

Chapter 3 ADMINISTRATION

12-3-1: ESTABLISHMENT OF DEVELOPMENT PERMIT:

A development permit shall be obtained before construction or development begins within any area of special flood hazard established in section 12-2-2 of this title. Application for a development permit shall be made on forms furnished by the building inspector and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, locations, dimensions, and elevations of the area in question; existing or proposed structures; fill; storage of materials; drainage facilities; and the location of the foregoing. Specifically, the following information is required:

- A. Elevation, in relation to mean sea level, of the lowest floor (including basement) of all structures;
- B. Elevation, in relation to mean sea level, to which any structure has been floodproofed;
- C. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in subsection 12-4-6B of this title; and
- D. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development. (1995 Code § 27-3-1)

12-3-2: DESIGNATION OF BUILDING INSPECTOR:

The building inspector is hereby appointed to administrate and implement this title by granting or denying development permit applications in accordance with its provisions. (1995 Code § 27-3-2)

12-3-3: DUTIES AND RESPONSIBILITIES OF BUILDING INSPECTOR:

Duties of the building inspector shall include, but not be limited to:

A. Review of all development permits to determine:

1. That the permit requirements of this title have been satisfied;
2. That all necessary permits have been obtained from those federal, state or local government agencies from which prior approval is required;
3. Whether the proposed development adversely affects the flood carrying capacity of the area of special flood hazard:
 - a. If it is determined that there is no adverse affect, and the development is not a building, then the permit shall be granted without further consideration.
 - b. If it is determined that there is an adverse effect, then technical justification (i.e., a registered professional engineer) for the proposed development shall be required.
 - c. If the proposed development is a building, then the provisions of this title shall apply.

B. When base flood elevation data has not been provided in accordance with section 12-2-2 of this title, the building inspector shall obtain, review and reasonably utilize any base flood elevation data available from a federal, state or other source, in order to administer section 12-4-6 of this title.

- C. 1. Obtain and record the actual elevation, in relation to mean sea level, of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
2. For all new or substantially improved floodproofed structures, verify and record the actual elevations, in relation to mean sea level, to which the structure has been floodproofed, and maintain the floodproofing certifications required in subsection 12-3-1C of this chapter.

D. Maintain for public inspection all records pertaining to the provisions of this title.

E. Notify adjacent communities and the army corps of engineers and division of water resources prior to any alteration or relocation of a watercourse, and submit evidence of such notification to FEMA.

F. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

- G. Make interpretations where needed as to the exact location of the boundaries of the areas of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). (1995 Code § 27-3-3)