**Duties and Responsibilities of the FPA**

State grants communities the police powers to adopt, administer and enforce local codes and regulations. The FPA is responsible for ensuring that development activities comply with the floodplain management regulations and other applicable codes and ordinances.

* **Understand the regulations**
	+ *Most important of all duties*
	+ You must be able to explain them to others, to review permit applications for compliance, and to provide adequate interpretations.
* **Ensure that permits are applied for**
	+ You need to ensure that the public is informed as to when permits are needed and how they are obtained
	+ Anyone engaged in a development project without a permit must be told to stop and apply for one
* **Correct violations**
	+ You must evaluate complaints, conduct investigations and use legal recourse when necessary to correct violations
* **Process permit applications**
	+ Your primary role is to review permit applications for compliance with applicable local regulations
	+ This includes
		- Collecting permit fees
		- Assessing accuracy and completeness of the application
		- Evaluating site plans, topographic data, building design plans and other technical data
		- Identifying deficiencies and devising ways to correct them
		- Issuing or denying the permit
		- Helping applicants pursue appeals or requests for variances
* **Coordinate with other programs**
	+ You must advise applicant of need for additional local, state or federal permits
	+ Responsibility for permit review may reside in your office or be shared with other offices
	+ You must notify adjacent communities and state NFIP coordinating agency prior to any alteration or relocation of a watercourse
	+ You must notify adjacent communities of plans for substantial commercial development or large subdivision that could affect their special flood hazard areas
* **Ensure projects are built according to approved permits**
	+ Your or your staff must perform periodic and timely on-site inspections to confirm compliance of development plans
	+ A certificate of use or occupancy is a final permit that allows owner to use the building, which should only be given upon final inspection confirming everything is compliant with approved plans
* **Take enforcement actions**
	+ You must act to resolve a situation when noncompliant activities are discovered
* **Keep records**
	+ You should have on hand a sufficient supply of current permit applications, variance requests (variances are not common!) and other administrative forms
	+ A project file should be kept for each permit application
* **Maintain and update flood data and maps**
	+ You should cooperate with federal, state and local agencies, and private firms, undertaking flood studies
	+ You must submit any new floodplain data to the FEMA Regional Office within six months of their development
	+ You must notify FEMA Regional Office and the state within one year of an annexation or when your community has assumed or relinquished authority to adopt or enforce floodplain management regulations for a particular area
	+ You must notify FEMA Regional Office and the state within six months of physical changes that can affect flooding conditions
* **Update the ordinance**
	+ If your community is notified of changes in federal or state laws and/or regulations that would require changing your floodplain management ordinance, you must revise your ordinance within six months
	+ Similarly, if you are given new flood data by FEMA, you have six months to update your ordinance to adopt the data and regulatory requirements for that data
	+ A certified copy of any ordinance revision should be submitted to the FEMA Regional Office and to the state NFIP coordinating agency (OWRB) promptly after adoption