

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: BUILDING DIVISION
SUBJECT: SURVEYS
PPM #: PB-O-006

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ISSUE DATE
March 13, 2019
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EFFECTIVE DATE
May 28, 2019
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PURPOSE:

To establish minimum information requirements, including the details on surveys/drawings to depict the location of *all* proposed and existing improvement(s) on the site or lot; pursuant to requirements of current building codes and zoning regulations governing lot and property setbacks, finished floor elevations, finished grades around buildings, and building separations.

UPDATES:

Future updates to this PPM are the responsibility of the Building Division Director, or the Deputy Building Official or Assistant Deputy Building Official under the authority of the Director of the Building Division.

AUTHORITY:

- Section 104 - Powers and Duties of the Building Official, Section 107 - Construction Documents, Section 110 – Inspections - Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration
- Section 3110 - Flood-Resistant Construction, Florida Building Code (FBC), Building
- Section R301.2.4 Floodplain Construction, Florida Building Code Residential
- National Flood Insurance Program, Revised October 1, 2002:
- CFR § 60.2 - Minimum Compliance With Flood Plain Management Criteria;
- CFR § 60.3 -Flood Plain Management Criteria for Flood Prone Areas
- Article 18 Flood Damage Prevention, Palm Beach County Unified Land Development Code (ULDC)
- Florida Statute: Chapter 472.025 - Seals
- Florida Administrative Code: Chapters 5J-17.050, 5J-17.051 & 5J-17.052

DEFINITIONS:

Elevation Certificate: FEMA Elevation Certificate, in its latest published addition. Provides building elevation data to the Federal Emergency Management Agency, needed to ensure compliance

management ordinances, and used to determine insurance rates and support a Letter of Map Amendment or Revision (LOMA or LOMR-F). Required for all new and substantially improved buildings with flood zone designations containing an "A" or "V", constructed after the publication of the Flood Insurance Rate Maps (FIRM). This form must be completed by a professional Land Surveyor, for the applicable Flood Zone.

Improvement/Development: all man-made structures or changes to improved or unimproved land including, but not limited to buildings, additions, site wall and footings.

Base flood Elevation (aka: 100 Yr. Flood Elevation): The highest water surface elevation of a flood that has a one-percent chance of being equaled or exceeded in any given year. For the purposes of Art. 18, the highest water surface elevation associated with the base flood, set by FEMA in SFHAs.

Flood plain: any land area susceptible to being inundated by water from any source.

Flood Zone B (X): Areas of 500-year flood; areas subject to the 100-year flood with average depths of less than 1 foot, or with contributing drainage area less than 1 square mile; and areas protected by levees from the base flood.

Flood plain Management: the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and flood plain management regulations.

Type 1(A) excavation: per Palm Beach County Unified Land Development Code (ULDC) Article 4, Chapter B, Section 10B.3.b An excavation necessary to create a pond to obtain fill for the construction of a single family dwelling on a lot one (1) acre or greater with an excavation surface area less than two-tenths (.02) of an acre (8,712 square feet). No off-site removal of extracted material is permitted.

Survey documents (as defined by Florida Administrative Code):

- **As-built Survey:** A survey performed to obtain horizontal or vertical dimensional data so that constructed improvements may be located and delineated.
- **Boundary Survey:** a survey, the primary purpose of which is to document the perimeters, or any one of them, of a parcel or tract of land by establishing or re-establishing corners, monuments, and boundary lines for the purpose of describing the parcel, locating fixed improvements on the parcel, dividing the parcel, or platting.
- **Construction Layout survey:** the measurements made, prior to or while construction is in progress, to control elevation, configuration, and horizontal position and dimensions.

POLICY:

Either of the following survey documents shall be submitted with the building permit application for new construction, additions and substantial renovations. Survey documents shall not be dated more than one (1) year prior to the date of permit application, unless otherwise approved by the Division

Director or designee. At least one submitted survey shall be dated and stamped with an impression type seal over the Surveyor's signature and dated.

- **Construction Layout Survey** prepared by Florida registered land surveyor. -or-
- **Boundary Survey** prepared by a Florida registered land surveyor, accompanied by a **Site Plan** prepared by a Florida registered architect, engineer, landscape architect or land surveyor.

Note: For minor structures, a **Site Plan** using a photocopy of a survey map, such as one obtained from the Records section, shall reflect the proposed improvements drawn to scale and may be accepted if it is accompanied by an unaltered copy of the same survey.

In addition to the minimum technical standards established by the Florida Administrative Code, a **Construction Layout** or **Boundary Survey/Site Plan** shall contain the following minimum information:

- The distance of the proposed and existing improvement(s) from each property line and separation between buildings as required by the approved site plan and the Building Code.
- Dimensions of all proposed and existing improvement(s).
- All applicable easements shown on a recorded plat and all other applicable easements of record.
- Property or lot square footage and acreage.
- Established Street Grades
- Flood Hazard Areas, Floodways and Design Flood Elevations.
- Minimum floor elevation and drainage information (as required by Building Division PPM #PBO-044). Check:
- Flood zone designation.
- Survey /Site Plan shall provide proposed and existing lot and crown of road elevations
- The survey should be reproduced to original scale and any proposed improvements should be drawn to scale.

Exception: applications for minor accessory structures such as fences or sheds, may be allowed to use to scale copies of legible surveys more than 1 year old.

PROCEDURE:

PLANS EXAMINERS:

Application documents and site designs shall be reviewed to assure compliance with this PPM and other applicable regulations. When a Plans Examiner notes a Flood Hold, they will do the following:

1. Verify the proposed structure will be sited within the Special Flood Hazard Area (SFHA) or remove the hold. For major structures and additions, they shall verify the SFHA boundary is shown on the survey. Plans Examiners shall require proposed Elevation Certificate for the

intended work described in the permit application, if any portion of the affected structure is located within the SFHA. All discrepancies in survey information versus ePZB should be reported to the Plans Examiner's immediate Supervisor or the Building Division Administrative Assistant for resolution.

2. For renovation work, check the ePZB Automated Permitting System SI/SD Calculator for the value of permits **issued** within the last five years that would constitute a Substantial Improvement as defined by Article 18 definitions.

If a Substantial Improvement is identified, the Plan Reviewer shall ensure plans demonstrate full compliance with the Article 18 requirements of the Unified Land Development Code.

3. Plan Reviewer shall enter the method used to determine the existing structure value. On a multi-family or multi-unit structure, the Plan Reviewer shall enter the number of units being renovated versus the number of units in the structure.

INSPECTORS:

1. ***Footer/Slab Inspection:*** a Construction Layout Survey is required for all major structures or when setbacks require verification. If the inspection is for a stem wall footing, the documentation shall be provided as soon as practical where other specific conditions of construction dictate. **A Florida land surveyor shall prepare all documents.** *In addition to the minimum technical standards* established by the Florida Administrative Code, a **Construction Layout Survey** shall contain the following minimum information:

- The distance of the proposed and existing improvement(s) from each property line and separation between buildings as required by the approved site plan and the Building Code.
- Dimensions of all proposed and existing improvement(s).
- All applicable easements shown on a recorded plat and all other easements of record.
- Property or lot square footage or acreage.
- Minimum floor elevation and drainage information (per PBO-044).
- The elevation of the lowest habitable finished floor forms, if installed, expressed in NAVD-88, and related flood zone requirements.
- A FEMA Under Construction Elevation Certificate shall be provided to the inspector as soon as the lowest floor is established when the structure is located in a SFHA.

2. ***Final Inspection:*** the structural inspector shall pick up:

- A "Final As-Built Survey" (except for minor structures)
- or-
- A "Drainage Certificate" (per PBO-044) or a copy of the final "As-Built" Drainage Certification letter for commercial projects
- When *the structure is located in a SFHA*, a ***FEMA Elevation Certificate*** shall also be required.

A Final As-Built Survey shall contain the following minimum information:

- The distance of the improvement(s) from each property line and separation between buildings required by the approved site plan and Building Code.
- Dimensions of all improvement(s), including driveways and walkways installed in the road right-of-way.
- All applicable easements shown on a recorded plat and all other applicable easements of record.
- Minimum floor elevation and drainage information (per PBO-044).
- The elevation of all drainage control points referenced on the drainage plan or site plan and outside elevations at all corners of the structure.

The Structural Inspector shall verify that the Final As-Built Survey and Drainage Certificate are properly identified with the permit number and the address in the lower right corner of the document. The Elevation Certificate shall have the permit number placed in the field marked "G4" on the back of the certificate. The Structural Inspector shall deliver the Elevation Certificate to the Chief Structural Inspector to review the certificate for accuracy and completeness. The Structural Inspector shall deposit the remaining final documents in the bin marked Records Section. Should the information required herein not be available at the required stages of construction, the inspector shall fail the inspection with the appropriate rejection code for missing paperwork.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM# PB-O-006, issued 3/87
2. PPM# PB-O-006, issued 2/88
3. PPM# PB-O-006, issued 3/88
4. PPM# PB-O-006, issued 4/90
5. PPM# PB-O-006, issued 7/90
6. PPM# PB-O-006, issued 9/90
7. PPM# PB-O-006, issued 11/90
8. PPM# PB-O-006, issued 8/92
9. PPM# PB-O-006, issued 5/93
10. PPM# PB-O-006, issued 8/97
11. PPM# PB-O-006, issued 4/99
12. PPM# PB-O-006, issued 11/99
13. PPM# PB-O-006, issued 12/99
14. PPM# PB-O-006, issued 6/00
15. PPM# PB-O-006, issued 12/00
16. PPM# PB-O-006, issued 5/01
17. PPM# PB-O-006, issued 3/02
18. PPM# PB-O-006, issued 04/12
19. PPM# PB-O-006, issued 12/29/16
20. PPM# PB-O-006, issued 03/15/19
21. PPM# PB-O-006, issued 5/19