

**ARTICLE IV. ~~MOVING~~ ELEVATION AND RELOCATION OF STRUCTURES<sup>1</sup>**

**DIVISION 1. ~~GENERALLY~~ ELEVATION WITHIN EXISTING FOOTPRINT**

**Sec. 14-131. – Purpose and applicability.**

This division applies to the elevation of existing structures where the structure remains within the original horizontal footprint. These provisions establish requirements for permit application, site plan submittal, setbacks, and project completion, in accordance with current city codes and floodplain standards. In the event of a conflict between this division and any other section of the City Code, the provisions of Division 1 – Elevation Within Existing Footprint shall prevail to the extent of the inconsistency.

**Sec. 14-132. – Elevation permit required.**

No person shall elevate an existing structure without first obtaining an elevation permit from the city. A separate permit is required for each structure. The elevation must maintain the structure within the existing horizontal footprint unless otherwise approved through the appropriate permit review process. The scope of work must be clearly defined at the time of application to indicate whether the project involves elevation only, or includes additional elements such as construction of access stairs or ramps, enclosure, interior remodeling, utility reconfiguration, or other structural, architectural or lot grade modifications. Work beyond elevation only may require separate permits and reviews to ensure compliance with all applicable codes.

**Sec. 14-133. – Site plan, construction and floodplain compliance document submittals.**

**Document Submittals**

An application for an elevation permit must include a drawn to scale site plan and applicable construction documentation prepared by a qualified design professional, including a Florida licensed engineer, architect, or surveyor, based on the defined scope of work. As applicable, the submittal shall include the following:.

**(a) Boundary survey signed and sealed by a registered Florida Professional Surveyor showing:**

- (1) Existing improvements and topography;
- (2) FEMA NFIP flood map information; and
- (3) Ground elevations on-site, off-site (up to five (5) feet on adjacent properties, and centerline of roadway.

**(b) Site Plan Requirements**

- (1) Existing and proposed finished floor elevations;
- (2) Property lines and the existing and proposed building footprint;
- (3) Location and dimensions of stairs, landings, ramps, decks, and any access structures (If not applicable to scope of work by elevating contractor, label “by others under separate permit”);
- (4) Location of mechanical equipment, meters, and utility connections;
- (5) Existing and proposed driveways, curb cuts, and access features (If applicable to scope of work);

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<sup>1</sup>Cross reference(s)—Streets, sidewalks and other public places, ch. 58.

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- (6) Landscaping plan with restoration (if no disruption is proposed, note “no landscaping disturbance”);
  - (7) Erosion control measures; and
  - (8) Exterior façade modifications or enclosure of previously open areas (If applicable, shown for reference only with note: “by others under separate permit”)

(b) Construction Documentation Requirements

- (9) Structural details, including foundation type, area below elevated structure, and elevated slab systems (as applicable);
- (10) Interior layout or modifications to the elevated structure (If included in the scope of work);
- (11) Florida Product Approvals (as applicable for windows, doors, garage doors, etc.); and
- (12) Energy calculations (required if scope includes new conditioned space or enclosure; not required for elevation-only projects).

(c) Floodplain Compliance Requirements

- (13) Demonstration of compliance with: FEMA regulations, Florida Building Code (FBC), Madeira Beach Land Development Regulations and floodplain management standards;
- (14) Coastal A and V Zone Design Certificates (as applicable); and
- (15) Signed and county-recorded Non-Conversion Agreement, including right of inspection as a condition of final certificate of occupancy or completion

**Sec. 14-134. – Setbacks and access encroachments.**

(a) No elevated structure or associated access feature (such as stairs or ramps) shall be located closer than ten (10) feet to the front property line, regardless of prior encroachment conditions.

(b) Any proposed access element encroachment must be the minimum necessary by Florida Building Code for access.

(c) Enclosures, landings, or decks may not be used for habitable space unless reviewed and approved under applicable land development and building regulations.

**Sec. 14-135. – Conditions of permit issuance and closeout.**

(a) Issuance of an elevation permit is contingent on compliance with current Florida Building Code, floodplain management regulations, and applicable land development regulations.

(b) Separate permits are required for all companion work, if not included in elevation scope, including but not limited to:

- (1) At-grade slab construction,
- (2) Stair or ramp installation,
- (3) Electrical and utility reconnections,
- (4) Regrading or driveway restoration,
- (5) Wall infill and garage reconfiguration.

(c) Prior to final inspection and permit closeout, the following must be submitted:

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(1) As-built survey showing post-elevation conditions, including verification of compliance with setbacks, site drainage, and access standards, as applicable to scope

(2) Final Elevation certificate utilizing the most current form at the time of preparation

(4) Photographic documentation of landscape or frontage restoration, if applicable.

(d) All applicable forms and documentation required by the Building Department, such as the Notice of Commencement, signed checklists, and additional elevation-related certifications, shall be submitted as a condition of final inspection and approval. The Building Official may withhold final approval or the certificate of occupancy until all required documentation is provided.

**~~Secs. 14-131—14-135. Reserved.~~**

## *DIVISION 2. RELOCATION*

### **Sec. 14-136. House moving permit; application; fee.**

The city manager or his designee shall not issue any permit to move any house, building or structure within the same lot or a different lot as defined in section 82-2 unless the placement of the house, building or structure after the move will comply with setback requirements of chapter 110. Whenever the proposed placement will not be in compliance with the setback requirements of chapter 110 an application shall first be made to the city for a permit for such move in a form and manner that may be prescribed by the city. Permits for moving any house, building or structure to be relocated outside of the city may be issued by the city manager or his designate provided the applicant has the necessary travel permits for county and state roads and secures the necessary city moving permit. Further, no permit provided for in this article shall be issued until the applicant has paid in full any outstanding charges, fees, interest, fines or penalties owed by the applicant to the city or accruing to the property from which the house is to be moved under any section of the Code.

(Code 1983, § 17-203)

### **Sec. 14-137. Designation of route.**

Upon the issuance of any permit by the city for the moving of any structure, the city shall designate the route over which the structure is to be moved, and it shall be unlawful for any person to move or cause to be moved any structure over or upon the streets of the city in a route other than that designated by the city.

(Code 1983, § 17-210)

### **Sec. 14-138. Bond of applicant.**

Whenever any application is granted and the permit is issued for the moving of any structure, the applicant shall post with the city a bond conditioned that the applicant will complete the improvements on such building after the building is moved in strict conformity with the plans and specifications and within the time estimated. Such bond shall be in an amount equal to the estimated cost of such improvement as set forth in the plans and specifications, and shall be made by the applicant as principal and by a surety company authorized to do business in the state, or two individual sureties, who shall be approved by the city manager.

(Code 1983, § 17-211)

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**Sec. 14-139. Certificate of occupancy.**

No person shall use or occupy any building moved under the provisions of this article until a certificate of occupancy shall have been issued by the building inspector. Such certificate of occupancy shall not be issued until the building inspector shall find that all provisions of this article have been complied with and that the improvements to be made on such building have been strictly carried out, and it shall be unlawful for any person to occupy any building for any purpose until such certificate of occupancy has been issued by the building inspector and delivered to the person applying for such moving permit.

(Code 1983, § 17-212)

**Secs. 14-140—14-160. Reserved.**