

FREEBOARD ELEVATION PROCESS

Self-Contracting Homeowner Only

Permit Center – 7th Floor of City Hall

Monday – Friday

8am – 4:30pm

(337) 491-1294

Permit Process

1. Owner can download a Professional Freeboard Certification Elevation Form from www.cityoflakecharles.com .
For access to the document:
 - a. Click on “Government”
 - b. Click on “Permit Center”
 - c. Click on “Forms and Applications”
 - d. Click on “Freeboard Elevation Forms”
2. Owner is required to bring the freeboard elevation form to a licensed surveyor to complete Sections A & B.
3. Once the surveyor has completed the freeboard elevation form and has established Lowest Adjacent Grade, the elevation of the nearest sewer manhole, and the elevation of the centerline of the street this form is to be returned to the Permit Center staff by email at permitcenter@cityoflc.us .
4. The surveyor will prepare a preliminary Elevation Certificate and give to the Owner.

A “Lowest Required Elevation” will be established at the development site by the surveyor at a time predetermined between the surveyor and Owner.

5. Permit Center staff will determine “Lowest Required Elevation” and provide the owner with written confirmation on the permit placard.
6. Owner will return the preliminary Elevation Certificate to the Permit Center staff. The owner/applicant will complete a permit application using our online portal. The preliminary Freeboard Elevation Certificate can then be uploaded to our customer portal. The permit will be issued once all required documents have been submitted and approved by all relevant divisions of the city.
7. If located in a special flood hazard area (Zones A, AE, VE), the contractor will be required to provide a secondary Elevation Certificate to the Permit Center staff after all foundation forms have been completed but prior to requesting a pre-pour foundation inspection. This certificate will be uploaded to our online customer portal. The foundation inspection can be scheduled once the elevation certificate is approved by the flood plain manager.
8. A FEMA final Elevation Certificate certifying top of bottom floor and elevation of machinery/equipment servicing the home is required to be submitted prior to release of final or temporary final electrical power if the property is located within a designated special flood hazard area (Zone A, AE, VE).

****NOTE:** Our customers will have online access to the Freeboard Elevation Form.

FREEBOARD ELEVATION PROCESS
State Licensed Residential Contractor Only

Permit Center – 7th Floor of City Hall

Monday – Friday

8am – 4:30pm

(337) 491-1294

Permit Process

1. Contractor can download a Freeboard Elevation Form from www.cityoflakecharles.com . For access to the document:
 - a. Click on “Government”
 - b. Click on “Permit Center”
 - c. Click on “Forms and Applications”
 - d. Click on “Freeboard Elevation Forms”
2. Contractor is required to complete the Contractor Freeboard Certification Form or have a licensed surveyor complete the Freeboard Elevation Form.
3. The contractor will complete a permit application using our online portal. The Freeboard Certification or Freeboard Elevation Form can then be uploaded to our customer portal. The permit will be issued once all required documents have been submitted and approved by all relevant divisions of the city.

If the contractor is unable to upload the elevation documents to the portal then they can be emailed to the Permit Center staff at permitcenter@cityoflc.us .

4. Permit Center staff will then determine the “Lowest Required Elevation” and provide the owner/applicant/contractor with written confirmation on the permit placard.

The contractor must ensure that the finished floor of the structure is in compliance with the lowest required elevation.

5. If located in special flood hazard area (Zone A, AE, VE) then the contractor will be required to provide a secondary Elevation Certificate to the Permit Center staff after all foundation forms have been completed but prior to requesting a pre-pour foundation inspection. This certificate will be uploaded to our online customer portal. The foundation inspection can be scheduled once the elevation certificate is approved by the flood plain manager.
6. A FEMA final Elevation Certificate certifying top of bottom floor and elevation of machinery/equipment servicing the home is required to be submitted prior to release of final or temporary final electrical power if the property is located within a designated special flood hazard area (Zone A, AE, VE).

****NOTE:** It is the responsibility of the State Licensed Contractor to ensure that all elevation requirements are met.

FREEBOARD ELEVATION PROCESS
State Licensed Commercial Contractor Only

Permit Center – 7th Floor of City Hall

Monday – Friday

8am – 4:30pm

(337) 491-1294

Permit Process

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For access to the document:
 - a. Click on “Government”
 - b. Click on “Permit Center”
 - c. Click on “Forms and Applications”
 - d. Click on “Freeboard Elevation Forms”
2. Contractor is required to bring the freeboard elevation form to a licensed surveyor to complete Sections A & B.
3. Once the surveyor has completed the freeboard elevation form and has established Lowest Adjacent Grade, the elevation of the nearest sewer manhole, and the elevation of the centerline of the street this form is to be returned to the Permit Center staff by email at permitcenter@cityoflc.us .
4. The surveyor will prepare a preliminary Elevation Certificate and give to the Owner.

A “Lowest Required Elevation” will be established at the development site by the surveyor at a time predetermined between the surveyor and Owner.

5. Permit Center staff will determine “Lowest Required Elevation” and provide the owner with written confirmation on the permit placard.
6. Owner will return the preliminary Elevation Certificate to the Permit Center staff. The owner/applicant will complete a permit application using our online portal. The preliminary Freeboard Elevation Certificate can then be uploaded to our customer portal. The permit will be issued once all required documents have been submitted and approved by all relevant divisions of the city.
7. If located in a special flood hazard area (Zones A, AE, VE), the contractor will be required to provide a secondary Elevation Certificate to the Permit Center staff after all foundation forms have been completed but prior to requesting a pre-pour foundation inspection. This certificate will be uploaded to our online customer portal. The foundation inspection can be scheduled once the elevation certificate is approved by the flood plain manager.
8. A FEMA final Elevation Certificate certifying top of bottom floor and elevation of machinery/equipment servicing the home is required to be submitted prior to release of final or temporary final electrical power if the property is located within a designated special flood hazard area (Zone A, AE, VE).

****NOTE:** Our customers will have online access to the Freeboard Elevation Form.



City of Lake Charles

Department of Planning and Development

Professional Freeboard Certification Form

(To be completed by a Professional Land Surveyor, Engineer, or Architect)

****NOTE: This form is to be returned to the surveyor to establish a construction benchmark****

SECTION A

Date: ___/___/_____ Permit #: _____ - _____

Owner's Name: _____

Property Location: _____

SECTION B

Flood Zone (s): A AE VE XS X (circle one)

NFIP Community #: 220040

FIRM Panel #: _____

FIRM Date: 2/18/11

Is the property above located in a Floodway? YES or NO (circle one)

____(1) FIRM Zones (A, AE, VE)

FIS Base Flood Elevation = _____ ft. + 1.00 ft. = _____ ft

Benchmark Used: _____

Vertical Datum: _____

***If one of the following criteria does not apply, please mark as not applicable (N/A) to the left.*

____(2) Sanitary Sewer Manhole (SSMH) (upstream or downstream of wye)

Top of Nearest SSMH = _____ ft. + 1.00 ft. = _____ ft.

____(3) Street Centerline (Street Name: _____)

Elevation = _____ ft. + 1.00 ft. = _____ ft.

Lowest Adjacent Grade: _____ ft

(The lowest elevation (floor & machinery/equipment) shall be determined by using the highest elevation of numbers 1-3 in Section B)

Temporary Benchmark (Required Elevation): _____ ft.

Surveyor Comments:

Signature (Land Surveyor, Engineer or Architect)

DATE

(Seal Required)





City of Lake Charles
 Department of Planning and Development
Residential Contractor Freeboard Certification Form
 (To be completed by a State Licensed Contractor)

NOTE: This form is to be completed by the contractor to establish compliance with elevation requirements

SECTION A

Date: ___/___/___ **Permit #:** ___ - ___

Owner's Name: _____

Property Location: _____

SECTION B

Lowest Adjacent Grade: _____ (measurement will be used as the baseline for the measurements below)

(Initial) ***If one of the following criteria does not apply, please mark as **not applicable (N/A)** to the left.*

____(1) Sanitary Sewer Manhole (SSMH) (upstream or downstream of wye)
 Top of Nearest SSMH = _____ + 1.00 ft. = _____

____(2) Street Centerline (Street Name: _____)
 Elevation = _____ + 1.00 ft. = _____

(To be completed by permit center staff)

Finished Floor Grade: _____

Contractor's Comments:

As the State Licensed Contractor responsible for construction at the above referenced property, I do attest that I am aware of the elevation requirements of the city. I furthermore accept full responsibility for and confirm that these requirements have been satisfied to meet city drainage ordinance.

Print Name

Signature (Contractor)

___/___/___
DATE