



The City of Garden City, Georgia
100 Central Avenue, Garden City, Georgia 31405
Phone: 912.966.7777 Fax: 912.963.2735

DEVELOPMENT IN A FLOODPLAIN INTERNAL PROCEDURE GUIDE

The following Procedure Guide is to be utilized by plan reviewers and inspectors to monitor and document compliance with the City's Flood Damage Prevention Ordinance and the regulations of the National Flood Insurance Program (NFIP).

Application Phase

- An "Application for Permit to Develop in a Floodplain" has been submitted as a supplement to the Building Permit Application and/or Land Disturbance Activity Permit Application.
- If flood-proofing is utilized in lieu of elevation for **non-residential structures**, a certification of design criteria from a Professional Engineer or Architect has been submitted in accordance with Garden City Code Sections 38-62 and 38-64.
- If the proposed development or structure is located within a designated floodway area of a SFHA, the applicant has provided technical data and certification from a Professional Engineer in accordance with Garden City Code Section 38-62(4)(b).
- If the proposed development is located within a SFHA with established BFE without designated floodway, the applicant has provided technical data and certification from a Professional Engineer in accordance with Garden City Code Section 38-64.
- The project file has been 'earmarked' by City Staff in the EnerGov system indicating that the property is located in the floodplain, flood zone designation, established Base Flood Elevation, and any other pertinent information.
- The hard copy project file has been 'earmarked' for quick reference in the file cabinets.

The application, along with any other certifications or plan requirements, is to be reviewed by the Planning Director, Building Inspector, and/or City Engineer to ensure that the permit requirements listed in the Flood Damage Control Ordinance have been met prior to the issuance of any Building Permit or Land Disturbance Activity Permit in the floodplain.

- Once permit is approved, the permit card is to be printed on blue paper to distinguish it from permits outside of the SFHA.

Construction Phase

- The permit holder has provided an Elevation Certificate based on "Building Under Construction" for all structures permitted in a SFHA. *(This must be submitted prior to scheduling the initial inspection)*
- The City's Building Inspector has performed an initial site inspection of the foundation and lowest floor to ensure construction is per the approved plans.



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- For non-residential structures in which flood-proofing is utilized in lieu of elevation, the City's Building Inspector has performed an inspection of the flood-proofing measures to ensure construction is per approved plans.

The Building Inspector's approval of the initial site inspection will determine whether or not the project can continue with construction. Any deficiencies detected by the Building Inspector that are not resolved immediately will result in the issuance of a "Stop-Work Order" on the project.

Post-Construction Phase

- The City's Building Inspector has performed a final site inspection to ensure compliance and construction is per approved plans.
- The permit holder has provided an Elevation Certificate based on "Finished Construction" for all structures permitted in a SFHA. *(This must be submitted prior to issuance of a CO)*
- For **non-residential structures** in which flood-proofing measure have been taken in lieu of elevation, the permit holder has provided an as-built certification from a Professional Engineer or Architect of flood-proofing level. *(This must be submitted prior to issuance of a CO)*

A Certificate of Occupancy or Certificate of Completion can only be issued once all requirements of the Garden City Flood Damage Control Ordinance, along with all other applicable Building Codes and City Codes, have been met.