



# FEMA



BUILDING CODES TOOLKIT

## Basic Project Planning Template

**Purpose:** This document equips property owners with a template that they can use to understand the basic planning elements of a construction project that local building department and design professionals usually require and/or consider.

**NOTE:** FEMA recommends seeking advice and assistance from local building department and design professionals as part of the planning process.

**Target User:** Property owners.

Address of Property or Assessor's Parcel Number (APN):

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Owner's Name:

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Owner's Address:

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Owner's Phone Number:

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Type of Construction:

- New construction/modular*
- Mitigation or retrofit work*
- Alteration, repairs or additions to existing buildings or structures*
- Rehabilitation of historic property*
- Demolition*
- Foundation only*
- Relocation*
- Plumbing, mechanical, electrical systems*
- Green project*

Description of Work:

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Funding:

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Architect/Engineer:

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Design Plan:

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General Contractor:

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