiling mounted smoke detector is required and shall be interconnected to all other smoke detectors in the dwelling (CABO Section R-215). Electric must be on columns and not located in the breakaway wall.
10. Interior walls, ceilings and floors must be unfinished except for protective paint or as provided for by Section 9.5-317(b)(1)d.(iv) a class 4 or 5 exterior material may be applied **if identified and approved on the submitted plans**.  
**All framing and other wood construction materials must be pressure treated or marine grade.**
11. Enclosures may not be partitioned, except garages may be separated from limited storage. When enlarging an existing enclosure, interior walls creating partitions must be removed.