## **User Notes for Post-Disaster Inspection Notices**

These Notices for Post-Disaster are to help communities notify and remind their citizens & property owners of floodplain permit requirements, even after a disaster. Permits and substantial damage assessments are required for each damaged structure before repairs can begin.

Substantial Damage determinations are required by your local flood ordinance, state regulation ([401 KAR 4:060](https://apps.legislature.ky.gov/law/kar/401/004/060.pdf)), and federal regulation ([44 CFR Part 60](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=8af115c2186774aa496d12bbb02adad4&mc=true&n=pt44.1.60&r=PART&ty=HTML)) after a disaster. These notices help your community comply with local, state, and federal requirements. See the descriptions below for when each of these notices should be used.

*Assessment Sheets*

**WHITE** This notice should be given out to property owners whose home or business is located in the 1% chance floodplain. Permits are required for repair work after a disaster, regardless if it’s from a flood or not. Removal of damaged materials, drying out, covering exterior holes, and mold remediation can begin immediately, but permits are needed before any permanent repair work begins.

**ORANGE** This notice is ONLY used after a Substantial Damage Assessment has been completed by the local floodplain manager’s office. Sometimes after disasters, it’s faster for the local floodplain manager’s office to collect information to do many of these assessments all at once. If these mass assessments are done, this sheet helps inform you and the public which structures were assessed.

If SD Assessments are only done as part of the floodplain permitting process, then this sheet will not be used.

*Note: This page can be printed on colored paper instead of using printer ink if you choose.*

*Key Points to share with affected Property Owners*

1. **Document Everything!**
	* Make lists of damaged items, item model numbers, approx. year item purchased, etc. Take photos & videos BEFORE cleanup begins, as well as during & after.
2. **Permits are only needed before repairs or alterations begin**
	* Work to minimize future damage from mold or other weather before getting permits. This includes removing anything that was flooded, covering exterior holes, drying buildings out, removing mud, beginning mold treatments, etc.
3. **Mitigation actions may be required or should be considered**
	* Mitigation is reducing the risk of future flood damages. This may include getting flood insurance, elevating/relocating their building, elevating their utilities & duct work, etc. Mitigation funding & Increased Cost of Compliance funding may be available. ***Don’t just build back, build back better!***

[COMMUNITY NAME]

FLOODPLAIN PERMITTING OFFICE

**NOTICE**

FLOODPLAIN PERMITS

MAY BE REQUIRED

BUILDINGS IN THE FLOODPLAIN REQUIRE STATE & LOCAL FLOODPLAIN PERMITS BEFORE ANY REPAIRS CAN BEGIN.

FLOODPLAIN MAPS CAN BE VIEWED AT [watermaps.KY.gov/RiskPortal](http://www.watermaps.ky.gov/RISKPORTAL)

FOR FURTHER INFORMATION CONTACT: [COMMUNITY NAME] PERMITTING OFFICE AT (###) ###-####

NOTE: THIS NOTICE MUST REMAIN VISIBLE ON SITE FOR 30 DAYS -OR- UNTIL ALL APPLICABLE PERMITS HAVE BEEN OBTAINED

[COMMUNITY NAME]

FLOODPLAIN PERMITTING OFFICE

**NOTICE**

**STRUCTURE WAS ASSESSED BY THE FLOODPLAIN MANAGEMENT TEAM FOR SUBSTANTIAL DAMAGE**

PROPERTY ADDRESS

THIS STRUCTURE WILL REQUIRE STATE & LOCAL FLOODPLAIN PERMITS BEFORE REPAIR MAY BEGIN. ADDITIONAL MITIGATION MAY ALSO BE NEEDED.

For more information, contact the [COMMUNITY NAME] Permitting Office at (###) ###-####.

 ASSESSOR’S SIGNATURE DATE

NOTE: THIS NOTICE MUST REMAIN VISIBLE ON SITE UNTIL ALL APPLICABLE PERMITS HAVE BEEN OBTAINED