Checklist for Zoning/Flood Permit Applications

SITE PLAN

- ☐ Indicate zoning district on site plan.
- ☐ Indicate setbacks on site plan.
- ☐ Indicate proposed percentage impervious surface on site plan.
- ☐ Indicate proposed building height on site plan.
- ☐ Indicate Area of Environmental Concern (AEC) on site plan.
- ☐ Indicate CAMA setbacks on site plan.
- ☐ Indicate wetland delineation on site plan by bearings and distance and date confirmed by USACE.
- ☐ Indicate Area of Disturbance (include nature, location, dimensions, elevations) on site plan.
- ☐ Indicate existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities and other development on site plan.
- ☐ Indicate boundary of the special flood hazard area or a statement that the entire lot is within the special flood hazard area on site plan.
- ☐ Indicate Flood Zone designation(s) on site plan.
- ☐ Indicate base flood elevation (BFE) on site plan.
- ☐ Indicate boundary and designation date of the coastal barrier resource system (CBRS) on site plan.
- ☐ Indicate certification of the site plan by a registered land surveyor or professional engineer on site plan.

FOUNDATION PLAN

- ☐ On foundation plan, label usage details of any enclosed areas below the lowest floor

ENGINEERED PLANS

- ☐ Indicate openings to facilitate automatic equalization of hydrostatic flood forces on walls on engineered plans.
- ☐ Indicate Break away wall design on engineered plans.

V Zone Certification

- ☐ Indicate Community Number on V Zone Certification, SECTION I Block 1
- ☐ Indicate Panel Number on V Zone Certification, SECTION I Block 2
- ☐ Indicate Suffix on V Zone Certification, SECTION I Block 3
- ☐ Indicate Date of FIRM Index on V Zone Certification, SECTION I Block 4
- ☐ Indicate FIRM Zone on V Zone Certification, SECTION I Block 5
- ☐ Indicate Elevation of the Bottom of Lowest Horizontal Structure Member on V Zone Certification, SECTION II 1
- ☐ Indicate Regulatory Flood Protection Elevation (RFPE) on V Zone Certification, SECTION II 2
- ☐ Indicate Elevation of Lowest Adjacent Grade on V Zone Certification, SECTION II 3
- ☐ Indicate Approximate Depth of Anticipated Scour/Erosion Used for Foundation Design on V Zone Certification, SECTION II 4
- ☐ Indicate Embedment Depth of Pilings or Foundation Below Lowest Adjacent Grade on V Zone Certification, SECTION II 5
- ☐ On V Zone Certification, SECTION III: V-ZONE CERTIFICATION STATEMENT must be certified by a registered professional engineer or architect. Initial all that apply.
- ☐ On V Zone Certification, SECTION IV, AREAS BELOW THE LOWEST FLOOR must be certified by a registered professional engineer or architect. Initial all that apply.
- ☐ On V Zone Certification, SECTION V: SAND DUNES AND MANGROVE STANDS must be certified by a registered professional engineer or architect. Initial all that apply
- ☐ On V Zone Certification, SECTION VII: UNDERGROUND FUEL TANKS must be certified by a registered professional engineer or architect. Initial all that apply
- ☐ On V Zone Certification, SECTION VIII: ABOVE GROUND FUEL TANKS must be certified by a registered professional engineer or architect. Initial all that apply
- ☐ On V Zone Certification, SECTION IX: SWIMMING POOLS must be certified by a registered professional engineer or architect. Initial all that apply
- ☐ On V Zone Certification, SECTION X: FILL must be certified by a registered professional engineer or architect. Initial all that apply
- ☐ On V Zone Certification, SECTION XI: EROSION CONTROL STRUCTURES must be certified by a registered professional engineer or architect. Initial all that apply

National Flood Insurance Program

V-Zone Certification

Property Information	For Insurance Company Use
Name	Policy Number
Structure Address or Other Description	
City State Zip Code	

SECTION I: FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Note: To be obtained from FIRMs in effect at the time of the certification

1. Community Number	2. Panel Number	3. Suffix	4. Date of FIRM Index	5. FIRM Zone

SECTION II: ELEVATION INFORMATION

Note: *This form is not a substitute for an Elevation Certificate. Elevations should be rounded to nearest tenth of a foot.*

1. Elevation of the Bottom of Lowest Horizontal Structure Member ..... _____ feet (NAVD 88)
2. Regulatory Flood Protection Elevation (BFE + Freeboard)..... _____ feet (NAVD 88)
3. Elevation of Lowest Adjacent Grade ..... _____ feet (NAVD 88)
4. Approximate Depth of Anticipated Scour/Erosion Used for Foundation Design..... _____ feet (NAVD 88)
5. Embedment Depth of Pilings or Foundation Below Lowest Adjacent Grade..... _____ feet (NAVD 88)

SECTION III: V-ZONE CERTIFICATION STATEMENT

Note: This section must be certified by a registered professional engineer or architect.

_____ I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:

a) The bottom of the lowest horizontal structure member of the lowest floor (excluding the pilings or columns) is elevated to or above the Regulatory Flood Protection Elevation; and,

b) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components, including grade beams and bracing, if applicable. Water loading values used are those associated with the base flood including wave action. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the flood, including wave action.

SECTION IV: AREAS BELOW THE LOWEST FLOOR

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting one of the following provisions:

_____ a) All areas below the lowest floor are free of obstruction (including open lattice work, insect screening, bracing and grade beams as allowed in accordance with FEMA Technical Bulletin 5 and ASCE 24); or

_____ b) Breakaway walls are constructed in accordance with prescriptive design in FEMA Technical Bulletin 9: Breakaway Walls; or

_____ c) Breakaway walls shall collapse from water load less than that which would occur during the base flood without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

SECTION V: SAND DUNES AND MANGROVE STANDS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

In accordance with 44 CFR 60.3(e)(7) and Paragraph G103.7 of the North Carolina Building Code, the construction:

_____ a) Does not alter sand dunes or mangrove stands; or

_____ b) Alters sand dunes or mangrove stands but does not increase potential flood damage.

SECTION VI: SEPTIC TANKS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

_____ a) There is not a septic tank serving the building; or

In accordance with 44 CFR 60.3(a)(3) and (6), Section G701.1 of the North Carolina Building Code, and ASCE 24-14 7.3 and 9.7, the sanitary sewer system:

_____ b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy and is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters; or

_____ c) Is located to avoid impairment to them or contamination from them during flooding.

SECTION VII: UNDERGROUND FUEL TANKS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

_____a) There is not an underground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure:

_____b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy, is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and calculated flood-related loads take into account the eroded ground elevation.

SECTION VIII: ABOVE GROUND FUEL TANKS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

_____a) There is not an above ground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure:

_____b) Is elevated to or above the Regulatory Flood Protection Elevation on a detached platform with a foundation that meets the requirements of Section III, or

_____c) is attached to a building and is elevated in accordance with ASCE 24-14 Table 4-1.

SECTION IX: SWIMMING POOLS

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

_____a) There is not a swimming pool or hot tub located on the subject property; or

In accordance with the North Carolina State Building Code Section G801.5, the North Carolina Residential Building Code Section AV103.3, and ASCE 24 9.6.2, the swimming pool / hot tub is either:

_____ b) Elevated so that the lowest horizontal structural member is at or above the Regulatory Flood Protection Elevation and is either (check one):

___ i) Located in or on elevated floors or roofs that are at or above the Regulatory Flood Protection Elevation; or

___ ii) Located and designed to be structurally independent of buildings and structures.

- OR -

_____c) Located and installed in-ground either (check one):

___ i) Designed and constructed to break away during design flood conditions without producing debris capable of causing significant damage to any structure; or

___ ii) Designed and constructed to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.

SECTION X: FILL

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

_____a) No fill has been placed on the site; or

_____b) Site compatible, nonstructural fill is either (check one):

___ i) Placed on the site is at less than a 5:1 (20%) slope; or

___ ii) Is at a greater than 5:1 (20%) slope but will not cause or worsen wave runup or wave reflection capable of damaging adjacent buildings.

SECTION XI: OTHER DEVELOPMENT

Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.

Bulkheads, seawalls, retaining walls, revetments, solid fences, privacy walls, docks, piers, and other similar structures are considered other development activities.

_____a) No other development activity has taken place on the site; or

_____b) Any other development activity as designed and constructed will not cause the diversion of floodwaters, wave runup, and wave reflection that would increase damage to adjacent buildings and structures.

SECTION XII: CERTIFICATION

Name of Certifier	**Title**		
Firm Name		**License Number**	
Street Address		**Phone Number and Email** ( )	
City	**State**	**Zip Code**	
Signature		**Date**	**Seal**

New Required Fields/Changes for Existing Fields for 2022 EC

CRS purposes only

** The following list of EC fields shows new or revised requirements for CRS purposes only for the new 2022 EC. All existing CRS requirements still apply to this new form since much of the form is very similar. All ECs signed and dated as of July 7, 2023, must be on the latest EC form. The new EC contains expanded and improved Instructions. Always refer to the EC Instructions first to answer any questions you may have.*

*** Not all CRS-required fields are included below; only the ones with new or revised requirements.*

FIELD	REQUIREMENT
SECTION A	
A5	Latitude and Longitude must now be on the EC and filled out correctly. See the Instructions for A5 on how to fill it out completely and correctly. Cannot be left blank. Datum must be indicated.
A6	At least two (four if possible) photos showing each side of the building are now required with every EC. To the extent possible, the photos must show the entire building and foundation. If flood openings are present, at least one photo is required that shows the foundation and a representative example of the flood openings. Photos must be in color and clearly visible to determine floors, openings, machinery/equipment, and other features of the building that are relevant. Keep this in mind when scanning ECs for CRS submittal.
A8b-f	These fields are newly formatted to better capture the amount and size of openings for crawlspaces/enclosures.
A8b	"Yes" or "No" or "N/A" must be marked. Cannot be left blank.
A8c	Enter the number of non-engineered flood openings present for the building (if one or more exists) and enter the number of engineered flood openings present for the building (if one or more exists). Only count the openings with the bottom within 1' of adjacent grade. "N/A" is desired if none exist.
A8d	If the building has non-engineered openings present, enter the total net open area of all those openings. "N/A" is desired if none exist.
A8e	If the building has engineered openings present, enter the total rated area of all those openings. "N/A" is desired if none exist.
A8f	Only needs to be filled out when both non-engineered and engineered openings exist for the building. This field must be the sum of A8.d. + A8.e. If either A8.d. or A8.e. are "0", enter "N/A".
A9b-f	These fields are newly formatted to better capture the amount and size of openings for attached garages.
A9b	"Yes" or "No" or "N/A" must be marked. Cannot be left blank.
A9c	Enter the number of non-engineered flood openings present in the attached garage (if one or more exists) and enter the number of engineered flood openings present in the attached garage (if one or more exists). Only count the openings with the bottom within 1' of adjacent grade. "N/A" is desired if none exist.
A9d	If the attached garage has non-engineered openings present, enter the total net open area of all those openings. "N/A" is desired if none exist.
A9e	If the attached garage has engineered openings present, enter the total rated area of all those openings. "N/A" is desired if none exist.
A9f	Only needs to be filled out when both non-engineered and engineered openings exist for the building. This field must be the sum of A9.d. + A9.e. If either A9.d. or A9.e. are "0", enter "N/A".
SECTION B	
B1a & B1b	NFIP Community Name and NFIP Community Number used to be in the same field on the previous EC. They are now split out into separate fields. Both must be entered and both must be correct.

SECTION C	
C2 Conversion Factor Used	This is a new field that must be answered with either "Yes" or "No" only when the datums from the BFE (B11) and Section C (C2) do not match. If "Yes" is selected, the conversion factor and explanation must be given in the Section D. Comments box.
C2f LAG Natural or Finished	Either "Natural" or "Finished" must be selected for every EC when Section C is used. Cannot be left blank.
C2g HAG Natural or Finished	Either "Natural" or "Finished" must be selected for every EC when Section C is used. Cannot be left blank.
C2h	This field is newly required for CRS. An elevation must be given for C2h if an attached deck or stairs is present. "N/A" is desired if neither exists.
SECTION D	
Comments Box	The newly expanded and improved EC Instructions clearly spell out numerous times further explanations are to be given in the Section D Comments box. Key instructions are: (1) If the datum for the FIRM differs from the datum for the elevations used for Section C, the conversion factor must be explained; (2) If machinery and/or equipment servicing the building is present, the machinery/equipment must be described and a location given for it; (3) If the "Attachments" box in Section D is checked, a description of the attachments must be included; (4) If openings are present for an enclosure or attached garage and the interior grade instead of the exterior grade was used to determine if they are within 1 foot of grade, this must be explained; (5) If engineered openings are used in the building, the manufacturer's name and model number must be provided. Also, the engineered opening certificate or ICC-ES report must be attached to the EC; (6) If a LOMA/LOMR-F or LOMR has been issued for the property, the letter date and Case number must be provided; (7) If the map in effect of the time of permitting is different than the current FIRM at the time of certification, all the required information from the previous FIRM (B4, B5, B7, B8, B9, B10 and B11) must be provided along with an explanation that this situation occurred for this building; (8) If the map information used is based on best available data like base-level engineering or advisory flood hazard date, provide this information; (9) If the surveyor cannot access the crawlspace floor to shoot the floor elevation, they must provide what procedure they used to determine the floor's elevation; (10) If additional surveyed floor elevations are needed for multiple floors or multi-level enclosures, clarify which floors are entered as C2a and C2b. If any of these situations exist and an explanation was needed but not given, this could result in an Error on the EC.
SECTION E	
Building Measurements Based On	When Section E is used instead of Section C, a new field was created here to show whether the EC is for "Construction Drawings", "Building Under Construction" or "Finished Construction". If Section E is filled out, one of these options must be selected. Remember, CRS requires only "Finished Construction" ECs.
E5	If the building is in an AO Zone with no flood depth number available, "Yes", "No", or "Unknown" must be selected. The local floodplain administrator must also certify this information as being correct by marking G2a. and providing name, signature and date in Section G.
Filling Out Sec. E	If the local official fills out Section E for a property owner, the local official must provide Name, Sign and Date Section G, not F.

SECTION F	
	Nothing newly required here.
SECTION G	
Address (Top of Page)	**Since this page is now required for CRS communities, be sure the complete address is provided on all pages of the EC.**
Name/Title Signature/Date	**Whenever *any* field in Section G is completed**, the local floodplain administrator must provide name, signature and date.
G8	"New Construction" or Substantial Improvement" must be marked every time. If the EC is for neither of these situations, it will not be needed for CRS review.
G11	"Yes" or "No" must be marked every time. If "Yes" is marked, a copy of the variance must be attached to the EC along with a description of the variance in the Section G. Comments box.
SECTION H	
	This is a new Section created for this EC form to help homeowners determine First Floor Height for insurance purposes without hiring a surveyor. Since it is for insurance purposes only, nothing here needs to be filled out for CRS purposes.
SECTION I	
	This is a new Section created for this EC form to go along with Section H. Since nothing in Section H is required for CRS purposes, no field in Section I is required for CRS either.

U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

OMB Control No. 1660-0008
Expiration Date: 06/30/2026

CRS EC Checklist

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

A1. Building Owner's Name: _____

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:
Either A2 or A3 must be completed, with City, State and Zip included

City: _____ State: _____ ZIP Code: _____

A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number:

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): describe as accurately as possible

A5. Latitude/Longitude: must be formatted correctly (see Instructions) Lat. _____ Long. _____ Horizontal Datum: one must be chosen ☐ NAD 1927 ☐ NAD 1983 ☐ WGS 84

A6. Attach at least two and when possible four clear photographs (one for each side) of the building (see Form pages 7 and 8).

A7. Building Diagram Number: Must be: 1A,1B,2A,2B,3,4,5,6,7,8,9 2, preferably 4, photos required (photos must be in color and clear)

A8. For a building with a crawlspace or enclosure(s): Enter "N/A" in fields that are not applicable. Blank fields are assumed to be "N/A"

a) Square footage of crawlspace or enclosure(s): _____ sq. ft.

b) Is there at least one permanent flood opening on two different sides of each enclosed area? one must be chosen ☐ Yes ☐ No ☐ N/A

c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade:
Non-engineered flood openings: _____ Engineered flood openings: _____

d) Total net open area of non-engineered flood openings in A8.c: _____ sq. in. Enter actual opening size

e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): Enter total rated area sq. ft.

f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): _____ sq. ft. Only required when both non-engineered and engineered openings are present

A9. For a building with an attached garage: Enter "N/A" in fields that are not applicable. Blank fields are assumed to be "N/A"

a) Square footage of attached garage: _____ sq. ft.

b) Is there at least one permanent flood opening on two different sides of the attached garage? one must be chosen ☐ Yes ☐ No ☐ N/A

c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade:
Non-engineered flood openings: _____ Engineered flood openings: _____

d) Total net open area of non-engineered flood openings in A9.c: _____ sq. in. Enter actual opening size

e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): Enter total rated area sq. ft.

f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): _____ sq. ft. Only required when both non-engineered and engineered openings are present

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1.a. NFIP Community Name: Must be entered and correct B1.b. NFIP Community Identification Number: Must be entered and correct

B2. County Name: _____ B3. State: _____ B4. Map/Panel No.: _____ B5. Suffix: _____

B6. FIRM Index Date: _____ B7. FIRM Panel Effective/Revised Date: _____

B8. Flood Zone(s): _____ B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): _____

B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9:
☐ FIS ☐ FIRM ☐ Community Determined ☐ Other: _____

B11. Indicate elevation datum used for BFE in Item B9: ☐ NGVD 1929 ☐ NAVD 1988 ☐ Other/Source: _____

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? ☐ Yes ☐ No
Designation Date: _____ ☐ CBRS ☐ OPA

B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? ☐ Yes ☐ No

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

City: Must match page 1 and all other pages State: ZIP Code:

FOR INSURANCE COMPANY USE

Policy Number:

Company NAIC Number:

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

only submit "Finished Construction" ECs

C2. Elevations – Zones A1–A30, AE, AH, AO, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO, A99. Complete Items C2.a–h below according to the Building Diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: Vertical Datum:

Indicate elevation datum used for the elevations in items a) through h) below.

☐ NGVD 1929 ☐ NAVD 1988 ☐ Other:

Datum used for building elevations must be the same as that used for the BFE. Conversion factor used? ☐ Yes ☐ No

if "Yes", provide conversion factor in Comments Section

If Yes, describe the source of the conversion factor in the Section D Comments area.

Items a), f) and g) must always have an elevation. If items b) - h) are not applicable, enter "N/A"

		Check the measurement used:	
a) Top of bottom floor (including basement, crawlspace, or enclosure floor):		☐ feet	☐ meters
b) Top of the next higher floor (see Instructions):		☐ feet	☐ meters
c) Bottom of the lowest horizontal structural member (see Instructions):		☐ feet	☐ meters
d) Attached garage (top of slab):		☐ feet	☐ meters
e) Lowest elevation of Machinery and Equipment (M&E) servicing the building (describe type of M&E and location in Section D Comments area):		☐ feet	☐ meters
f) Lowest Adjacent Grade (LAG) next to building: ☐ Natural ☐ Finished	one must be chosen	☐ feet	☐ meters
g) Highest Adjacent Grade (HAG) next to building: ☐ Natural ☐ Finished		☐ feet	☐ meters
h) Finished LAG at lowest elevation of attached deck or stairs, including structural support:		☐ feet	☐ meters

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by state law to certify elevation information. *I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.*

Were latitude and longitude in Section A provided by a licensed land surveyor? ☐ Yes ☐ No

☐ Check here if attachments and describe in the Comments area.

Certifier's Name: License Number:

Title:

Company Name:

Address:

City: State: ZIP Code:

All 4 highlighted items must be in this Section

Signature: Date:

Telephone: Ext.: Email:

Place Seal Here

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including source of conversion factor in C2; type of equipment and location per C2.e; and description of any attachments):

Use this space to describe type of mach/equip in C2e and location, engineered flood opening model #s and rated areas, datum conversions, map changes between permitting and certifying EC, and other relevant information not specified elsewhere on the certificate.

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

Must match page 1 and all other pages

City: State: ZIP Code:

FOR INSURANCE COMPANY USE

Policy Number:

Company NAIC Number:

SECTION E – BUILDING MEASUREMENT INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO, ZONE AR/AO, AND ZONE A (WITHOUT BFE)

For Zones AO, AR/AO, and A (without BFE), complete Items E1–E5. For Items E1–E4, use natural grade, if available. If the Certificate is intended to support a Letter of Map Change request, complete Sections A, B, and C. Check the measurement used. In Puerto Rico only, enter meters.

Building measurements are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

submit only "Finished Construction" ECs

E1. Provide measurements (C.2.a in applicable Building Diagram) for the following and check the appropriate boxes to show whether the measurement is above or below the natural HAG and the LAG.

a) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (C2.b in applicable Building Diagram) of the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E3. Attached garage (top of slab) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? ☐ Yes ☐ No ☐ Unknown

The local official must certify this information in Section G.

only when this applies must one of these be chosen

SECTION F – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge*

☐ Check here if attachments and describe in the Comments area.

Property Owner or Owner's Authorized Representative Name:

Complete Section F if Section E is used.

Address:

City: State: ZIP Code:

Signature: Date:

Telephone: Ext.: Email:

Comments:

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

Must match page 1 and all other pages

City: State: ZIP Code:

FOR INSURANCE COMPANY USE

Policy Number:

Company NAIC Number:

SECTION G – COMMUNITY INFORMATION (RECOMMENDED FOR COMMUNITY OFFICIAL COMPLETION)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Section A, B, C, E, G, or H of this Elevation Certificate. Complete the applicable item(s) and sign below when:

G1. ☐ The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by state law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)

G2.a. ☐ A local official completed Section E for a building located in Zone A (without a BFE), Zone AO, or Zone AR/AO, or when item E5 is completed for a building located in Zone AO.

G2.b. ☐ A local official completed Section H for insurance purposes.

G3. ☐ In the Comments area of Section G, the local official describes specific corrections to the information in Sections A, B, E and H.

G4. ☐ The following information (Items G5–G11) is provided for community floodplain management purposes.

G5. Permit Number: G6. Date Permit Issued:

G7. Date Certificate of Compliance/Occupancy Issued:

G8. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement

one must be selected for every EC. Only submit "New Const." or "Sub Imp." for CRS purposes.

G9.a. Elevation of as-built lowest floor (including basement) of the building: ☐ feet ☐ meters Datum:

G9.b. Elevation of bottom of as-built lowest horizontal structural member: ☐ feet ☐ meters Datum:

G10.a. BFE (or depth in Zone AO) of flooding at the building site: ☐ feet ☐ meters Datum:

G10.b. Community's minimum elevation (or depth in Zone AO) requirement for the lowest floor or lowest horizontal structural member: ☐ feet ☐ meters Datum:

one must be selected for every EC

G11. Variance issued? ☐ Yes ☐ No If yes, attach documentation and describe in the Comments area.

The local official who provides information in Section G must sign here. *I have completed the information in Section G and certify that it is correct to the best of my knowledge. If applicable, I have also provided specific corrections in the Comments area of this section.*

Local Official's Name: Title:

NFIP Community Name:

Telephone: Ext.: Email:

Address:

City: State: ZIP Code:

Complete all 4 highlighted fields. When any field (G1 - G11) in Section G is completed, these 4 fields must be completed.

Signature: Date:

Comments (including type of equipment and location, per C2.e; description of any attachments; and corrections to specific information in Sections A, B, D, E, or H):

The local floodplain manager can use this section to add any additional notes or to make corrections on the form

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: _____

NOT REQUIRED FOR CRS

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

SECTION H – BUILDING'S FIRST FLOOR HEIGHT INFORMATION FOR ALL ZONES (SURVEY NOT REQUIRED) (FOR INSURANCE PURPOSES ONLY)

The property owner, owner's authorized representative, or local floodplain management official may complete Section H for all flood zones to determine the building's first floor height for insurance purposes. Sections A, B, and I must also be completed. Enter heights to the nearest tenth of a foot (nearest tenth of a meter in Puerto Rico). ***Reference the Foundation Type Diagrams (at the end of Section H Instructions) and the appropriate Building Diagrams (at the end of Section I Instructions) to complete this section.***

H1. Provide the height of the top of the floor (as indicated in Foundation Type Diagrams) above the Lowest Adjacent Grade (LAG):

a) **For Building Diagrams 1A, 1B, 3, and 5–9.** Top of bottom floor (include above-grade floors only for buildings with subgrade crawlspaces or enclosure floors) is: _____ ☐ feet ☐ meters ☐ above the LAG

NOT REQUIRED FOR CRS

b) **For Building Diagrams 2A, 2B, 4, and 6–9.** Top of next higher floor (i.e., the floor above basement, crawlspace, or enclosure floor) is: _____ ☐ feet ☐ meters ☐ above the LAG

H2. Is **all** Machinery and Equipment servicing the building (as listed in Item H2 instructions) elevated to or above the floor indicated by the H2 arrow (shown in the Foundation Type Diagrams at end of Section H instructions) for the appropriate Building Diagram?

☐ Yes ☐ No

SECTION I – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and H must sign here. *The statements in Sections A, B, and H are correct to the best of my knowledge.* **Note:** If the local floodplain management official completed Section H, they should indicate in Item G2.b and sign Section G.

☐ Check here if attachments are provided (including required photos) and describe each attachment in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

NOT REQUIRED FOR CRS

City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____

Telephone: _____ Ext.: _____ Email: _____

Comments: