



Georgetown County Department of Planning And Development

Building Division

129 Screven Street
P. O. Drawer 421270
Georgetown, SC 29442

Phone: (843) 545-3116
Fax: (843) 545-3296
bldpermits@gtcounty.org

Requirements to obtain a Building Permit and a Certificate of Occupancy for a structure located in an

AE-FLOOD ZONE THREE PARTY MEMORANDUM

(For new construction or substantial improvement/ substantial damage)

Application Requirements:

Submit two (2) complete sets of plans. The plans shall include the following:

1. A South Carolina registered professional engineer or South Carolina licensed architect shall certify that the foundation is designed to prevent flotation, collapse or lateral movement of the structure.
2. The original Construction Drawings Elevation Certificate shall be submitted. Sections A, B, C and D of the Elevation Certificate must be completed.
3. An enclosed area below the design flood elevation (DFE) shall be drawn separate from the foundation plan. The square footage and the construction materials to be used shall be clearly stated with the plan detail.
4. All enclosed areas shall be unfinished or constructed with flood resistant or pressure treated materials.
5. Enclosed areas below the (DFE) shall be designed for the entry and exit of floodwaters. Designs complying with these requirements must be detailed on the construction drawings.
6. All certification documents shall be stamped and signed by the design professional.

Mid Construction Requirements:

An original During Construction Elevation Certificate shall be submitted following the completion of the floor framing (including the floor sheathing) to certify the elevation of the lowest finished floor. The During Construction Elevation Certificate must be approved by the Building Official or the County Floodplain Manager before work continues.

Owner initials: _____ Designer Initials: _____ Contractor Initials: _____

Certificate of Occupancy Requirements:

The following must be completed before scheduling a Final Inspection:

1. All work must be complete. **No Exceptions!**
2. The Finished Elevation Certificate must be submitted and approved by the Building Official or the County Floodplain Manager.
3. The Non-Conversion Agreement must be signed and recorded with the Register of Deeds. (A copy must be returned to the Building Department.)
4. The use of engineered flood vents requires the design criteria be attached to the Elevation Certificate.

Flood Damage Prevention Ordinance for Georgetown County (Summary)

It is recommended that owners become familiar with the complete Ordinance. Copies are available upon request at the Building Department.

4. Elevated Buildings - New construction and substantial improvements of elevated buildings that include fully enclosed areas below the lowest floor that are usable solely for the parking of vehicles, building access, or limited storage in an area other than a basement, and which are subject to flooding shall be designed to preclude finished space and be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.

a) Designs for complying with this requirement must either be certified by a professional engineer or architect or meet or exceed all of the following minimum criteria:

- (1) Provide a minimum of two openings on different walls having a *total net area* of not less than one square inch for every square foot of enclosed area subject to flooding.
- (2) The bottom of each opening must be no more than 1 foot above the higher of the interior or exterior grade immediately under the opening,
- (3) Only the portions of openings that are below the base flood elevation (BFE) can be counted towards the required net open area.
- (4) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic flow of floodwaters in both directions.
- (5) Fill placed around foundation walls must be graded so that the grade inside the enclosed area is equal to or higher than the adjacent grade outside the building on at least one side of the building.

b) Hazardous Velocities - Hydrodynamic pressure must be considered in the design of any foundation system where velocity waters or the potential for debris flow exists. If flood velocities are excessive (greater than 5 feet per second), foundation systems other than solid foundations walls should be considered so that obstructions to damaging flood flows are minimized.

c) Enclosures Below Lowest Floor

Owner initials:_____ Designer Initials:_____ Contractor Initials:_____

(1) Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area (stairway or elevator).

(2) The interior portion of such enclosed area shall not be finished or shall be constructed with flood resistant materials no utilities except for essential lighting as required for safety, and cannot be temperature controlled.

(3) One wet location switch and/or outlet connected to a ground fault interrupt breaker may be installed below the required lowest floor elevation specified in the specific standards outlined in Article IV.B.1, 2 and 3.

(4) All construction materials below the required lowest floor elevation specified in the specific standards outlined in Article IV.B 1, 2, 3 and 4 should be of flood resistant materials.

AE-FLOOD ZONE THREE PARTY MEMORANDUM

We have read and agree to comply with the Flood Damage Prevention Ordinance and other flood zone regulations for Georgetown County.

Owner Signature _____ Date _____
Name (Print) _____
Address _____
City, St, Zip _____

Designer Signature _____ Date _____
Name (Print) _____
Address _____
City, St, Zip _____

Contractor Signature _____ Date _____
Name (Print) _____
Address _____
City, St, Zip _____

Owner initials: _____ Designer Initials: _____ Contractor Initials: _____