



DSA PROCEDURE 11-01

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 Supersedes and replaces the Bulletin

To: DSA Staff and Interested Parties
From: Division of the State Architect
 Department of General Services
 State of California

SUBJECT: Flood Design and Project Submittal Requirements

Purpose: To notify stakeholders of the design requirements for projects to be located in designated flood zones and submitted to DSA.

Background: With the effective date of the 2007 CBC on January 1, 2008, all project submittals to DSA must comply with new design, and documentation requirements if the project is located in a designated flood hazard area.

Scope: This Procedure addresses flood hazard area documentation requirements for projects designed under the 2007 and 2010 CBC. For flood design requirements see CBC Section 1612A (1612*) and code referenced standard ASCE 24-05 – *Flood Resistant Design and Construction*.

* Indicates alternative 2010 CBC sections that may be used by community colleges, per 2010 CBC Section 1.9.2.2.

1. Requirements for projects located in a flood hazard area:

1.1 Reporting - [DSA-1](#) – Application for Approval of Plans and Specifications: This fillable on-line form must be completed and signed and accompany all project application submittals. Reporting of a project’s flood hazard status is accomplished by checking appropriate boxes on line 27 of this form. This requires the design professional’s declaration that the project is or is not in a flood hazard area, and the value of certain scopes of work. Refer to CBC Section 1612A.3 (1612-3*) for determining flood hazard areas (flood hazard maps, as adopted by the local jurisdiction in which the project is located).

1.2 Documentation - [DSA-3](#) – Project Submittal Checklist: Information on documentation requirements can be obtained by completing this on-line, fillable form. Section D on page 1 deals with flood design requirements. When completed through Section D, the on-line form will generate information on requirements for a complete submittal, including flood hazard documentation on line 3.03V.

1.2.1 New Construction or Relocation projects (Scopes 1 and 3 on DSA-3) – If located in a flood hazard area, the project must comply with flood hazard area documentation requirements, unless the project consists only of placement of relocatable buildings under 2160 square feet placed on an existing campus.

1.2.2 Alteration/Modernization, Additions, Rehabilitation, and Reconstruction projects (Scopes 2, 4, 5 and 6 on DSA-3) – If located in a flood hazard area. Project must comply with flood hazard area documentation requirements only if the value of the project exceeds 50% of the market value of the structure prior to



the improvements being made. If the value is below trigger amount, reporting requirements are waived.

2. Submittal Review: DSA Intake Architects will screen project application submittals for proper documentation on project plans and specifications for projects located in flood hazard areas.

The following information must be shown directly on the Site Plans and/or Civil Drawings:

- The flood zone designation.
- The Flood Insurance Rate Map (FIRM) panel designation.
- Effective date of the FIRM.
- Base Flood Elevation (BFE).
- Applicable Community Ordinance Section.

Additional documentation requirements are presented in 2007 CBC, Sections 1603A.1.6 and 1612A.5, or, in the 2010 CBC, in Section 1603A.1.7 (1603.1.7*).

Summary: The CBC mandates flood design and reporting for new projects under the jurisdiction of DSA. The code and its referenced standards provide information on flood resistant design and construction. DSA documentation and reporting requirements for projects located in a designated flood hazard area are set forth in this Procedure. Reporting and documentation are simplified by the forms DSA-1 and DSA-3. It is important for design professionals and other stakeholders to be aware of and comply with these requirements.