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26 December 2018

Nonconversion Acknowledgment Policy & Procedure

Effective: 1 January 2019

Nonconversion Acknowledgment For Certain Structures In the Floodplain Policy

In agreement with Pinellas County Floodplain Administrator Office, Pinellas County Building Services has agreed to collect a form called "Nonconversion Acknowledgment For Certain Structures in the Floodplain". Upon building permit plan submittal for a New or Substantially improved structure in the special flood hazard area, the owner of the structure must submit a Nonconversion Acknowledgment For Certain Structures in the Floodplain form, which has been recorded on the deed for the property and recorded with the Clerk of the Courts Office.

Procedure:

1. Structure owner downloads form from Building Services or Pinellas County Floodplain Administrators homepage. [Nonconversion Acknowledgement](#)
2. Structure owner files completed form which has been recorded on the deed of the property with the Clerk of the Courts Office.
3. Upon building permit plan submittal, for a New or Substantially improved structure, in the special flood hazard area, the owner submits a copy of the document which has the original seals from the Clerk of the Courts Office.
4. At plan review, the building plan reviewer will verify a copy of the document has been received and will scan into Accela and add administrative processing fee of \$12 to the CPF.
5. Administrative processing fee will be collected when paying permit fees.
6. Original copy of Nonconversion Acknowledgment form will then be directed to the flood desk for scanning and filing in flood books.

Questions regarding this Nonconversion Acknowledgment Policy may be directed to the Pinellas County Floodplain Administrators Office at 727-464-7700.

Pinellas County
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