



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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**P-003**  
**BULLETIN**

# FLOOD PERMIT PROCEDURE FOR MANUFACTURED HOME PLACEMENT PERMIT SUBMITTALS

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

It has been determined by Kittitas County Community Development Services that your property is within a regulated flood zone and; therefore, a Flood Permit is required for your project to comply with the National Flood Insurance Program (NFIP) as administered by the Federal Emergency Management Agency (FEMA). Under the NFIP, communities are required to manage floodplain development. Communities must adopt a specific floodplain ordinance that complies with federal and state codes and regulations. Kittitas County has developed a specific Floodplain Ordinance (Kittitas County Code Chapter 14.08.010) in order to administer the Washington State Floodplain Management Act (Chapter 86.16 RCW) and maintain Kittitas County's eligibility to participate in the National Flood Insurance Program. (Ord. 2001-03; Ord. 93-18 § 1, 1993). This bulletin aims to serve as a helpful tool to guide you through the process for your proposed placement in a flood hazard area. If you have any questions, please don't hesitate to contact our office at (509) 962-7506.

In 1968, Congress passed the National Flood Insurance Act to correct some of the shortcomings of the traditional flood control and flood relief programs. The act created the National Flood Insurance Program (NFIP) to:

- Transfer the costs of private property flood losses from the taxpayers to floodplain property owners through flood insurance premiums.
- Provide floodplain residents and property owners with financial aid after floods, especially smaller floods that do not warrant federal disaster relief.
- Guide development away from flood hazard areas.
- Require that new and substantially improved buildings be constructed in ways that would minimize or prevent damage during a flood.

The NFIP is based on a mutual agreement between the Federal Government and the local community. Federally backed flood insurance is made available in those communities that agree to regulate development in their mapped floodplains. If the communities do their part in making sure future floodplain development complies with certain criteria, FEMA will provide flood insurance for properties in the community.

The cornerstone of the NFIP has been the development of Flood Insurance Rate Maps (FIRM). Today, almost every community in the NFIP program, has FIRM maps, which may contain approximate and/or detailed flood hazard analyses. The most important feature of the FIRM maps is the delineation of Base Flood Elevations. In order to have common standards, the NFIP adopted a baseline probability called the base flood. The base flood is the one-percent annual chance flood; often referred to as the 100-year flood. The one-percent annual chance flood is the flood that has a one-percent (one-out-of-100) chance of occurring in any given year. **The computed elevation to which floodwater is anticipated to rise during the base flood is the Base Flood Elevation (BFE).**

The Flood Permit issued by Kittitas County Community Development Services, for a specific project, will clearly establish the conditions necessary to make the structure meet the requirements of the NFIP. The main component of the Flood Permit will require that the **FLOOR** of the structure be elevated at least one foot above the BFE and/or require flood proofing.

# THE FOLLOWING IS A DESCRIPTION OF THE PROCESS REQUIRED TO OBTAIN A BUILDING PERMIT IN A FLOOD HAZARD AREA

## PROCESS PRIOR TO SUBMITTING A BUILDING PERMIT IN A FLOOD HAZARD AREA

1. **OBTAIN A FLOOD DEVELOPMENT PERMIT:** The owner or owner's authorized agent shall apply for a Flood Development Permit from Kittitas County Community Development Services (CDS). The Flood Permit will be reviewed and issued by CDS within approximately 15 days. A copy of the Flood Permit will be mailed to the owner of record and/or the owners authorized agent.
  
2. **IDENTIFY BASE FLOOD ELEVATION/WATER BODY:** Kittitas County CDS staff will identify the Base Flood Elevation (BFE) and related water body at the specific site listed below. Once you've received your Flood Development Permit, the information below will be available. CDS staff will complete the section below.

(For Official Use: To be completed by Kittitas County CDS staff planner at the counter)	
<b>FLOOD PERMIT #:</b> KF - ___ - ___ - _____	<b>PERMIT ISSUE DATE:</b> _____
<b>APPLICANT NAME:</b> _____	
<b>SITE:</b> (Map Parcel # ___ - ___ - _____ - _____ ) <b>FIRM Panel #:</b> 530095 0 _____	
<b>WATER BODY:</b> _____	
<b>SHORELINE OF THE STATE:</b> _____ YES _____ NO	
<input type="checkbox"/> Fill not to exceed 10 cubic Yards if checked. See Information below regarding <b>NO-NET-LOSS</b> for requirements.	
<b>FLOODWAY:</b> _____ YES _____ NO	
<input type="checkbox"/> Survey of the parcels is necessary to establish the building will not encroach upon the floodway if checked.	
<b>FLOODPLAIN:</b> _____ YES _____ NO <b>ZONE:</b> _____	
<b>BFE:</b> _____ Above Sea Level (ASL)	
<b>AO SHALLOW FLOODED AREA:</b> _____	
<b>UN-NUMBERED FLOOD ZONE A:</b> _____	
<b>CDS PLANNER NAME:</b> _____	
<b>CDS PLANNER PHONE #:</b> _____	

3. You only need to complete this step if box checked by planner

**CALCULATE NO-NET-LOSS:**

Per KCC 17A.05.020 loss of floodplain storage associated from residential structures and accessory building within the 100-year floodplain of all shorelines of the state is limited to ten (10) cubic yards.

Certification/documentation demonstrating that the subject structure(s) will not exceed 10 cubic yards of floodwater displacement, including any necessary mitigation as proposed by the applicant, must be completed and submitted to your planner prior to issuance of any building permits. See Bulletin P-002 for information on No-Net-Loss calculations or contact your planner if you have any questions.

4. You only need to complete this step if box checked by planner

**SURVEY TO DETERMINE FLOODWAY ENCROACHMENT:** If your lot is partially in the floodway, a certified survey of the parcel showing the location of the flood zones is necessary to establish that the building will not encroach upon the floodway.

5. **OBTAIN ELEVATION REFERENCE:** The owner or owner’s authorized agent shall have a professional engineer or land surveyor establish two (2) certified elevation grade reference points on the property. These two elevations are critical reference points necessary to ensure that the design of the building meets the requirements of the Flood Permit. These elevation reference points shall be shown on a submitted site plan in relation to the building envelope. The site plan and engineer/surveyor certificate shall be submitted at the time of building permit application.

The two (2) elevation reference points needed are as follows:

1. *Establish a reference point for the Base Flood Elevation (BFE). A BFE reference elevation may not be required if the site is an AO shallow flood area or an un-numbered flood zone A. (Refer to the table above or contact the CDS planner for clarification).*
2. *Establish a reference point for the lowest elevation of the building site. This elevation is the level of the ground at the building site. This number is necessary so that the building can be designed as necessary to achieve proper elevation above the BFE.*

6. **SCHEDULE A PRE-APPLICATION MEETING:** Structures located in a Flood Hazard Area cannot be submitted for a building permit without a Pre-Review Meeting. Contact the Kittitas County CDS for a Pre-Application meeting once you have received the Flood Permit from your planner and a surveyor has established two elevation reference points on the subject property as listed above. During the Pre-Application meeting, a CDS Planner and a building Plans Examiner will meet with the owner of record and/or the owners authorized agent to explain the design options available to meet the requirements of the Flood Permit. There may be several options available to meet the Flood Permit requirements. It is strongly recommended that the following persons be present at this meeting, 1) Owner of Record, 2) Designer, Architect and/or Engineer, and 3) Contractor. **Contact the CDS Planner at the phone number listed above to schedule this required meeting.**

7. **OBTAIN FOOTING & FOUNDATION DESIGN BY A LICENSED DESIGN PROFESSIONAL:** Manufactured Homes being placed in Flood Hazard areas are required to have the footings, foundations and anchoring designed by a licensed design professional (architect or engineer) to prevent flotation, collapse, or lateral movement and resist hydrostatic forces, hydrodynamic forces, overturning, impact and scour using methods and practices per FEMA’s “Manufactured Home Installation in Flood Hazard Areas” guidebook publication FEMA 85 / September 1985 (Kittitas County Code Chapters 14.04.040, 14.08.190, and 14.08.290).

8. **SUBMIT A BUILDING PERMIT:** After the Pre-Application meeting, the owner or the owner’s authorized agent may submit for a building permit. Once the application is deemed complete by Kittitas County CDS staff, the date of permit submittal is entirely up to the applicant; it may be the day of the Pre-Application meeting or on a date much later.

9. **SEE PROCESS BELOW FOR ONCE A BUILDING PERMIT HAS BEEN SUBMITTED.**

**THE FOLLOWING IS A DESCRIPTION OF THE PROCESS  
ONCE A BUILDING PERMIT HAS BEEN SUBMITTED IN A  
FLOOD HAZARD AREA**

1. **PRE-REVIEW LETTER AND CRITICAL AREAS BINDING DETERMINATION ISSUED:** After the application for a building permit has been submitted to CDS, it may be determined that the drawings do not comply with the requirements of the Flood Permit. If necessary, a CDS staff Plans Examiner will draft a formal letter outlining how the structure must be designed to meet the requirements of the Flood Permit. This Pre-Review letter will be based on the Pre-Application meeting that was held between CDS staff and the owner and the owner's agents. If the building meets all the requirements of the Flood Permit and all other requirements, a Pre-Review letter is not necessary and the permit application will be processed for Plan Review in order based on the date of submittal.

The Pre-Review letter will include a list of additional plans and/or information needed before your documents can be reviewed for permit. Two complete sets of information are required to be mailed or delivered to the CDS. **If the additional required information outlined in the Pre-Review letter is not received within 60 DAYS from the date of the letter, then the application will expire and the deposit will be forfeited. One permit application extension may be granted by the Building Official upon written request by the permit applicant and a \$200.00 fee.**

2. **PLAN REVIEW:** Once you have submitted a complete application, a plan review will be processed in order based on the date all information was provided. The CDS makes every attempt to complete a fast track plan review within 15 days after the application is complete. Corrections may be required once a full plan review is completed. If corrections are necessary, a Corrections Letter will be mailed. **If the additional required information outlined in the Corrections letter is not received within 120 DAYS from the date of the letter, then the application will expire and the deposit will be forfeited. One permit application extension may be granted by the Building Official upon written request by the permit applicant and a \$200.00 fee.**
3. **PERMIT ISSUANCE:** After a plan review has been completed and all other items have been approved (i.e. septic permit, access permit, water availability, ect.), a permit can be issued. Once a permit has been issued, construction can begin.
4. **ADDITIONAL ELEVATION CERTIFICATE SUBMITTALS NECESSARY:** Two elevation certificates are required during the construction process to ensure compliance with the Flood Permit. Each of these two elevation certificates must be completed by a licensed engineer and/or land surveyor. It is the sole responsibility of the owner or the owner's authorized agent to obtain the elevation certificates at the appropriate stage during the construction process and submit the elevation certificate to the CDS. The timing of the two elevation certificates is listed below. Elevation certificates shall be submitted to your CDS Planner.

- ANCHORING & BLOCKING:** An elevation certificate must be obtained after the home is delivered and set and anchoring and blocking is complete and ready for inspection. No skirting or perimeter foundation wall will be allowed until formal approval of this elevation certificate. The elevation certificate is required to ensure that the lowest floor including utilities subject to flood damage has been constructed above the BFE or the appropriate height above adjacent grade. Submit this Elevation Certificate to the CDS and then schedule an anchoring & blocking inspection. **This elevation certificate must be submitted prior to scheduling of anchoring & blocking inspection.**
- FINAL AS-BUILT:** An elevation certificate must be obtained after the entire structure is complete. A final Certificate of Occupancy can not be granted without the final As-Built Elevation Certificate. This Elevation Certificate is required to obtain Federal Flood Insurance. Submit the Elevation Certificate to the CDS and then schedule a final inspection.

I, the undersigned, have read, understand and hereby agree to abide by the above stated conditions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Check One:  Owner     Owner's Agent/Representative    Title: \_\_\_\_\_