

NON-CONVERSION ACKNOWLEDGMENT FOR CERTAIN STRUCTURES IN THE FLOODPLAIN



This form is for certain structures in the floodplain. Upon submitting a building permit plan for a new or substantially improved structure in the floodplain, the plan reviewer will add a note specifying this agreement is required and provide the Minimum Required Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM). This form is to be completed by the structure owner, be recorded with the Pinellas County Clerk of Court's office under the legal description, and then provided to the Building Department at the time of Frame Inspection.

Items with an asterisk (*) are required.

* Permit Number:		* Permit Application Date:	
* Minimum Required Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM):		* Elevation Datum:	

* Property Address:	
* Parcel ID:	
* Legal Description:	

* Type of Enclosure:

- Enclosed area or attached garage below the Minimum Required LFE or LHSM
- Accessory structure below the Minimum Required LFE or LHSM

Whereas, Pinellas County (the "County") Permit # _____ (the "Permit") has been issued to property owner _____ (the "Owner") to construct, improve, or repair a building(s) (the "Building") at the property located at _____ (the "Property");

Whereas, the design and construction of the Building is compliant with the Florida Building Code Seventh Edition (2020) and the County's Floodplain Management Ordinance codified in County Land Development Code (the "County Code") Chapter 158;

Whereas, the minimum required Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM) of the building is _____ ; and

Whereas, in accordance with County Code Section 158-64(8), Owner must agree not to convert or modify the type of enclosure selected above in any manner that is inconsistent with the terms of the Permit and County Code.

NOW THEREFORE, Owner agrees as follows:

1. That the type of enclosure selected above shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the Florida Building Code and County Floodplain Management Ordinance in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the minimum required LFE or LHSM as identified above shall be unfinished or constructed of flood-resistant materials and shall not be partitioned or finished into separate rooms except for stairwells, ramps, elevators, and a storage area no larger than 100 square feet with one dimension not to exceed 6 feet.

3. That mechanical, electrical, or plumbing devices that service the Building shall not be installed below the minimum required LFE or LHSM as identified above.
4. That the flood vent openings in the walls of the Enclosed Areas shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of floodwater.
5. That any variation in construction of the Enclosed Areas inconsistent with the Permit identified above shall constitute a violation of the Florida Building Code and County Floodplain Management Ordinance.
6. That the County, upon reasonable notice of the scope and criteria, may inspect the interior and exterior of the Enclosed Areas in accordance with County Code Section 158-107 to verify compliance.
7. That this Agreement shall be recorded under the Legal Description identified above with the County Clerk's Office attached to the deed to the Property so that subsequent owners are made aware of these restrictions.

Signature of Property Owner

Signature of Witness

Printed Name of Property Owner

Printed Name of Witness

Date Signed

Date Signed