## Designating the Floodplain Administrator – local technical code amendments CCR Title (Part 2 building, Appendix G)

Submit draft ordinances amending the flood provisions of the building code (in <track changes>) for review well in advance of first reading to DWR\_NFIP@water.ca.gov or FEMA-NFIP-R9@fema.dhs.gov. Please put community name in subject line.

**Before you start:** Review the General Instructions for Amending the California Building Standards Code (CCR Title 24) to Adopt Higher Standards for Buildings and Development Located in Flood Hazard Areas.

**NFIP Community Rating System Credits.** Adoption and enforcement of this higher standard may qualify for CRS points (credits). Communities should review the [*CRS Coordinators Manual*](https://www.fema.gov/media-library/assets/documents/8768)and consult with their CRS Resource Specialists. FEMA/ISO determines which provisions qualify for points.

**Description[[1]](#footnote-1):** When communities apply to participate in the NFIP they legislatively “appoint or designate the agency or official with the responsibility, authority, and means to implement commitments” to the NFIP (44 CFR § 59.22(b)(1)). The designated official is commonly called the “floodplain administrator” or the “floodplain manager.” In most communities, the designated official has other duties and may be the head of a department, the city engineer, the principal planner, the building official, or a similar position. In small communities, the designated official may be the town clerk.

**How Part 2 (buildings) specifies enforcement:** Part 2 Chapter 1 Section 103 creates the enforcement agency (generically referred to as the “Department of Building Safety”) and requires the “chief appointing authority of the jurisdiction” to appoint the building official. Further, the building official is given the authority to appoint a deputy, technical officers, inspectors, plan examiners, and other employees.

**How Part 2 Appendix G specifies the responsible official:** Part 2 Appendix G identifies the building official as the responsible official (Section G103 Powers and Duties). However, Appendix G does not contain provisions that affect the design and construction of buildings.

**Amending Part 2 Appendix G to Designate a Floodplain Manager Other than the Building Official:** It is common for communities to have more than one official or agency involved in administering floodplain management requirements. Communities that already have an official other than the building official designated to be responsible for floodplain management may want to modify Appendix G to designate that official.

**INSTRUCTIONS**

**Use this amendment to designate an official other than the building official to administer Part 2 Appendix G*.***

|  |
| --- |
| *CCR Title 24, Part 2 Appendix G Section G101.5 is hereby amended as follows:***G101.5 Designation of floodplain administrator**. The **{insert jurisdiction’s selected position title}** is designated as the floodplain administrator and is authorized and directed to enforce the provisions of this appendix. The floodplain administrator is authorized to delegate performance of certain duties to other employees of the jurisdiction. Such designation shall not alter any duties and powers of the building official.*Throughout Appendix G, replace “building official” with “floodplain administrator” (example below shows only one of several locations where this change should be made):***G103.2 Other permits**. It shall be the responsibility of the floodplain administrator ~~building official~~ to assure that approval of a proposed development shall not be given until proof that necessary permits have been granted by federal or state agencies having jurisdiction over such development. |

1. Reference: [*Reducing Flood Losses Through the International Codes: Coordinating Building Codes and Floodplain Management Regulations*](http://www.fema.gov/media-library/assets/documents/96634)(5th Edition, 2019), International Code Council and FEMA. [↑](#footnote-ref-1)