



ATTENTION RESIDENTS AND BUSINESS OWNERS OF FLOOD-AFFECTED COUNTIES:
Important Information Regarding Cleanup of Damaged Structures within the Floodplain

****IT IS IMPORTANT TO DOCUMENT ALL DAMAGE TO YOUR HOME OR BUSINESS BEFORE YOU BEGIN ANY CLEANUP OR REPAIR ACTIVITIES. TAKE PICTURES OF THE INSIDE AND OUTSIDE OF ALL DAMAGED AREAS. ****

Before You Begin Repairs or Reconstruction:

If your home or business is located within a Special Flood Hazard Area or is in a flood zone that begins with the letter 'A, or V' you must have a permit before you begin certain repair or reconstruction work. If you begin work without a permit, you may be fined. If you are not sure of your flood zone, contact your community's floodplain administrator. You can find a list of floodplain administrators listed by county and community at www.dnr.sc.gov/flood.

You must have a permit to remove, alter or replace any of the following items:

- Roof
- Walls
- Siding
- Plaster
- Cabinets
- Flooring
- Electrical systems
- Plumbing
- Heating and air conditioning units

To obtain a permit, contact your community's floodplain administrator. You can find a list of floodplain administrators listed by county and community at www.dnr.sc.gov/flood.

When you contact your community's floodplain administrator, the office will schedule a Substantial Damage inspection, if one has not already been completed, for your home or business. This inspection must be completed before you are issued a permit. The inspection will determine what parts of your building need repair or reconstruction work. The inspection will also determine if your building meets your community's *Flood Damage Prevention Ordinance and the base flood elevation* requirements.

You do not need a permit to proceed with cleanup activities or temporary emergency repairs that prevent further damage. These types of activities include:

- Removing and disposing of damaged furniture, personal items, carpeting, wallboard (not plaster) and insulation.
- Cleaning and scrubbing floors, walls and air conditioning ductwork.
- Covering holes in roofs or walls and covering windows to prevent rain and other weather from entering your home or business and causing further damage.
- Removing sagging ceilings (not plaster), shoring up broken foundations and other temporary repairs that make the building safe to enter.

REMEMBER TO PLEASE CONTACT YOUR COMMUNITY'S FLOODPLAIN ADMINISTRATOR FOR ASSISTANCE.