

(February 2005)

**NC DEPARTMENT OF ADMINISTRATION  
OFFICE OF STATE CONSTRUCTION  
INSTRUCTIONS TO DESIGNERS ON THE FLOODPLAIN MANAGEMENT POLICY  
(EXECUTIVE ORDER NO. 123)**

The following items pertain to the permitting process:

1. Floodplain Development Permit Application
2. Floodplain Development Permit
3. Certificate Of Compliance For Construction In A Floodplain
4. Executive Order No. 123: Uniform Floodplain Management Policy

Steps In The Process

- I. Before or with the design development stage submittal, the designer shall submit Items 1 and 2 (above) with all supporting data to the NC Department of Administration, State Construction Office, in **duplicate**. The supporting data shall include copies of all floodplain and floodway maps used, and a copy of the site plan with both the 100-year floodplain and floodway limits (if any) shown on the plan. The required note shall appear on the site plan. (See “Floodplain Evaluation Procedures”.)
- II. When a copy of Item 1 is returned to the designer, it shall serve as the temporary permit, allowing the applicant to proceed with the development of detailed plans and specifications.
- III. In accordance with Executive Order No. 123, the permit will be granted or denied. It is the **applicant's** responsibility to ensure that **all** of the requirements of the executive order have been met.
- IV. Upon final approval of the project working drawings, the State Construction Office shall issue the permit to the designer.
- V. **Every** project requiring a permit also requires a Certificate Of Compliance (Item 4). The applicant is required to submit the signed, sealed certificate to the State Construction Office when the project is completed and before the facility is occupied.
- VI. The project final report shall contain all permits and certificates when the report is issued by the designer.

Some projects will require, in accordance with the Executive Order, a “No-Rise Certification”, an “Elevation Certificate” or a “Floodproofing Certificate”. Copies of these certificates are available via links on the State Construction Office website. (Refer especially to Section 10.H.(1) or Section 7E of Executive Order No. 123.)