



HARRISON COUNTY ROAD & BRIDGE

3800 FIVE NOTCH RD. MARSHALL, TEXAS 75672

Phone: (903) 935-4868 Fax: (903) 938-5983 Web: www.co.harrison.tx.us

HOW TO APPLY FOR A FLOODPLAIN DEVELOPMENT PERMIT

PERMIT FEES:

\$20.00

If a structure or substantial improvements to an existing structure are to be located within a flood hazard area (usually the area of land next to any lake, stream, or creek), the property owner will need to complete the following steps to **apply for a PERMIT** before any construction or placing of the structure begins.

1. Submitting a completed Application to Develop in a Flood Hazard Area packet in property owner's name with the appropriate fee (forms can be found at our office or online, make checks payable to Harrison County.) The application packet must include the following items:
 - a) **Completed application** to Develop in a Flood Hazard Area form signed by property owner.
 - b) Drawing to scale, of development site. This is a full **drawing of the lot** and location of structures.
 - c) Drawings of proposed structure showing the type of elevation design. This can be combined with the previous lot drawing or separate drawings showing the following:
 - i.) **side profile drawing** showing the measurements of the structure/s and foundations, enclosures and required openings.
 - ii.) location and elevation of all electrical and heat/air systems
 - iii.) anchoring methods if applicable (generally applies to Manufactured Homes)
 - d) Copy of FEMA **Elevation Certificate** filled out by a Professional Engineer or Land Surveyor
 - e) **Proof of ownership** (i.e. warranty deed, release of lien, etc...)
 - f) **Accurate directions** to the new development site
2. The Harrison County staff will review plans and application.
3. An inspection of the development site is required **before any construction is to begin**. Contact our office at least two working days prior to beginning of construction to arrange an inspection.
4. A "**Permit**" approval to develop will be issued to the homeowner within approximately 5 working days, following a successful inspection approval of all permit documentation.
5. Once construction has been completed, the owner, or owner's representative, will need to contact our office to schedule a final inspection. If any alterations or changes are made to the original permitted plans, the AS BUILT plans need to be submitted and approved before a "**Final Approval**" can be completed.

"PERMITS ARE REVIEWED ON A CASE BY CASE BASIS. ADDITIONAL INFO MAY BE REQUIRED BY THE FLOODPLAIN ADMINISTRATOR TO ENSURE THE CRITERIA OF THE DEVELOPMENT MEETS THE HARRISON COUNTY FLOOD DAMAGE PREVENTION ORDINANCE AND F.E.M.A. DEVELOPMENT STANDARDS."

Attention: Other permits to be aware of for new development in Harrison County.

- I.** For in or over water, boring, or water course alteration (diverting streams or creeks and new dam or detention ponds) construction permits please call the U.S. Army Corp of Engineers regional office at (817) 886-1743.
- II. Septic/Aerobic (OSSF)** permits with Harrison County Environmental Health. Additional info can be found on the Harrison County website under Environmental Health or call (903)935-4870.

For additional information or questions, please contact the Harrison County Road & Bridge office Monday through Friday 7am-3:30pm.