



CITY OF HOUSTON

Floodplain Management Office
Department of Public Works and Engineering
1002 Washington Avenue, 3rd floor, Houston, Texas 77002
fmo@houstontx.gov or (832) 394.8854

Flood Damage Repair Check List Commercial/Multifamily Residential Properties

You will need a Floodplain Development Permit to start your flood damage repair if:

- You are located the Floodplain
- The total cost to repair any of your multifamily residential buildings to pre-damage condition is \$10,000 or more per building
- The total cost to repair any of your commercial buildings to pre-damage conditions is \$15,000 or more per building

Floodplain permits are handled at the Houston Permitting Center (HPC) at 1002 Washington Avenue. When you arrive at HPC, your first step will be to fill out a permit application and be assigned a project number. You will then visit the Floodplain Management Office at HPC.

Please bring the following documents with you to make a permit application:

- Repair Cost Information for each damaged building
 - Project Cost Estimate Form (See attached)OR
 - Flood Insurance Proof of Loss Document or other Flood Insurance Document (from your insurance adjuster)

- Structure Market Value Information for each damaged building
 - HCAD Summary (www.hcad.org)OR
 - Private Appraisal of Pre-Damage Market Value of Structure Only (from an appraiser licensed in the State of Texas)OR
 - Other evidence of pre-damage Market Value of Structure

Note: The applicant can prorate total appraised values by square footage to provide per building values.

AND/OR

- Elevation Certificate (from a Texas Registered Professional Land Surveyor)
If your building(s) is already in compliance (for most situations, the lowest floor is one foot above Base Flood Elevation) you can submit an Elevation Certificate instead or in addition to the cost and value information.
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**City of Houston Floodplain Management Office
Project Cost Estimate Worksheet**

Property Address/Zip: _____

Property Owner Name: _____

Description and price breakdown of improvements (use back if necessary):

Improvement Description	Material Qty.	Material Unit Cost	Material Total Cost	Labor Quantity	Labor Unit Cost	Labor Total Cost	Total Labor & Material	Receipt Attached
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Total								<input type="checkbox"/>

Structure Value = \$ _____ (Check one: HCAD _____ Appraisal _____)

Total Project Cost = \$ _____ Percentage of Structure Value = _____%

OWNER IS DOING WORK WITHOUT CONTRACTOR

I/we certify that the attached cost estimate is an accurate and complete description of the improvements and associated costs scheduled for the property listed above.

Owner Signature Date

Owner Printed Name

Texas Driver's License or ID Number

Sworn to and subscribed before me, the undersigned authority on the ____ day of _____, _____. To certify which witness my hand and seal of office.



City of Houston Floodplain Management Office Project Cost Estimate Worksheet

OWNER HAS HIRED/WILL HIRE CONTRACTOR

I/we certify that the attached cost estimate is an accurate and complete description of the improvements and associated costs scheduled for the property listed above.

Owner Signature

Date

Contractor Signature

Date

Owner Printed Name

Contractor Printed Name

Texas Driver's License or ID Number

Texas Driver's License or ID Number

Notary for Owner Signature

Sworn to and subscribed before me, the undersigned authority on the ____ day of _____, _____. To certify which witness my hand and seal of office.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES

Notary for Contractor Signature

Sworn to and subscribed before me, the undersigned authority on the ____ day of _____, _____. To certify which witness my hand and seal of office.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES

ENGINEER OR ARCHITECT CERTIFIES COST ESTIMATE

Engineer/ Architect Signature

Seal & Date

Office Telephone Number