

# Residential Additions

## IN THE FLOODPLAIN

### Documents Needed to Obtain a Floodplain Development Permit for a Residential Addition:

#### ■ Project Cost Estimate

An itemized cost estimate including labor and materials that is signed and notarized by the owner and contractor or signed and sealed by an architect or engineer is required. (See [FMO Project Cost Estimate Form](#) or use your own form with the same information.)

#### ■ Value of Existing Building

Provide a Harris County Appraisal District Summary ([hcad.org](http://hcad.org)) or a private appraisal of the market value of the existing structure (building only not land) from a certified real estate appraiser licensed by the Texas Appraiser Licensing and Certification Board.

#### ■ Mitigation Plan

A Mitigation Plan is required demonstrating zero net fill in the floodplain below [Base Flood Elevation \(BFE\)](#). The mitigation plan will be based on the topographic survey.

#### ■ Elevation Certificate

An elevation certificate provided by a Texas registered land surveyor showing the addition will be [+2](#) inches above the [BFE](#) is required. If the project is a substantial improvement (project cost estimate greater than or equal to 50% of value of existing building), the entire structure must be [+2](#) inches above the [BFE](#).

#### ■ Elevation Plan Sheet

Provide an elevation plan sheet demonstrating compliance. Side views of buildings must be labeled with [BFE](#), [Lowest Floor Elevation](#), [Next Lowest Floor Elevation](#) and adjacent finished grade. If applicable, show flood openings and provide flood opening calculations.

#### ■ Conveyance Analysis

If the property lies in the Conveyance Zone, a Conveyance Analysis is required.

Additional required building permits are dependent on the project.

Learn more at:

[houstonpermittingcenter.org](http://houstonpermittingcenter.org)

Find more resources on floodplain requirements at [floodplain.houstontx.gov](http://floodplain.houstontx.gov).