



**Planning, Zoning
& Building Department**

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Compliance 233-5500
Contractor Regulations 233-5525
Administration Office 233-5005
Finance 233-5026
Executive Office 233-5228
www.pbc.gov/pzb



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MEMORANDUM

TO: Design Professionals, Contractors, Surveyors and Homeowners

FROM: PBC Planning, Zoning & Building Department – Building Division Floodplain Management

DATE: Friday, August 28, 2026

SUBJECT: Flood Legend Inclusion for Plan Submittals

Floodplain review delays frequently occur due to incomplete or inconsistent flood-related information on construction plans.

To improve the efficiency and consistency of the review process, this memorandum establishes the use of a Flood Legend for all plan submittals involving new construction, substantial improvements, and standalone equipment installations within unincorporated Palm Beach County, effective October 1, 2026.

The Flood Legend provides a standardized format to ensure all required compliance information (within Article 18) is accurately and consistently included with each submittal. The design professional of record is responsible for fully completing the Flood Legend prior to plan submission. Submittals which do not include a completed Flood Legend, or contain incomplete information, will be returned without review.

The implementation of the Flood Legend is intended to streamline the floodplain review process, improve compliance with Article 18, reduce review delays, and enhance communication between design professionals and Palm Beach County reviewers.

The Flood Legend guide can be found on our website here [Flood Legend Guide & Sample](#)

Exhibit 1: Flood Legend Guide & Sample



Palm Beach County
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Building Division | Floodplain Management
2300 N. Jog Road, West Palm Beach, FL, 33411 | 561-233-5100

Flood Legend Guideline & Sample

To better support our design professionals and strengthen our partnership, this document outlines the information needed to comply with [Article 18 "Flood Damage Prevention" Sections 3 and 4](#).

You may list the information or include it in a clearly labeled flood legend on the survey, cover sheet, site plan, or page A1. All elevations provided must be using NAVD 1988.

FLOOD LEGEND LIST SAMPLE:

- Flood zone
- Base Flood Elevation (BFE) (Please list "N/A" if not applicable)
- Flood Insurance Rate Map (FIRM) panel number
- Lowest Adjacent Road Crown (LARC)
- Lowest floor elevation
- Garage floor elevation (if applicable, please list "N/A" if no garage)
- Lowest machinery elevation
- Identify the type and location of lowest machinery

FLOOD LEGEND BOX SAMPLE:

FLOOD LEGEND			
FLOOD ZONE(S)	BASE FLOOD ELEVATION (BFE) (Please list "N/A" if not applicable)	FLOOD INSURANCE RATE MAP (FIRM) PANEL NUMBER	LOWEST ADJACENT ROAD CROWN (LARC)
LOWEST FLOOR ELEVATION	GARAGE FLOOR ELEVATION (Please list "N/A" if not applicable)	LOWEST MACHINERY ELEVATION	LOWEST MACHINERY (TYPE & LOCATION)

***For Generators you may replace:**

- Lowest Floor Elevation with Lowest Elevation of generator or generator/fuel tank assembly.
- Lowest Machinery servicing the generator or generator/fuel tank assembly. Exp: ATS (Automatic Transfer Switch or Electrical panel, whichever is lower.)
- Indicate type and location of lowest machinery indicated above.