

**City of Kingman-Mohave County**  
**Special Flood Hazard Area Permitting Process**  
**Administrative and Enforcement Procedures:**

The following is the established procedure for the City of Kingman (City) and Mohave County (County) that identifies the permitting process for proposed structures and other development within identified Federal Emergency Management Agency designated Special Flood Hazard Areas and related flood controlled zones.

1. Applicant applies for a permit and the City does a preliminary check to see if the property is in a Special Flood Hazard Area. If the property appears to be in or close to a Special Flood Hazard Area, the Applicant is requested to obtain a Property Floodplain Information sheet from the County and submit it to the City along with the permit application.
2. If the Property is not in a Special Flood Hazard Area, the City will proceed with the standard City permitting process. If it is in a Special Flood Hazard Area, then the applicant is instructed to obtain a Floodplain Use Permit from the County. The Applicant then submits a copy of the City permit application to the County.
3. County informs applicant of the floodplain development requirements and provides the applicant with a Floodplain Use Permit (for a \$50 fee) and a Federal Emergency Management Agency Elevation Certificate, if required. An Elevation Certificate is required for residential and commercial structures within a Special Flood Hazard Area.
4. Applicant returns to the City with an approved Floodplain Use Permit with stipulations identifying the permit requirements. The Floodplain Use Permit is attached to the building permit and distributed to the inspectors.
5. If all of the requirements are met, the City issues the building permit and sends the County a copy of the issued permit and construction can begin.
6. For residential and commercial structures in a Special Flood Hazard Area the applicant hires an Arizona Registered Surveyor or Engineer to place a temporary benchmark to establish a vertical reference point.
7. The applicant contacts the City for a foundation inspection prior to concrete being poured.
8. On a copy of the Elevation Certificate the engineer or surveyor completes an “under construction” Elevation Certificate and sends the information to the County. The County reviews the information and makes a determination if it is compliant with the *County’s Floodplain Regulations*. If it is compliant, the County notifies the City and then construction can proceed. If an “under construction” Elevation Certificate has not been submitted, or the information is not compliant, then the City’s inspector must fail the foundation inspection and require that it be brought into compliance by submitting a copy of the “under construction” Elevation Certificate or raising the forms to the proper height.

9. A “finished construction” Elevation Certificate is also required and must be completed by the engineer or surveyor, who sends the sealed original to the County. The County reviews the Elevation Certificate to be sure it complies with the Floodplain Use Permit requirements and notifies the City.
10. Applicant contacts the City for a final inspection. The City’s inspector checks if the “finished construction” Elevation Certificate has been submitted. If all of the stipulations and requirements are met, the City issues a Certificate of Occupancy to the applicant and sends a copy to the County. If not, the applicant is notified what needs to be done before the Certificate of Occupancy can be issued.
11. When all of the requirements are met, the City issues a Certificate of Occupancy to the applicant and sends a copy to the County.