Guidelines
Review, Acceptance & Filing
of
Elevation/Floodproofing Certificates

1 Purpose: These guidelines are designed to ensure City compliance with National Flood Insurance Program (NFIP) requirements allowing for the continued issuance of flood policies and discounted insurance rates.

2 Elevation Certificates Required:

2.1 New Construction:

2.1.1 One "Finished Construction" elevation certificate is required before issuance of Certificate of Occupancy.

2.1.2 A "Construction Drawings" elevation certificate isn't required if the plans submitted for approval adequately demonstrate compliance with floodplain requirements.

2.2 "Substantial" Construction:

2.2.1 An existing structure to experience "substantial construction" requires…

2.2.1.1 A "Construction Drawings" elevation certificate before a building permit is issued.

2.2.1.2 A "Finished Construction" elevation certificate is required before issuance of Certificate of Occupancy.

3 Review & Acceptance:

3.1 Current Version: Newly issued certificates shall be on the current NFIP form. (As of December 2010, the current Elevation Certificate form is OMB No. 1660-0008, expires march 31, 2012.)

3.2 Completed Certificates: Certificates must be…

3.2.1 Complete

3.2.2 Original Document (Facsimile submission/copies not acceptable)

3.2.3 Signed & sealed by a Florida licensed and registered professional land surveyor

3.2.3.1 Embossed seals must be shaded for digital imaging

3.2.4 All sides, of all certificate pages, shall be submitted, including any pages purposely & appropriately left blank.

3.3 Certificate of Occupancy: Elevation Certificate for "Finished Construction" is required before a Certificate of Occupancy is issued.

3.4 Floodproofing: When floodproofing has been completed, a Floodproofing Certificate (FEMA form 81-65) shall be recorded instead of an Elevation Certificate.

3.5 Legal descriptions: Book & Page entries alone do not constitute a legal description

3.6 Verify correct street names: Street names need to be verified against list of official names to ensure accuracy.

3.7 Permitted vs. Constructed: Building diagram on elevation certificate needs to agree with what was permitted and constructed.

3.8 Correct FIRM Information Required:
- 3.8.1 FIRM Index Date
- 3.8.2 FIRM Panel Number
- 3.8.3 Suffix
- 3.8.4 Panel Date
- 3.8.5 City's Community Identification Number (CID 120168)

3.9 "New" or "Substantial" Construction
- 3.9.1 Certification by engineer/architect as to adequacy of foundation and anchoring design.
- 3.9.2 In a "V" Zone – V-Zone Certification Form Required

4 Filing:

4.1 No notations, marks, annotations on the certificates
- 4.1.1 If notations are desired, make them on a copy

4.2 Copy both sides, and all pages, of all certificates, regardless if no entries appear on the pages.

4.3 Don't hole punch certificates (destroys/removes data)

4.4 Original documents shall be stored in the licensing/permitting files within the Building/Licensing department. Other document storage points are optional, but shall contain only copies or digitalized images.

5 Public Availability (*Pending*):

5.1 Maintain an online image database of all certificates and make easily available to general public. (Scott Fraser is working on this).
- 5.1.1 Develop method wherein newly received certificates are added to database.

National Flood Insurance Program
V-Zone Certification

(For New Construction, Substantial Improvements, and Substantially Damaged Structures)

Section 1: Structure Location and Ownership Information

Structure Owner _____

Structure Address _____

City _____ State _____ Zip Code _____

Structure Location_____

Latitude N_____ Longitude W_____ County_____

Other Legal Description_____

Coastal Barriers Resource System (CBRS) Area/OPA: Yes □ No □ Designation date: ____/ ____/ ____

Date of Construction: ___ _/__ __/___ _ Improvement □ Restoration □ New Building □

Section 2: Flood Insurance Rate Map (FIRM) Data

Note: This information is NOT a substitute for an Elevation Certificate.

Community Name _____ Community ID No. _____ FIRM Panel Number _____

Suffix ____ Effective Date of FIRM Panel _____ Index Date _____ LOMC Date _____

Section 3: Elevation Information

(Must be certified by a registered professional engineer, architect, or surveyor, authorized by State to certify such information.)

Note: Elevations should be rounded to one tenth of a foot.

1. Elevation of the bottom of the lowest horizontal structural member…….. _____ feet
2. Base Flood Elevation (BFE)…… _____ feet
3. Elevation of Lowest Adjacent Grade (LAG)……... _____ feet
4. Elevation of Highest Adjacent Grade (HAG)…… _____ feet
5. Foundation type: Piling □ Column □
6. Foundation Description: _____
7. Estimated depth of scour/erosion used for foundation design…….…….. _____ feet
8. Embedment depth of pilings or foundation below LAG…… _____ feet
9. Datum used: NGVD 29 □ NAVD 88 □ Other □ _____

Section 4: Foundation Design & Anchoring Certification

(Must be certified by a registered professional engineer or architect, authorized by State to certify such information.)

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

(i) The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to above the Base Flood Elevation; and

(ii) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, lateral movement, and other structural damage from the effects of wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood. Wind loading values used are those required by the applicable State or local building code. The potential erosion and scour at the foundation have been incorporated in design for conditions associated with the base flood, including wave action.

Section 5: Breakaway Wall Design Certification

(Must be certified by a registered professional engineer or architect, authorized by State to certify such information.)

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

(i) Breakaway walls shall collapse under wind and water loads less than those that would occur during the base flood;

(ii) The elevated portion of the building and supporting foundation system shall not be subject to flotation, collapse, lateral movement, and other structural damage due to the effects of wind and water loads acting simultaneously on all building components (wind and water loading values to be used are defined in Section 4).

Section 6: Certification

Check one: **Section 4** □ **Section 5** □ **Sections 4 & 5** □

Certifier's Name (print) _____

Title _____

License number_____ State _____

Telephone Number _____ EMAIL _____

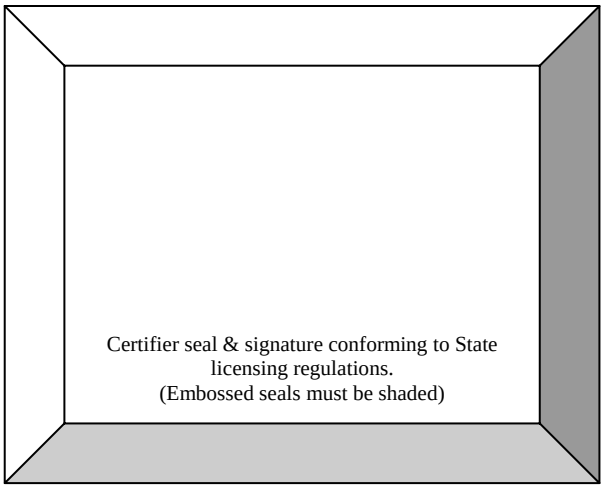
Company Name _____

Address _____

City _____ State _____ Zip Code _____

Signature _____

Date _____



Acceptance Checklist for Elevation Certificates

Overall

- ☐ Current Version: (as of January 2011, the current version is OMB No. 1660-0008, expires march 31, 2012.)
- ☐ Certificates complete
- ☐ Original Document (Facsimile submission/copies not acceptable)
- ☐ Permitted vs. Constructed: Building diagram on elevation certificate needs to agree with what was permitted and constructed.

Section "B" (verify accuracy):

- ☐ "B1" - Community ID# 120168
- ☐ "B4" – Map/Panel #
- ☐ "B5" -Suffix (Usually "K")
- ☐ "B6" - FIRM Index Date (2/18/2005)
- ☐ "B7" – FIRM Panel Eff. Date (usually 2/18/2005)
- ☐ "B7" – FIRM Panel Number
- ☐ "B8" – Flood Zone
  - o V-Zone requires additional cert.
- ☐ "B9" – BFE
- ☐ "B10" – "FIRM" checked

Section "C"

- ☐ "C1" - "Finished Construction" required for C/O

Section "D"

- ☐ Signed & sealed by a Florida licensed and registered professional land surveyor
- ☐ Embossed seal shaded (for digital imaging)

V-Zone Certificate

- ☐ Repeat all of above for separate V-Zone certificate

Handling:

- No notations, marks, annotations on the certificates
- If notations are desired, make them on a copy
- Copy both sides, and all pages, of all certificates, regardless if no entries appear on the pages.
- Don't hole punch certificates (destroys/removes data)
- Original documents shall be stored in the licensing/permitting files within the Building/Licensing department. Other document storage points are optional, but shall contain only copies or digitalized images.