



**FLOOD PLAIN BUILDING PROCEDURES**  
**CITY OF NOVI**  
**Community Development Department**  
**(248) 347-0415**

1. The lot must have a valid Flood Plain Permit issued by the Michigan Department of Environmental Quality.
2. A site plan for the lot must be prepared by a professional engineer, sealed, and approved by the consulting engineers of this municipality.
3. A foundation plan/basement plan must be sealed and prepared by a professional engineer and approved by our consulting engineers.
4. Building plans must be designed in accordance with the Michigan Residential Code 2006 or the Michigan Building Code 2006 and approved by the Plan Examiner, Department of Building and Safety.

**Prior to issuance of CERTIFICATE OF OCCUPANCY, the City requires:**

1. An "as-built" site plan must be submitted to the Department of Building and Safety and approved by the consulting engineers.
2. Any easements required for the base discharge floodway be recorded following the review and acceptance by the City Attorney and Consulting Engineers.
3. A legal instrument from the owner of the property to the City of Novi attesting that the conditions and standards set forth for an easement will be adhered to.
4. A report prepared by a professional engineer specializing in soil mechanics that an engineering inspection has been performed during foundation/basement installation.
5. Prior to any review being conducted on any site plan required under these provisions, the applicant must present an escrow plan review deposit calculated by the City's Consulting Engineer with the City for plan and "as built" reviews. This is an escrow deposit and not a fee. All unused portions of this deposit will be returned to the applicant.
6. Provide FEMA Elevation Certificate based upon actual construction.