

## **PROCEDURE: FLOOD DESIGN AND PROJECT SUBMITTAL REQUIREMENTS: 2016, 2013 CBC**

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

**PURPOSE:** This procedure provides clarification relating to specific code prescribed requirements for the design of projects proposed to be located in designated flood hazard areas, and submitted to the Division of the State Architect (DSA) for review and approval under the 2016 or 2013 California Building Code (CBC).

**BACKGROUND:** DSA consulted with other government agencies and agreed to implement the updated requirements, effective January 1, 2014. Note that relocatable buildings less than 2,160 square feet placed on existing campuses located in designated flood hazard areas are **no longer** exempt from meeting the flood design and documentation requirements of CBC.

**SCOPE:** This procedure addresses flood hazard area documentation requirements for projects designed under the 2016 and 2013 CBC. For flood design requirements see CBC Section 1612A (1612\*) and code-referenced standard ASCE 24-05 – *Flood Resistant Design and Construction*.

This procedure is not applicable to projects submitted to DSA prior to the 2013 CBC effective date of January 1, 2014. For projects submitted under previous codes, see *DSA PR 11-01: Flood Design and Project Submittal Requirements*.

### **PROCEDURE:**

#### **1. REQUIREMENTS FOR PROJECTS LOCATED IN A FLOOD HAZARD AREA**

##### **1.1 Form DSA 1: Application for Approval of Plans and Specifications (Reporting).**

This fillable online form must be completed and signed and accompany all project application submittals. Reporting of a project's flood hazard status is accomplished by checking appropriate boxes on this form. This requires the design professional's declaration that the project is or is not in a flood hazard area, and the value of certain scopes of work. Refer to CBC Section 1612A.3 (1612.3\*) for determining flood hazard areas (flood hazard maps, as adopted by the local jurisdiction in which the project is located).

**1.2 Form DSA 3: Project Submittal Checklist (Documentation).** Information on documentation requirements can be obtained by completing this online fillable form. Section D on page 1 deals with flood design requirements. When completed through Section D, the online form will generate information on requirements for a complete submittal, including flood hazard documentation on line 3.03V.

##### **1.2.1 New Construction or Relocation Projects (Scopes 1 and 3 on Form DSA 3).**

If located in a flood hazard area, the project must comply with flood hazard area documentation requirements. This provision applies to installation of temporary relocatable buildings, including those placed for emergency purposes. This provision also applies to open structures supported only on columns, such as canopies, lunch shelters or carports, on sites with the potential for high velocity water flow, or where the scope of work includes electrical elements that do not meet the waterproofing requirements of ASCE 24, Section 7.2 (e.g., solar carports).

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**1.2.2 Alteration/Modernization, Additions, Rehabilitation, and Reconstruction Projects (Scopes 2, 4, 5 and 6 on Form DSA 3).**

If located in a flood hazard area, the project must comply with flood hazard area documentation requirements only if the value of the project exceeds 50 percent of the market value of the structure prior to the improvements being made. Reporting requirements are waived if the value is below the trigger amount.

**1.3 Establishment of Flood Hazard in Areas Where Flood Elevations Are Undetermined.**

Flood zones identified by the letter “D” designate areas where the flood hazard is undetermined. Those flood zones identified by the letters “A” and “V”, not followed by a letter or number, designate areas where the flood elevation and flood hazard factors are undetermined. The design flood elevation in these areas shall be determined either by a ruling by the local jurisdiction or by using one of the methods outlined in CBC Section 1612A.3.1 (1612.3.1\*) with acceptance by the local jurisdiction affirming that the flood elevation is no less than that they would otherwise accept. If the local jurisdiction will not issue acceptance as a matter of policy, DSA will review the study or report submitted and make a reasonable determination.

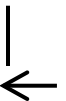
**2. SUBMITTAL REVIEW:** DSA intake architects will screen project application submittals for proper documentation on project plans and specifications for all projects.

**2.1 Projects in Flood Hazard Zone.** For projects located in a flood hazard zone, the following information must be shown directly on the site plans and/or civil drawings:

- The flood zone designation.
- The Flood Insurance Rate Map (FIRM) panel designation.
- Effective date of the FIRM.
- Base Flood Elevation (BFE).
- Applicable community ordinance section.

**2.2 Projects Not Located in a Floodplain.** For projects not located in a floodplain, provide supporting flood hazard map, or verification from the local authority having jurisdiction in which the project resides, that the project is not in a floodplain.

Additional documentation requirements are presented in the 2016 and 2013 CBC Section 1603A.1.7 (1603.1.7\*).



**SUMMARY:** CBC mandates flood design and reporting for new projects under the jurisdiction of DSA. The code and its referenced standards provide information on flood resistant design and construction. DSA documentation and reporting requirements for projects located in a designated flood hazard area are set forth in this procedure. Reporting and documentation are simplified by the forms DSA 1 and DSA 3. It is important for design professionals and other stakeholders to be aware of and comply with these requirements.

\*Indicates alternative CBC sections that may be used by community colleges, per CBC Section 1.9.2.2.

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A DSA Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's review and approval of plans and specifications and construction oversight programs.