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30 January 2020

Nonconversion Acknowledgment Policy & Procedure

Effective: 1 January 2019 (Revised 30 January 2020)

Nonconversion Acknowledgment For 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 Structures in the Floodplain". Upon framing inspection for a New or Substantially improved structure in the special flood hazard area, the owner of the structure must submit a "Nonconversion Acknowledgment For Structures in the Floodplain" form, which has been recorded on the deed for the property and recorded with the Clerk of the Court's Office.

Procedure:

1. Structure owner downloads form from Building Services or Pinellas County Floodplain Administrators homepage.

http://www.pinellascounty.org/build/PDF/Nonconversion_Ack.pdf

2. Upon building permit plan submittal for a New or Substantially improved structure, in the special flood hazard area, the plan reviewer will add a note to the work description: "Pinellas County Nonconversion Agreement Required".

3. The building plan reviewer will stamp the drawing Cover Sheet, next to the flood desk stamp and at least one drawing that identifies the proposed Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM) with the following notice:

Notice Of Nonconversion Acknowledgement

Recorded with the Pinellas County Clerk of the Court's

Office with the As-Built Elevation, to be

Provided at the time of Frame Inspection

4. Structure owner files completed form which has been recorded on the deed of the property with the Clerk of the Court's Office. This form requires the "As-Built" elevation (LFE or LHSM) and will be submitted to the Building Inspector upon framing inspection.

5. 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.

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