CITY OF KISSIMMEE

MISCELLANEOUS ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION PACKET

The following application is to be used for any exterior/interior alteration, interior build out, demolition, relocating a building, roof/re-roof/roof over, permanent and temporary signage, addition, or change of occupancy to an existing single family dwelling unit, multi-family dwelling unit or commercial building. Such accessory structures include may include but not limited to awning; charity drop box/recycling collection container; communication tower; construction/sales trailer; dumpster enclosure; fence/wall; foundation; handicapped ramp; pool, hot tub, Jacuzzi, spa; screen room/enclosure; shed; slab with footer; slab without footer; solar panel; shutters and above/below ground tank.

Application packet includes:

- Miscellaneous Building Permit Application requires entire completion prior to submittal;
- A checklist identifying the minimum requirements for various improvements being proposed;
- 911 Address Notification form must be completed to create new addresses, change an existing address and to verify property addressing for a property;
- Floodplain Form must be completed in its entirety prior to submittal if any portion of the subject property is located within a Flood Plain or Flood Way;
- Elevation Certificate must be completed by a Surveyor when located in a flood zone that shows the elevation of the lowest equipment, lowest floor (top of bottom floor), lowest (LAG) & highest (HAG) adjacent grade;
- Owner-Building affidavit if the property owner choses to do the construction; and
- Notice of Commencement is to be completed when construction value exceeds $2,500.00 and submitted prior to first inspection.

NOTE: Separate Mechanical, Electrical and/or Plumbing permit applications must also be submitted for various proposed projects. For specifics or general questions, please visit our website at www.kissimmee.org, email us at ePermitHelp@kissimmee.org or call our Building Division at 407-518-2379. Once completed, the above documents along with the permit review fee must be submitted to the City of Kissimmee Development Services Building Division located at 101 Church St., Suite 120 Kissimmee, FL 34741.

Project	*Progressive Review Time*
➢ Submittal of application and necessary documents	
➢ Staff review *	0-10 days
➢ Permit issuance	0-1 day
Approximate Time of Review Total	0-11 days *

** Estimations may vary. Review time is dependent upon request type, necessary revisions, resubmittals, and any other required documentation.*

Permit #:_____

CITY OF KISSIMMEE
MISCELLANEOUS ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION
CURRENT FLORIDA BUILDING CODE IN EFFECT

1. JOB ADDRESS:

2. PARCEL ID#:

3. CONTRACTOR:		LICENSE #:	
ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	

4. PROPERTY OWNER:			
ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	

5. PROJECT ARCHITECT/DESIGNER:		LICENSE #:	
ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	

6. PROJECT ENGINEER:		LICENSE #:	
ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	

7. FILING REPRESENTATIVE:			
ADDRESS:	CITY:	STATE:	ZIP:
PHONE #:	E-MAIL:	FAX #:	

8. IS THE PROPERTY: ☐ SINGLE FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL

9. TYPE OF PERMIT REQUESTED: ***(Check the permit type and their respective subcategories for all those that apply)***

9.a ☐ ACCESSORY STRUCTURE. (Construction of an accessory structure that is on the same lot but not attached to an existing building)

- ☐ AWNING. (Installation of a canvas or other material type stretched on a frame and used to keep the sun or run off a storefront, window, doorway or deck)
- ☐ CHARITY DROP BOX / RECYCLING CONTAINER. (Installation of an unmanned container that serves as an incidental use for neighborhood drop-off point for temporary storage of charitable items)
- ☐ COMMUNICATION TOWER. (Construction or alteration of a tower and/or electrical cabinet used for communication devices)
- ☐ CONSTRUCTION POWER POLE. (Installation of a temporary power pole used during construciton)
- ☐ CONSTRUCTION / SALES TRAILER. (Installation of a temporary trailer used during construction or as a sales trailer)

☐ DUMPSTER ENCLOSURE. (Construction of a walled enclosure erected around a dumpster pad)

☐ FENCE / WALL. (Construction of a PVC, wood, aluminum, masonry, vinyl coated chain link or any other type of ornamental fence or wall)

TYPE:_____ HEIGHT:_____ LENGTH:_____

☐ FOUNDATION. (The early construction of a building foundation prior to the release of a permit)

☐ HANDICAPPED RAMP. (Construction of an exterior handicapped ramp leading to the building entrance)

☐ POOL / HOT TUB / JACUZZI / SPA. (Construction of a pool or hot tub / Jacuzzi / spa)

☐ SCREEN ROOM / ENCLOSURE. (Construction of a screen room or porch enclosure that has a hard pan or open aired roof)

☐ SHED. (Construction of a detached shed that is prefabricated or built on site)

☐ SLAB WITH FOOTER. (Construction of a flat concrete plate with supports of reinforced rebar poured into an excavated trench that is used typically for floors)

☐ SLAB WITHOUT FOOTER. (Construction of a flat concrete plate that does not support a structure)

☐ SOLAR PANEL. (Installation of panels and its components used to generate electricity)

☐ SHUTTERS. (Installation of a solid or louvered movable cover for a window and door)

☐ TANK - ABOVE GROUND. (Installation of an above ground tank typically used for gas or other chemical components)

☐ TANK - UNDERGROUND. (Installation of a underground tank typically used for gas or other chemical components)

9.b ☐ ADDITION. (Construction of an addition to an existing building)

9.c ☐ CHANGE OF OCCUPANCY. (To allow a new use within an existing space such as a use permit or alteration. A use permit has no structural change or alteration. Any mechanical, electrical and plumbing must be filed separately)

CURRENT USE:_____ PROPOSED USE:_____

9.d ☐ DEMOLITION. (Demolition of the entire building or a portion of the building)

☐ ENTIRE BUILDING - DEMOLITION. (Demolition of the entire building and clearing the site)

☐ PARTIAL DEMOLITION. (Internal demolition of only a portion of the building interior or external demolition of only a portion of a building exterior)

9.e ☐ EXTERIOR ALTERATION. (The exterior change to an existing building such as aluminum, wood, soffitt or stucco siding and exterior door and window installation. This includes demolition required for repair.)

9.f ☐ INTERIOR ALTERATION. (The interior alteration of an existing building such as changing walls. This includes demolition required for repair.)

9.g ☐ INTERIOR BUILD OUT. (The interior build out of an existing shelled building)

9.h ☐ RELOCATION / MOVING A BUILDING. (Moving an existing building to an alternate location)

9.i ☐ ROOF. (Installation of a new roof including truss, paneling, felt or shingles for new structures; re-roof for the repair or tear off of existing roofs; and roof over for the installation of a roof over existing material)

☐ NEW ROOF. (Installation of a new roof including truss, paneling, felt or shingles/tiles/aluminum for a new structure)

☐ RE-ROOF. (Repair or tear off of existing roofs and replacing with new felt and shingles/tiles/aluminum)

☐ ROOF OVER. (Installation of a roof over existing material)

9.j ☐ SIGNAGE, PERMANENT. (Permanent signage used for place of business, such as ground signs [monument, wayfinding, off-site directional, flag poles] and building signs [wall, projecting, under canopy, awning, directory, building identification, window and instructional])

☐ AWNING. (Permanent sign affixed to an awning)

☐ BUILDING IDENTIFICATION. (Sign installedonly on a building of 3 stories or more in height to identify only the name of the building development)

☐ DIRECTORY. (An index consisting of the names of tenants of an office building, shopping center or other multi-tenant business complex)

☐ GROUND. (Any freestanding solid monument structure containing a sign face which is supported solely by its own ground-mounted base not exceeding two feet in height and which is not attached or affixed in any way to an building or other structure)

☐ FLAG POLE. (Pole installed in the ground or attached to a building used to hoist a flag)

☐ INSTRUCTIONAL. (A noncommercial sign erected to provide information to pedestrian and vehicular traffic such as "entrance," "exit," and "no tresspassing")

☐ OFF-SITE DIRECTIONAL. (Any sign that advertises or directs the public to a location other than where the sign is located)

☐ PROJECTING. (A sign directly attached to and extending from a building or other structure by more than 15 inches)

☐ UNDER CANOPY. (A sign hung underneath a pedestrian shelter, such as under an awning or canopy)

☐ WALL. (A sign which is affixed to and flat against an exterior wall, fascia, cantilever, marquee, mansard, door or window of any building which is parallel thereto and supported by said wall, fascia, cantilver, marquee, awning, mansard or building. Cannot project higher than the top of the wall, fascia, mansard or building)

☐ WAYFINDING. (A directional sign often times located in the interior of multi-tenants centers intended to direct onsite traffic to specific tenants within the development)

HEIGHT:_____ SIZE/AREA:_____

9.k ☐ SIGNAGE, TEMPORARY. (Temporary signs used for a place of business, such as banners, feather banners, cold air balloons, future occupant, mobile trailer and human signs)

☐ BANNER. (A temporary sign having characters, letters or illustrations applied to cloth, paper or fabric of any kind with only such material for backing)

☐ COLD AIR BALLOON. (Any sign of uric type material, inflated by cold air to a point of semi-rigidity for the purpose of floating above the ground)

☐ FEATHER BANNER. (A temporary feather-shaped sign consisting of a fabric material attached to a freestanding support pole)

☐ FUTURE OCCUPANT SIGN. (A temporary sign intended to advertise a business that has not yet opened or occupied the location where the sign has been placed. This sign is intended to provide public notice of future businesses until they can obtain a permit for permanent signage)

☐ HUMAN SIGN. (A sign that is held or worn, including customes, by a person for the purpose of advertising a commercial message)

☐ MOBILE TRAILER. (An electronic message board attached to a portable trailer typically used in a temporary fashion to inform the public of necessary events, detours, construction activity, or other items that may affect pedestrian and vehicular traffic flow)

HEIGHT:_____ SIZE / AREA:_____

DATE TO BE INSTALLED:_____ DATE TO BE REMOVED_____

9.l ☐ TENT. (Installation of a temporary tent typically used for special occassions)

HEIGHT:_____ SIZE/AREA:_____ DATE TO BE INSTALLED:_____ DATE TO BE REMOVED:_____

10. TYPE OF CONSTRUCTION: ☐ 1A ☐ 1B ☐ 2A ☐ 2B ☐ 3A ☐ 3B ☐ 4A ☐ 4B ☐ 5A ☐ 5B

11. OCCUPANCY CLASSIFICATION:

	☐ A-1 - Assembly	☐ A-2 - Assembly	☐ A-3 - Assembly
☐ A-4 - Assembly	☐ A-5 - Assembly	☐ B - Business	☐ E - Education
☐ F-1 - Factory	☐ F-2 - Factory	☐ F-3 - Factory	☐ H-1 - High Hazard
☐ H-2 High Hazard	☐ H-3 High Hazard	☐ I-1 - Institutional	☐ I-1 - Institutional
☐ I-2 - Institutional	☐ I-3 - Institutional	☐ I-4 - Institutional	☐ M - Mercantile
☐ R-1 - Residential	☐ R-2 - Residential	☐ R-3 - Residential	☐ R-4 - Residential
☐ S-1 - Storage	☐ S-2 - Storage	☐ U - Utility & Misceallaneous	☐ D - Daycare

12. DESCRIPTION OF WORK:

13. NUMBER OF STORIES:	**14. TOTAL SIZE OF BUILDING:** *Sq.Ft.*
15. TOTAL SIZE OF PROPOSED WORK AREA: *Sq.Ft.*	**16. ZONING DISTRICT:**
17. FINISH FLOOR ELEVATION: *Sq.Ft.*	**18. FLOOD ZONE:**

19. ARE YOU REQUESTING ELECTRICAL POWER IN ORDER TO TEST THE SYSTEMS PRIOR TO THE FINAL INSPECTION?:

☐ YES (See attached pre-power form and submit it along with this application) ☐ NO

20. IS ANY PORTION OF THE SUBJECT PROPERTY WITHIN THE FLOOD PLAIN OR FLOOD WAY?:

☐ YES (See attached floodplain form and submit it along with this application) ☐ NO

21. ESTIMATED CONSTRUCTION VALUE *(Include material and labor cost)*: $_____

IF CONSTRUCTION VALUE EXCEEDS $2,500.00, A NOTICE OF COMMENCEMENT MUST BE SUBMITTED PRIOR TO THE FIRST INSPECTION. FAILURE TO RECORD A "NOTICE OF COMMENCEMENT" MAY RESULT IN YOUR PAYING TWICE FOR THE IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING YOUR "NOTICE OF COMMENCEMENT". (See attached Notice of Commencement form and submit it along with this application)

********** **NOTICE** **********

SEPARATE PERMITS ARE REQUIRED FOR FIRE SYSTEMS, ALARMS, IRRIGATION, GAS, LOW-VOLTAGE, GREASE TRAPS, EACH SIGN, POOL, FENCE, SCREEN ROOM, & OTHER ACCESSORY STRUCTURE. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OF ISSUANCE, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED, AT ANY TIME, FOR A PERIOD OF 6 MONTHS AFTER WORK IS COMMENCED.

22. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I further certify that no work has been commenced prior to the issuance of the permit, and that all work will conform to the applicable laws of construction under this jurisdiction.

___/___/___ _____ _____
Date *Printed Name of Contractor* *Signature of Contractor*

___/___/___ _____ _____
Date *Printed Name of Owner* *Signature of Owner*

****ALL PRE-SIGNED / ABSENTEE FORMS MUST BE NOTARIZED****

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____ by _____ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____ as identification.

_____Notary Public – State of Florida, Osceola County My Commission Expires: _____

FOR OFFICE USE ONLY						
Accepted By:	Date:	Reviewed By:	Date:	District: ☐ HD	☐ D-CRA	☐ V-CRA ☐ N/A
Application Fees						
Base Permit Fee:	Building Review Fee:	Fire Review Fee:	Balance Due:			
Mobility / Impact Fees						
Mobility:	Water/Sewer:	School:	Recreation:	Balance Due:		

MINIMUM REQUIREMENTS FOR INTERIOR ALTERATIONS TO EXISTING BUILDINGS

The intent of this form is to assist designers in the development of plans. The requirements listed below are derived from Section 106.3.5, 2007 Florida Building Code, Florida Statutes, Florida Administrative Code, and local ordinances.

REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION	
1.	Complete building permit application and plan review fee. Call **407.518.2379** concerning calculation of fees.
2.	Key plan showing the location of the tenant space and the type of occupancy of the adjacent tenant spaces.
3.	If exterior components are being retrofitted provide three (3) copies of product approvals for exterior components (doors, windows, roofing, skylights, storefronts, etc) **(FS 553.842 and Rule 9B-72)**.
4.	Florida Energy Efficiency Forms **(2010 Florida Energy Code)**. : If the building envelope, mechanical equipment, water heating systems, electrical, and lighting are being retrofitted, provide three (3) complete sets of Form 400C or Method B of sub-chapter 13-4 **(FBC Chapter 13, Section 13-101.1.3)**. All sheets shall contain the signatures of the person who performed the calculations, owner/agent, architect, electrical, mechanical, plumbing, and lighting designers.

PLANS, DETAILS, AND SPECIFICATIONS	
1.	Plans and specifications: Plan drawn to scale with sufficient clarity and detail to indicate the nature and scope of work. Such drawings shall contain information, in the form of notes or otherwise, as to the quality of materials, where the quality is essential to conforming with the technical codes of the **2010 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, 2008 National Electrical Codes, and the 2009 Florida Fire Prevention Code and NFPA 101 Life Safety Code.** Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All drawings, specifications and accompanying data shall bear the name, registration number, seal, and signature of the person(s) responsible for the design. **NOTE: All structural plans shall be signed and sealed by a design professional.** The following information is **required** to be provided on the title page.

	1. Project Identification 2. Project address and location map 3. Listing of Design professionals 4. The Prime professional. The design professional that is responsible for project coordination. All communications will be directed through this individual. 5. Design Criteria List • Occupancy group(s) • Type(s) of construction • Square footage/Allowable area (area modification calculations, if applicable) • Height and number of stories (height modification calculations, if applicable) • Fire sprinkler requirements (if applicable) • Fire alarm requirements (if applicable) • Occupant load and method for calculation. • Capacity of means of egress and method for calculation
2.	Demolition plans must identify the removal of interior non-bearing and bearing walls. If interior bearing walls are removed then a shoring plan must be provided. **Note: All demolition must be accompanied with an asbestos notification statement as required by FBC Section 105.9 and FS 469.003.**
3.	Occupancy group and special occupancy shall be noted as determined by **Chapter 3 and 4**.
4.	Minimum type of construction shall be noted as determined by FBC **Table 503**.
5.	The floor plan shall include the following details: • All floor levels including basements, mezzanines, and useable attic spaces. • Indicate rooms with their primary use, overall interior dimensions, and locations of structural elements and openings. • Provide door specifications, door hardware and window schedules. • The fire resistance rating of vertical enclosures, walls, partitions, occupancy separations, opening protectives, and exterior walls. • Details and dimensions of handicapped accessibility features. • Location of attic access. • Location of rooftop access.
6.	Fire resistant construction requirements shall be shown and shall include the following components: • Fire resistance rated fire walls, fire barriers, fire partitions, and smoke barriers. • Fire resistance rated, floor/ceiling assemblies and ceiling/roof assemblies. • Fire resistance rating for structural elements by type of construction. **(FBC Table 601)**. • Fire resistance rating requirements for exterior walls **(FBC Table 602)**. • Openings protectives **(FBC Section 715 and Table 715.4.**). • Details for listed assemblies of rated walls, floors/ceilings, and shaft enclosures UL or another nationally recognized testing laboratory or calculated fire resistance per **FBC Section 721.** • Membrane and through penetration firestop systems and joint systems. • Fire resistance rated joint systems. • Fire and smoke dampers. • Fire blocking and draft stopping. • Door and window schedule and their listing.
7.	Interior finish requirements shall include the following: • Complete floor, wall, and ceiling finish schedule. • Interior finish (flame spread/smoke development) as determined by **803.1 and Table 803.9.** • Light and ventilation. • Sanitation.
8.	Fire suppression systems: • Fire sprinklers. • Standpipes. • Kitchen hood systems and paint booths.
9.	Life Safety systems shall be determined and shall include the following requirements: • Occupant load and egress capacities.

	• Smoke control. • Stair pressurization. • Systems schematic. • The location of fire alarm system control panel, annuciators, and peripherals (smoke detectors, duct detectors, audible/visual devices, pull stations, etc.
10.	Occupancy Load/Egress Requirements including the following: • Occupancy load gross and net. • Means of egress, exit access, exits, and exit discharge. • Stair construction and protection. • Emergency lighting and exit signs. • Specific occupancy construction requirements and corridors/horizontal exits/exit passageways.
11.	All material details and specifications shall be listed and shall include the following: • Wood. • Steel. • Aluminum. • Glass. • Masonry. • Gypsum board/plaster.
12.	• Accessibility requirements shall include the following **(2010 Florida Accessibility Code and FS 553.501 - 13).** Site requirements showing accessible parking and exterior accessible route serving the site and structure. • Accessible route within the structure. • Vertical accessibility. • Areas of rescue assistance. • Toilet and bathing facilities. • Drinking fountains. • Equipment. • Special occupancy requirements. • Fair housing requirements.
13.	Plumbing plans shall include the following details and specifications: • Designer name, phone number, email, registration number, seal and signature shall be on all plans. • Minimum number of fixtures as determined by **Table 403.1**. • Plumbing floor plan. • Plumbing fixture schedule. • Water distribution riser diagram and a sanitary/grease waste and vent schematic. • Type and size of potable water supply and distribution piping. • Type and size of sanitary waste and vent piping. • Size, location and installation of the water heater to include T/P valve and pan discharge piping, and thermal expansion devices. • Location for termination of plumbing vents. • Location of main water shut off valve for each structure/tenant space. • Location of cleanouts. • Grease interceptor/trap sizes and locations and grease waste line details and specifications. • Materials used for insulation of water piping. • Roof drainage plan.
14.	Mechanical plans shall include the following: • Designer name, phone number, email, registration number, seal and signature shall be on all plans. • Duct layout that includes the size and type of duct materials, ceiling grilles and diffusers. • Insulation r-value for duct systems. • Support method for ducts. • Details of routing and terminating restroom exhaust ducting to the outside. • Restroom exhaust fan capacity and specifications for restroom exhaust duct material. • Size and type of materials to be used for condensation piping. • Condensation piping discharge point and details for approved place of disposal. • Location and support method for air handling equipment. • Anchorage of exterior pad and rooftop mounted installed HVAC and refrigeration equipment. • Elevation of rooftop mechanical equipment **(FBC Section 1509.7).**

	• Exhaust systems including clothes dryers, kitchen equipment, and specialty equipment systems. **Note: Commercial kitchen exhaust systems and paint booths require signed and sealed manufacturer's shop drawings.** • Duct closures (UL 181 approved tapes, mastic…etc). • Chimneys, fireplaces, and venting. • Refrigerant type and piping type and size.
15.	Fuel - Gas plans shall include the following: • Designer name, phone number, email, registration number, seal and signature shall be on all plans. • Gas appliance/equipment specifications to include input and output Btuh or Mbtu and required installation clearances. • Gas piping layout. • Gas riser diagram that shows pipe length, shut-off valves and pipe sizing. • Regulator type. • Material specifications for gas piping. • Type, size, and location for termination of venting to include clearances above the roof. • Combustion air compliance. • Type of fuel. • L P tank locations and impact protection.
16.	Electrical plans shall comply with the **2008 National Electrical Code** and shall include the following: • Designer name, phone number, email, registration number, seal and signature shall be on all plans. • Type, location, and capacity of all service equipment and method of connection to the electrical utility. • Electrical load calculations. • Voltage drop calculations **(2010 Florida Energy Code, Section 505.7.3)**. • Specifications for grounding electrode system and equipment grounding. • Load calculations. • Details of panelboard, switchboard, and distribution centers, showing type and arrangement of switches, over-current devices, and general control equipment • Electrical fixture specifications. • Electrical panel directories schedules showing wattage or amperage and the number of active or branch circuits to be installed, and the number of spare or branch circuits for future use. • Single-line wiring diagrams that indicate conductor gage, grounding conductor gage, and conduit size. • Insulator type(s) and gage(s) of conductors for branch and feeders circuits and their prescribed use limitations. • Conduit type(s) and size(s) and their prescribed use limitations. • Identification of receptacles requiring ground-fault protection. • Show means of disconnection and rating for the HVAC equipment, motors, generators, transformers and water heaters. • The location of every proposed outlet, including switches, emergency lighting, and exit signs. • The location, voltage, horsepower, kilowatt, or similar rating of every motor or generator.

MISCELLANEOUS ACCESSORY STRUCTURE PLAN CHECKLIST

Miscellaneous Accessory Structure plan review in ePermits require the following:

Application:

- Complete submittal of the attached application packet, signed by a Florida Licensed General Contractor;
- Proof of ownership and authorization; and
- Permit review fees (cash, checks or money orders made out to the City of Kissimmee, MasterCard or Visa).

Required items at time of application submittal:

- 911 Address Notification Form must be completed to create a new address, change an existing address and to verify proper addressing for the property;
- Floodplain Form must be completed by the contractor when any portion of the subject property is located within a Flood Plain or Flood Way;
- Elevation Certificate must be completed by a Surveyor that shows the elevation of the lowest equipment or lowest floor of a structure;
- Fire Protection Form must be completed if installing sprinklers, fire suppression systems, alarms and/or underground fire mains;
- T-Pole section of the electrical permit completed by contractors who would like the ability to get temporary power for construction;
- A certified recorded Notice of Commencement must be completed by the owner when construction value exceeds $2,500.00;
- Pre-Power Form must be completed by an electrical contractor to test electrical systems prior to final inspection;
- TUG (Temporary Underground) program requirements & agreement forms to be completed by contractors who would like the ability to get a permanent meter installed as soon as the lintel or tie beam is installed on any concrete block buildings.

Miscellaneous:

- Mobility and Water/Sewer Impact Fees apply and will be required to be paid in full prior to the release of a permit. For questions regarding Water/Sewer, please contact Toho Water Authority (407.944.5022) or visit www.tohowater.com. For all others, please contact the Building Division (407.518.2379).

Uploading standards:

No plans are to be submitted at the time of application packet submittal. Once the application is received, the City Permit Coordinator will contact the applicant via email to upload applicable plans and supporting documents into ePermits. ePermits is the City's web-based program that allows applicants to submit, review, obtain comments and receive approvals electronically.

- At a minimum, Internet Explorer Version 6 or greater browser running on a Windows 7 operating system.
- A minimum 3 inch wide by 3 inch high clear space must be reserved on each sheet and be directly to the left of the title block. All title blocks must be exactly 3 inches in width.
- All plans must be drawn to scale and include a typical graphic scale.
- An index of drawings must be included and contain a list of all plans with the page number system.
- The plans must include a cover sheet and each drawing must be uploaded separately in a landscape orientation at is 24x36 in size.
- File names for drawings are to include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type and saved in a DWG, DWF, DGN, DXF or Vector PDF format.
- All non-plan supporting document files (i.e. Notice of Commencement, Energy Calculations, Notice of Acceptance) must be uploaded separately in a PDF format.

Plans:

- All plans and documents must be signed and sealed by digital signature certification and be submitted upon City notification to upload these documents into the ePermit.
- Civil, structural, architectural, mechanical, plumbing and electrical construction plans including full architectural and structural drawings, electrical layout, electrical distribution and panels, plumbing riser diagram and HVAC duct layout and units, construction specifications, occupancy classification, building areas per floor and total, type of construction, building height, structural details with load requirements, site plan, foundation plan, floor plan, interior and exterior elevations, door, window, finish schedules and any other details necessary for clarification.
- Truss plans (if applicable) with layouts and connection details, and truss bracing instructions.
- Identification of the subject property address on each plan and supporting documentation.
- State of Florida energy design calculations.
- Fire protection and/or detection and alarm design documents including hydraulic calculations.

The above list is provided to ensure that all plans submitted are uniform and contain the minimum information required for review. It is not intended to be an inclusive list of all ordinance and code requirements. Please note: lack of information provided may constitute as an incomplete submittal, thus delaying the review process. Please direct questions concerning building plan review to the City of Kissimmee Building Division at 407.518.2379.

ADDRESS NOTIFICATION

Osceola County Sheriff's Office
911 Addressing
1 Courthouse Square, Suite 1400, Kissimmee, Fl 34741
Phone: (407) 742-5911 Fax: (407) 742-5912
911addressing@osceola.org

Tax Parcel #R _____ / _____ / _____ / _____ / _____ / _____

Property owner of record or previous owner if recently purchased:

Resident of property, if different from above: **Telephone Number:**

Please check all boxes that apply:

- ☐ New Issue
- ☐ Change of Address
- ☐ Verification of Existing
- ☐ Single Family Unit
- ☐ Multi-Family Unit
- ☐ Corner Lot
- ☐ Additional / Multiple Address

Street structure faces: _____

Applicant's name: _____

Phone #: _____ **Fax #:** _____

Cell #: _____ **Email:** _____

Applicant's Signature _____ Signature indicates applicant has read & understands section 8 of County Ordinance 04-47

FOR COUNTY 911 USE:

Current address in use: _____

New issued address: _____

Comments: _____

Date: _____ **Issued By:** _____

In order for the above issued address to become effective, please notify the Post Office. An issued physical address does not change your mailing address if you are using a Post Office Box. County Ordinance 04-47 requires the posting of your address, using arabic numbers.

RESIDENTIAL: Must be no less than 3 inches in height and ½ inch in width.
COMMERCIAL: Must be no less than 6 inches in height and ½ inch in width.

(SEE ORDINANCE NEXT PAGE FOR PROPER POSTING OF BUILDING NUMBER(S))

CONTROL # _____

Retain this Copy for your Records

PLEASE POST YOUR BUILDING NUMBERS
IN ACCORDANCE WITH SECTION (8) OF COUNTY ORDINANCE 04-47
AN ORDINANCE ESTABLISING A UNIFORM NUMBERING SYSTEM

SECTION 8. STANDARDS FOR NUMBERING STATES:

All principal buildings shall have the assigned building number properly displayed whether or not mail is delivered to such building. Numbers need not be displayed on accessory buildings. Physical numbering shall conform to the following standards:

(1). Numbers must be clearly visible and legible from the public or private way on which the building fronts in accordance with Florida Fire Prevention codes and this ordinance.
(2). Numbers must be in a color contrasting to the building background.
(3). Where appplicable, easily legible numbers shall also be affixed to the mailbox serving the building or house.
(4). Assigned numbers shall be displayed on the front entrance of each principal building and, in the case of a principal building which is occupied by more that one business or family dwelling unit, on each separate front entrance.
(5). Separate unit numbers must be displayed on the individual dwelling entrances of a multistory building. At no time will unit numbers that are unauthorized addresses be displayed on the exterior building. Individual unit numbering shall not exceed (3) numbers, and shall be displayed in a manner that clearly distinguishes it apart from the building number.
(6). Any different numbers which might be mistaken for or confused with the number assigned in accordance with the "Numbering System" shall be removed upon proper display of the assigned number.

The proper display of your location address will be greatly appreciated. It will aid Emergency Services such as Law Enforcement, and Fire and Rescue in locating you.

FLOOD PLAIN FORM

Area of Special Flood Hazard

This form must be completed if any portion of the subject property is located within a Flood Plain or Flood Way

Date:

Address of Structure:

Parcel ID #:

Owner Name:

Contractor/Sub-Contractor:

Check All That Apply:

	Residential Structure *– Where base flood elevation has not been established Finish Floor Elevation to be 2 feet above the highest adjacent natural grade*
	Non-Residential Structure *– Minimum elevation in relation to Mean Sea Level that building will be Flood Proofed*
	Residential Structure *– Minimum elevation Relation to Mean Seal Level for Lowest Floor including basement: 62.0 feet*

The City will not inspect construction after the floor elevation has been set, until completed F.E.M.A. Elevation Certification has been submitted to the City of Kissimmee Development Services Building Division Office.

In accordance with the City of Kissimmee Flood Plain Regulations, this permit is issued on basis of approved plans and authorizes only the use, arrangement, and construction set forth in such approved plans and applications. No other use, arrangement or construction is allowed without an addition application and permit. Any use, arrangement or construction not specifically authorized shall be deemed a violation.

Disclaimer of Liability: In accordance with the City of Kissimmee Flood Plain Management Regulations compliance with the provisions of this act does not guarantee that any land or any structures permitted on such land will be free from flooding or flood damages. Neither the City of Kissimmee nor any office or employee thereof has any liability for any injuries or damages suffered as a consequence of flooding, even if the provisions of this act have been complied with.

Questions can be directed to the Public Works & Engineering Department at 407-518-2169.

FOR OFFICE USE ONLY

Building Permit #:	Flood Permit #:

Vertical Datum

Base Flood Elevation: N.G.V.D. 1929: N.A.V.D. 1988:

Comments:

Approved by:	Date:

FEMA

NATIONAL FLOOD INSURANCE PROGRAM

ELEVATION CERTIFICATE

AND

INSTRUCTIONS

2015 EDITION

OMB No. 1660-0008
Expiration Date: November 30, 2018

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

ELEVATION CERTIFICATE AND INSTRUCTIONS

Paperwork Reduction Act Notice

Public reporting burden for this data collection is estimated to average 3.75 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0008). **NOTE: Do not send your completed form to this address.**

Privacy Act Statement

Authority: Title 44 CFR § 61.7 and 61.8.

Principal Purpose(s): This information is being collected for the primary purpose of estimating the risk premium rates necessary to provide flood insurance for new or substantially improved structures in designated Special Flood Hazard Areas.

Routine Use(s): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA-003 – National Flood Insurance Program Files System or Records Notice 73 Fed. Reg. 77747 (December 19, 2008); DHS/FEMA/NFIP/LOMA-1 – National Flood Insurance Program (NFIP) Letter of Map Amendment (LOMA) System of Records Notice 71 Fed. Reg. 7990 (February 15, 2006); and upon written request, written consent, by agreement, or as required by law.

Disclosure: The disclosure of information on this form is voluntary; however, failure to provide the information requested may result in the inability to obtain flood insurance through the National Flood Insurance Program or the applicant may be subject to higher premium rates for flood insurance. Information will only be released as permitted by law.

Purpose of the Elevation Certificate

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

The Elevation Certificate is required in order to properly rate Post-FIRM buildings, which are buildings constructed after publication of the Flood Insurance Rate Map (FIRM), located in flood insurance Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, and AR/AO. The Elevation Certificate is not required for Pre-FIRM buildings unless the building is being rated under the optional Post-FIRM flood insurance rules.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt floodplain management regulations that specify minimum requirements for reducing flood losses. One such requirement is for the community to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings, and maintain a record of such information. The Elevation Certificate provides a way for a community to document compliance with the community's floodplain management ordinance.

Use of this certificate does not provide a waiver of the flood insurance purchase requirement. Only a LOMA or LOMR-F from the Federal Emergency Management Agency (FEMA) can amend the FIRM and remove the Federal mandate for a lending institution to require the purchase of flood insurance. However, the lending institution has the option of requiring flood insurance even if a LOMA/LOMR-F has been issued by FEMA. The Elevation Certificate may be used to support a LOMA or LOMR-F request. Lowest floor and lowest adjacent grade elevations certified by a surveyor or engineer will be required if the certificate is used to support a LOMA or LOMR-F request. A LOMA or LOMR-F request must be submitted with either a completed FEMA MT-EZ or MT-1 package, whichever is appropriate.

This certificate is used only to certify building elevations. A separate certificate is required for floodproofing. Under the NFIP, non-residential buildings can be floodproofed up to or above the Base Flood Elevation (BFE). A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE. Floodproofing of residential buildings is not permitted under the NFIP unless FEMA has granted the community an exception for residential floodproofed basements. The community must adopt standards for design and construction of floodproofed basements before FEMA will grant a basement exception. For both floodproofed non-residential buildings and residential floodproofed basements in communities that have been granted an exception by FEMA, a floodproofing certificate is required.

Additional guidance can be found in FEMA Publication 467-1, Floodplain Management Bulletin: Elevation Certificate, available on FEMA's website at https://www.fema.gov/media-library/assets/documents/3539?id=1727.

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

OMB No. 1660-0008
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ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1–9.

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
A1. Building Owner's Name		Policy Number:
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		Company NAIC Number:
City	State	ZIP Code
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) _____

A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: ☐ NAD 1927 ☐ NAD 1983

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.

A7. Building Diagram Number _____

A8. For a building with a crawlspace or enclosure(s):

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

b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____

c) Total net area of flood openings in A8.b _____ sq in

d) Engineered flood openings? ☐ Yes ☐ No

A9. For a building with an attached garage:

a) Square footage of attached garage _____ sq ft

b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____

c) Total net area of flood openings in A9.b _____ sq in

d) Engineered flood openings? ☐ Yes ☐ No

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number	B2. County Name	B3. State

B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/ Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth)

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9:
☐ FIS Profile ☐ FIRM ☐ Community Determined ☐ Other/Source: _____

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

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.	FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.	Policy Number:
City State ZIP Code	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.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO. 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/Source: _____

Datum used for building elevations must be the same as that used for the BFE.

		Check the measurement used.	
a) Top of bottom floor (including basement, crawlspace, or enclosure floor)	_____. _____	☐ feet	☐ meters
b) Top of the next higher floor	_____. _____	☐ feet	☐ meters
c) Bottom of the lowest horizontal structural member (V Zones only)	_____. _____	☐ feet	☐ meters
d) Attached garage (top of slab)	_____. _____	☐ feet	☐ meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)	_____. _____	☐ feet	☐ meters
f) Lowest adjacent (finished) grade next to building (LAG)	_____. _____	☐ feet	☐ meters
g) Highest adjacent (finished) grade next to building (HAG)	_____. _____	☐ feet	☐ meters
h) Lowest adjacent grade at lowest elevation of 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 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.

Certifier's Name	License Number		Place Seal Here
Title			
Company Name			
Address			
City	State	ZIP Code	
Signature	Date	Telephone	

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

Comments (including type of equipment and location, per C2(e), if applicable)

ELEVATION CERTIFICATE

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IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number

SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B,and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (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 (elevation C2.b in the diagrams) 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.

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

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

Property Owner or Owner's Authorized Representative's Name			
Address	City	State	ZIP Code
Signature	Date	Telephone	

Comments

☐ Check here if attachments.

ELEVATION CERTIFICATE

OMB No. 1660-0008
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IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

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 law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)

G2. ☐ A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

G3. ☐ The following information (Items G4–G10) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate of Compliance/Occupancy Issued

G7. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: _____ . _____ ☐ feet ☐ meters Datum _____

G9. BFE or (in Zone AO) depth of flooding at the building site: _____ . _____ ☐ feet ☐ meters Datum _____

G10. Community's design flood elevation: _____ . _____ ☐ feet ☐ meters Datum _____

Local Official's Name	Title
Community Name	Telephone
Signature	Date

Comments (including type of equipment and location, per C2(e), if applicable)

☐ Check here if attachments.

ELEVATION CERTIFICATE

BUILDING PHOTOGRAPHS

See Instructions for Item A6.

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IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.

Photo One

Photo One

Photo One Caption

Photo Two

Photo Two

Photo Two Caption

ELEVATION CERTIFICATE

BUILDING PHOTOGRAPHS

Continuation Page

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IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

Photo One

Photo One

Photo One Caption

Photo Two

Photo Two

Photo Two Caption

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Instructions for Completing the Elevation Certificate

The Elevation Certificate is to be completed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information when elevation information is required for Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, or AR/AO. Community officials who are authorized by law or ordinance to provide floodplain management information may also complete this form. For Zones AO and A (without BFE), a community official, a property owner, or an owner's representative may provide information on this certificate, unless the elevations are intended for use in supporting a request for a LOMA or LOMR-F. Certified elevations must be included if the purpose of completing the Elevation Certificate is to obtain a LOMA or LOMR-F.

The property owner, the owner's representative, or local official who is authorized by law to administer the community floodplain ordinance can complete Section A and Section B. The partially completed form can then be given to the land surveyor, engineer, or architect to complete Section C. The land surveyor, engineer, or architect should verify the information provided by the property owner or owner's representative to ensure that this certificate is complete.

In Puerto Rico only, elevations for building information and flood hazard information may be entered in meters.

SECTION A – PROPERTY INFORMATION

Items A1–A4. This section identifies the building, its location, and its owner. Enter the name(s) of the building owner(s), the building's complete street address, and the lot and block numbers. If the building's address is different from the owner's address, enter the address of the building being certified. If the address is a rural route or a Post Office box number, enter the lot and block numbers, the tax parcel number, the legal description, or an abbreviated location description based on distance and direction from a fixed point of reference. For the purposes of this certificate, "building" means both a building and a manufactured (mobile) home.

A map may be attached to this certificate to show the location of the building on the property. A tax map, FIRM, or detailed community map is appropriate. If no map is available, provide a sketch of the property location, and the location of the building on the property. Include appropriate landmarks such as nearby roads, intersections, and bodies of water. For building use, indicate whether the building is residential, non-residential, an addition to an existing residential or non-residential building, an accessory building (e.g., garage), or other type of structure. Use the Comments area of the appropriate section if needed, or attach additional comments.

Item A5. Provide latitude and longitude coordinates for the center of the front of the building. Use either decimal degrees (e.g., 39.5043°, −110.7585°) or degrees, minutes, seconds (e.g., 39° 30' 15.5", −110° 45' 30.7") format. If decimal degrees are used, provide coordinates to at least 5 decimal places or better. When using degrees, minutes, seconds, provide seconds to at least 1 decimal place or better. The latitude and longitude coordinates must be accurate within 66 feet. When the latitude and longitude are provided by a surveyor, check the "Yes" box in Section D and indicate the method used to determine the latitude and longitude in the Comments area of Section D. If the Elevation Certificate is being certified by other than a licensed surveyor, engineer, or architect, this information is not required. Provide the type of datum used to obtain the latitude and longitude. FEMA prefers the use of NAD 1983.

Item A6. If the Elevation Certificate is being used to obtain flood insurance through the NFIP, the certifier must provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" × 3". Digital photographs are acceptable.

Item A7. Select the diagram on pages 7–9 that best represents the building. Then enter the diagram number and use the diagram to identify and determine the appropriate elevations requested in Items C2.a–h. If you are unsure of the correct diagram, select the diagram that most closely resembles the building being certified.

Item A8.a. Provide the square footage of the crawlspace or enclosure(s) below the lowest elevated floor of an elevated building with or without permanent flood openings. Take the measurement from the outside of the crawlspace or enclosure(s). Examples of elevated buildings constructed with crawlspace and enclosure(s) are shown in Diagrams 6–9

on pages 8–9. Diagrams 2A, 2B, 4, and 9 should be used for a building constructed with a crawlspace floor that is below the exterior grade on all sides.

Items A8.b–d. Enter in Item A8.b the number of permanent flood openings in the crawlspace or enclosure(s) that are no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. (A permanent flood opening is a flood vent or other opening that allows the free passage of water automatically in both directions without human intervention.) If the interior grade elevation is used, note this in the Comments area of Section D. Estimate the total net area of all such permanent flood openings in square inches, excluding any bars, louvers, or other covers of the permanent flood openings, and enter the total in Item A8.c. If the net area cannot be reasonably estimated, provide the size of the flood openings without consideration of any covers and indicate in the Comments area the type of cover that exists in the flood openings. Indicate in Item A8.d whether the flood openings are engineered. If applicable, attach a copy of the Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES), if you have it. If the crawlspace or enclosure(s) have no permanent flood openings, or if the openings are not within 1.0 foot above adjacent grade, enter "0" (zero) in Items A8.b–c.

Item A9.a. Provide the square footage of the attached garage with or without permanent flood openings. Take the measurement from the outside of the garage.

Items A9.b–d. Enter in Item A9.b the number of permanent flood openings in the attached garage that are no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. (A permanent flood opening is a flood vent or other opening that allows the free passage of water automatically in both directions without human intervention.) If the interior grade elevation is used, note this in the Comments area of Section D. This includes any openings that are in the garage door that are no higher than 1.0 foot above the adjacent grade. Estimate the total net area of all such permanent flood openings in square inches and enter the total in Item A9.c. If the net area cannot be reasonably estimated, provide the size of the flood openings without consideration of any covers and indicate in the Comments area the type of cover that exists in the flood openings. Indicate in Item A9.d whether the flood openings are engineered. If applicable, attach a copy of the Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES), if you have it. If the garage has no permanent flood openings, or if the openings are not within 1.0 foot above adjacent grade, enter "0" (zero) in Items A9.b–c.

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Complete the Elevation Certificate on the basis of the FIRM in effect at the time of the certification.

The information for Section B is obtained by reviewing the FIRM panel that includes the building's location. Information about the current FIRM is available from the Federal Emergency Management Agency (FEMA) by calling 1-800-358-9616. If a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR-F) has been issued by FEMA, please provide the letter date and case number in the Comments area of Section D or Section G, as appropriate.

For a building in an area that has been annexed by one community but is shown on another community's FIRM, enter the community name and 6-digit number of the annexing community in Item B1, the name of the county or new county, if necessary, in Item B2, and the FIRM index date for the annexing community in Item B6. Enter information from the actual FIRM panel that shows the building location, even if it is the FIRM for the previous jurisdiction, in Items B4, B5, B7, B8, and B9.

If the map in effect at the time of the building's construction was other than the current FIRM, and you have the past map information pertaining to the building, provide the information in the Comments area of Section D.

Item B1. NFIP Community Name & Community Number. Enter the complete name of the community in which the building is located and the associated 6-digit community number. For a newly incorporated community, use the name and 6-digit number of the new community. Under the NFIP, a "community" is any State or area or political subdivision thereof, or any Indian tribe or authorized native organization, that has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction. To determine the current community number, see the NFIP *Community Status Book*, available on FEMA's web site at https://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book, or call 1-800-358-9616.

Item B2. County Name. Enter the name of the county or counties in which the community is located. For an unincorporated area of a county, enter "unincorporated area." For an independent city, enter "independent city."

Item B3. State. Enter the 2-letter state abbreviation (for example, VA, TX, CA).

Items B4–B5. Map/Panel Number and Suffix. Enter the 10-character "Map Number" or "Community Panel Number" shown on the FIRM where the building or manufactured (mobile) home is located. For maps in a county-wide format, the sixth character of the "Map Number" is the letter "C" followed by a 4-digit map number. For maps not in a county-wide format, enter the "Community Panel Number" shown on the FIRM.

Item B6. FIRM Index Date. Enter the effective date or the map revised date shown on the FIRM Index.

Item B7. FIRM Panel Effective/Revised Date. Enter the map effective date or the map revised date shown on the FIRM panel. This will be the latest of all dates shown on the map. The current FIRM panel effective date can be determined by calling 1-800-358-9616.

Item B8. Flood Zone(s). Enter the flood zone, or flood zones, in which the building is located. All flood zones containing the letter "A" or "V" are considered Special Flood Hazard Areas. The flood zones are A, AE, A1–A30, V, VE, V1–V30, AH, AO, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, and AR/AO. Each flood zone is defined in the legend of the FIRM panel on which it appears.

Item B9. Base Flood Elevation(s). Using the appropriate Flood Insurance Study (FIS) Profile, Floodway Data Table, or FIRM panel, locate the property and enter the BFE (or base flood depth) of the building site. If the building is located in more than 1 flood zone in Item B8, list all appropriate BFEs in Item B9. BFEs are shown on a FIRM or FIS Profile for Zones A1–A30, AE, AH, V1–V30, VE, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, and AR/AO; flood depth numbers are shown for Zone AO. Use the AR BFE if the building is located in any of Zones AR/A, AR/AE, AR/A1–A30, AR/AH, or AR/AO. In A or V zones where BFEs are not provided on the FIRM, BFEs may be available from another source. For example, the community may have established BFEs or obtained BFE data from other sources for the building site. For subdivisions and other developments of more than 50 lots or 5 acres, establishment of BFEs is required by the community's floodplain management ordinance. If a BFE is obtained from another source, enter the BFE in Item B9. In an A Zone where BFEs are not available, complete Section E and enter N/A for Section B, Item B9. Enter the BFE to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico).

Item B10. Indicate the source of the BFE that you entered in Item B9. If the BFE is from a source other than FIS Profile, FIRM, or community, describe the source of the BFE.

Item B11. Indicate the elevation datum to which the elevations on the applicable FIRM are referenced as shown on the map legend. The vertical datum is shown in the Map Legend and/or the Notes to Users on the FIRM.

Item B12. Indicate whether the building is located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA). (OPAs are portions of coastal barriers that are owned by Federal, State, or local governments or by certain non-profit organizations and used primarily for natural resources protection.) Federal flood insurance is prohibited in designated CBRS areas or OPAs for buildings or manufactured (mobile) homes built or substantially improved after the date of the CBRS or OPA designation. For the first CBRS designations, that date is October 1, 1983. Information about CBRS areas and OPAs may be obtained on the FEMA web site at https://www.fema.gov/national-flood-insurance-program/coastal-barrier-resources-system.

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

Complete Section C if the building is located in any of Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, or AR/AO, or if this certificate is being used to support a request for a LOMA or LOMR-F. If the building is located in Zone AO or Zone A (without BFE), complete Section E instead. To ensure that all required elevations are obtained, it may be necessary to enter the building (for instance, if the building has a basement or sunken living room, split-level construction, or machinery and equipment).

Surveyors may not be able to gain access to some crawlspaces to shoot the elevation of the crawlspace floor. If access to the crawlspace is limited or cannot be gained, follow one of these procedures.

- Use a yardstick or tape measure to measure the height from the floor of the crawlspace to the "next higher floor," and then subtract the crawlspace height from the elevation of the "next higher floor." If there is no access to the

crawlspace, use the exterior grade next to the structure to measure the height of the crawlspace to the "next higher floor."

- Contact the local floodplain administrator of the community in which the building is located. The community may have documentation of the elevation of the crawlspace floor as part of the permit issued for the building.
- If the property owner has documentation or knows the height of the crawlspace floor to the next higher floor, try to verify this by looking inside the crawlspace through any openings or vents.

In all 3 cases, use the Comments area of Section D to provide the elevation and a brief description of how the elevation was obtained.

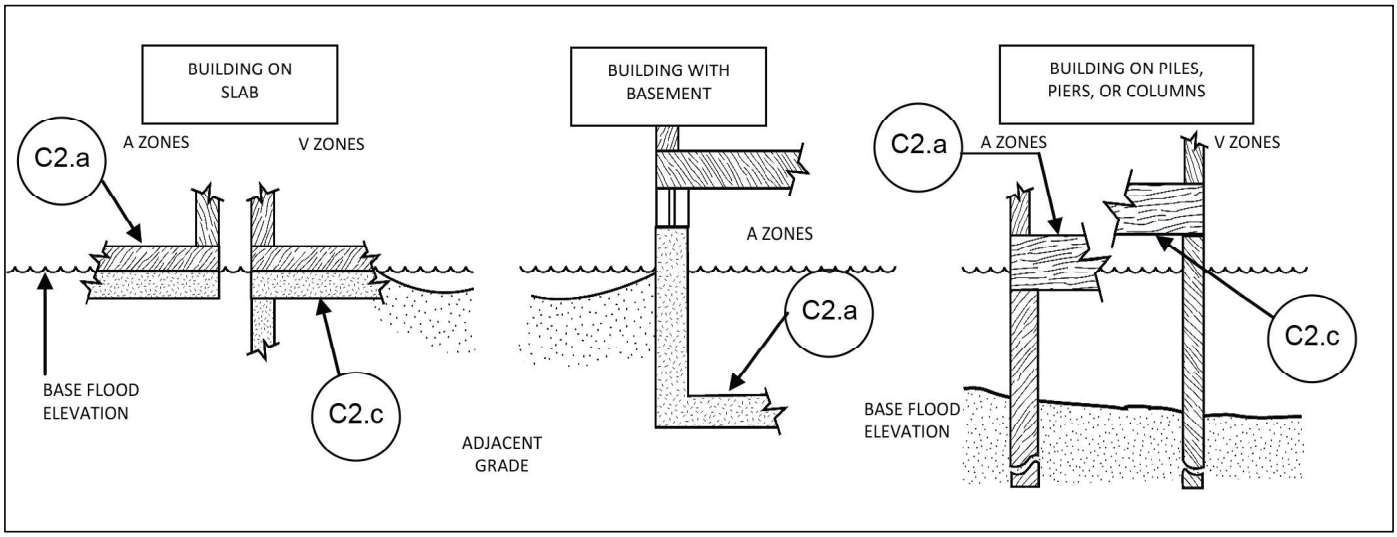
Item C1. Indicate whether the elevations to be entered in this section are based on construction drawings, a building under construction, or finished construction. For either of the first 2 choices, a post-construction Elevation Certificate will be required when construction is complete. If the building is under construction, include only those elevations that can be surveyed in Items C2.a–h. Use the Comments area of Section D to provide elevations obtained from the construction plans or drawings. Select "Finished Construction" only when all machinery and/or equipment such as furnaces, hot water heaters, heat pumps, air conditioners, and elevators and their associated equipment have been installed and the grading around the building is completed.

Item C2. A field survey is required for Items C2.a–h. Most control networks will assign a unique identifier for each benchmark. For example, the National Geodetic Survey uses the Permanent Identifier (PID). For the benchmark utilized, provide the PID or other unique identifier assigned by the maintainer of the benchmark. For GPS survey, indicate the benchmark used for the base station, the Continuously Operating Reference Stations (CORS) sites used for an On-line Positioning User Service (OPUS) solution (also attach the OPUS report), or the name of the Real Time Network used.

Also provide the vertical datum for the benchmark elevation. All elevations for the certificate, including the elevations for Items C2.a–h, must use the same datum on which the BFE is based. Show the conversion from the field survey datum used if it differs from the datum used for the BFE entered in Item B9 and indicate the conversion software used. Show the datum conversion, if applicable, in the Comments area of Section D.

For property experiencing ground subsidence, the most recent reference mark elevations must be used for determining building elevations. However, when subsidence is involved, the BFE should not be adjusted. Enter elevations in Items C2.a–h to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico).

Items C2.a–d. Enter the building elevations (excluding the attached garage) indicated by the selected building diagram (Item A7) in Items C2.a–c. If there is an attached garage, enter the elevation for top of attached garage slab in Item C2.d. (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.) If the building is located in a V zone on the FIRM, complete Item C2.c. If the flood zone cannot be determined, enter elevations for all of Items C2.a–h. For buildings in A zones, elevations a, b, d, and e should be measured at the top of the floor. For buildings in V zones, elevation c must be measured at the bottom of the lowest horizontal structural member of the floor (see drawing below). For buildings elevated on a crawlspace, Diagrams 8 and 9, enter the elevation



of the top of the crawlspace floor in Item C2.a, whether or not the crawlspace has permanent flood openings (flood vents). *If any item does not apply to the building, enter "N/A" for not applicable.*

Item C2.e. Enter the lowest platform elevation of at least 1 of the following machinery and equipment items: elevators and their associated equipment, furnaces, hot water heaters, heat pumps, and air conditioners in an attached garage or enclosure or on an open utility platform that provides utility services for the building. Note that elevations for these specific machinery and equipment items are required in order to rate the building for flood insurance. Local floodplain management officials are required to ensure that all machinery and equipment servicing the building are protected from flooding. Thus, local officials may require that elevation information for all machinery and equipment, including ductwork, be documented on the Elevation Certificate. If the machinery and/or equipment is mounted to a wall, pile, etc., enter the platform elevation of the machinery and/or equipment. Indicate machinery/equipment type and its general location, e.g., on floor inside garage or on platform affixed to exterior wall, in the Comments area of Section D or Section G, as appropriate. *If this item does not apply to the building, enter "N/A" for not applicable.*

Items C2.f–g. Enter the elevation of the ground, sidewalk, or patio slab immediately next to the building. For Zone AO, use the natural grade elevation, if available. This measurement must be to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico) if this certificate is being used to support a request for a LOMA or LOMR-F.

Item C2.h. Enter the lowest grade elevation at the deck support or stairs. For Zone AO, use the natural grade elevation, if available. This measurement must be to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico) if this certificate is being used to support a request for a LOMA or LOMR-F.

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

Complete as indicated. This section of the Elevation Certificate may be signed by only a land surveyor, engineer, or architect who is authorized by law to certify elevation information. Place your license number, your seal (as allowed by the State licensing board), your signature, and the date in the box in Section D. You are certifying that the information on this certificate represents your best efforts to interpret the data available and that you understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001. Use the Comments area of Section D to provide datum, elevation, openings, or other relevant information not specified elsewhere on the certificate.

SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

Complete Section E if the building is located in Zone AO or Zone A (without BFE). Otherwise, complete Section C instead. Explain in the Section F Comments area if the measurement provided under Items E1–E4 is based on the "natural grade."

Items E1.a and b. Enter in Item E1.a the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the top of the bottom floor (as indicated in the applicable diagram) above or below the highest adjacent grade (HAG). Enter in Item E1.b the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the top of the bottom floor (as indicated in the applicable diagram) above or below the lowest adjacent grade (LAG). For buildings in Zone AO, the community's floodplain management ordinance requires the lowest floor of the building be elevated above the highest adjacent grade at least as high as the depth number on the FIRM. Buildings in Zone A (without BFE) may qualify for a lower insurance rate if an engineered BFE is developed at the site.

Item E2. For Building Diagrams 6–9 with permanent flood openings (see pages 8–9), enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico) of the next higher floor or elevated floor (as indicated in the applicable diagram) above or below the highest adjacent grade (HAG).

Item E3. Enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico), in relation to the highest adjacent grade next to the building, for the top of attached garage slab. (Because elevation for top of attached garage slab is self-explanatory, attached garages are not illustrated in the diagrams.) *If this item does not apply to the building, enter "N/A" for not applicable.*

Item E4. Enter the height to the nearest tenth of a foot (tenth of a meter in Puerto Rico), in relation to the highest adjacent grade next to the building, of the platform elevation that supports the machinery and/or equipment servicing the building. Indicate machinery/equipment type in the Comments area of Section F. *If this item does not apply to the building, enter "N/A" for not applicable.*

Item E5. For those communities where this base flood depth is not available, the community will need to determine whether the top of the bottom floor is elevated in accordance with the community's floodplain management ordinance.

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

Complete as indicated. This section is provided for certification of measurements taken by a property owner or property owner's representative when responding to Sections A, B, and E. The address entered in this section must be the actual mailing address of the property owner or property owner's representative who provided the information on the certificate.

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

Complete as indicated. The community official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Section C may be filled in by the local official as provided in the instructions below for Item G1. If the authorized community official completes Sections C, E, or G, complete the appropriate item(s) and sign this section.

Check **Item G1** if Section C is completed with elevation data from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. Indicate the source of the elevation data and the date obtained in the Comments area of Section G. If you are both a community official and a licensed land surveyor, engineer, or architect authorized by law to certify elevation information, and you performed the actual survey for a building in Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/A1–A30, AR/AE, AR/AH, or AR/AO, you must also complete Section D.

Check **Item G2** if information is entered in Section E by the community for a building in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

Check **Item G3** if the information in Items G4–G10 has been completed for community floodplain management purposes to document the as-built lowest floor elevation of the building. Section C of the Elevation Certificate records the elevation of various building components but does not determine the lowest floor of the building or whether the building, as constructed, complies with the community's floodplain management ordinance. This must be done by the community. Items G4–G10 provide a way to document these determinations.

Item G4. Permit Number. Enter the permit number or other identifier to key the Elevation Certificate to the permit issued for the building.

Item G5. Date Permit Issued. Enter the date the permit was issued for the building.

Item G6. Date Certificate of Compliance/Occupancy Issued. Enter the date that the Certificate of Compliance or Occupancy or similar written official documentation of as-built lowest floor elevation was issued by the community as evidence that all work authorized by the floodplain development permit has been completed in accordance with the community's floodplain management laws or ordinances.

Item G7. New Construction or Substantial Improvement. Check the applicable box. "Substantial Improvement" means any reconstruction, rehabilitation, addition, or other improvement of a building, the cost of which equals or exceeds 50 percent of the market value of the building before the start of construction of the improvement. The term includes buildings that have incurred substantial damage, regardless of the actual repair work performed.

Item G8. As-built lowest floor elevation. Enter the elevation of the lowest floor (including basement) when the construction of the building is completed and a final inspection has been made to confirm that the building is built in accordance with the permit, the approved plans, and the community's floodplain management laws or ordinances. Indicate the elevation datum used.

Item G9. BFE. Using the appropriate FIRM panel, FIS Profile, or other data source, locate the property and enter the BFE (or base flood depth) of the building site. Indicate the elevation datum used.

Item G10. Community's design flood elevation. Enter the elevation (including freeboard above the BFE) to which the community requires the lowest floor to be elevated. Indicate the elevation datum used.

Enter your name, title, and telephone number, and the name of the community. Sign and enter the date in the appropriate blanks.

Building Diagrams

The following diagrams illustrate various types of buildings. Compare the features of the building being certified with the features shown in the diagrams and select the diagram most applicable. Enter the diagram number in Item A7, the square footage of crawlspace or enclosure(s) and the area of flood openings in square inches in Items A8.a–c, the square footage of attached garage and the area of flood openings in square inches in Items A9.a–c, and the elevations in Items C2.a–h.

In A zones, the floor elevation is taken at the top finished surface of the floor indicated; in V zones, the floor elevation is taken at the bottom of the lowest horizontal structural member (see drawing in instructions for Section C).

DIAGRAM 1A

All slab-on-grade single- and multiple-floor buildings (other than split-level) and high-rise buildings, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor is at or above ground level (grade) on at least 1 side.*

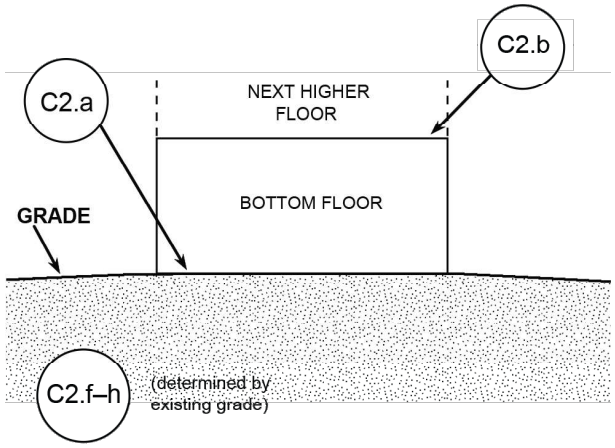


DIAGRAM 1B

All raised-slab-on-grade or slab-on-stem-wall-with-fill single- and multiple-floor buildings (other than split-level), either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor is at or above ground level (grade) on at least 1 side.*

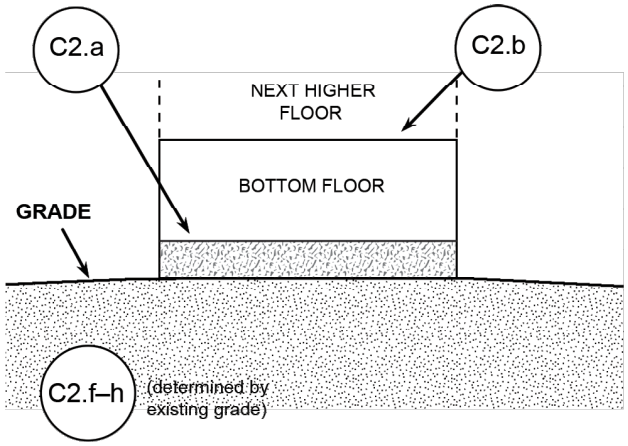


DIAGRAM 2A

All single- and multiple-floor buildings with basement (other than split-level) and high-rise buildings with basement, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (basement or underground garage) is below ground level (grade) on all sides.*

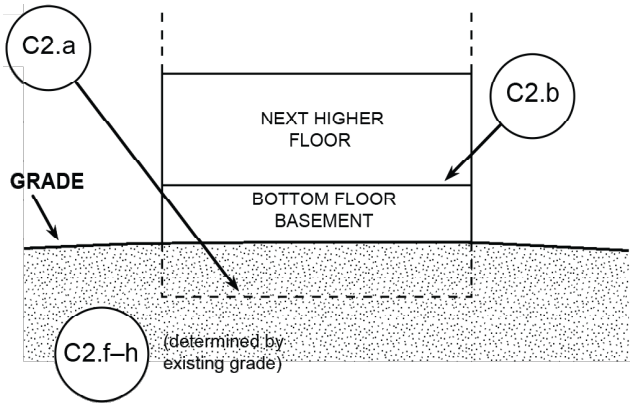
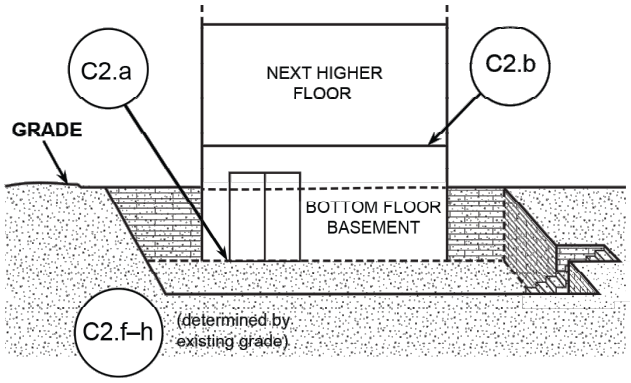


DIAGRAM 2B

All single- and multiple-floor buildings with basement (other than split-level) and high-rise buildings with basement, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (basement or underground garage) is below ground level (grade) on all sides; most of the height of the walls is below ground level on all sides; and the door and area of egress are also below ground level on all sides.*



* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

Building Diagrams

DIAGRAM 3

All split-level buildings that are slab-on-grade, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (excluding garage) is at or above ground level (grade) on at least 1 side.*

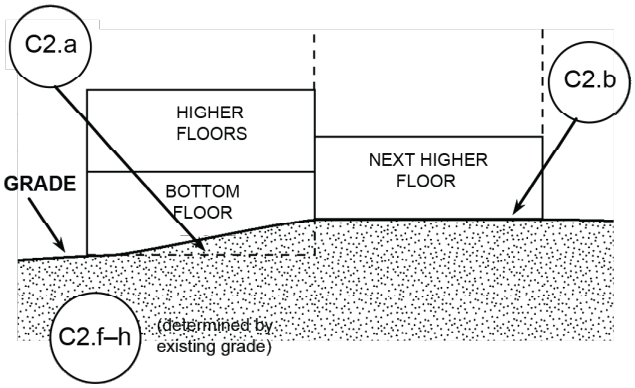


DIAGRAM 4

All split-level buildings (other than slab-on-grade), either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (basement or underground garage) is below ground level (grade) on all sides.*

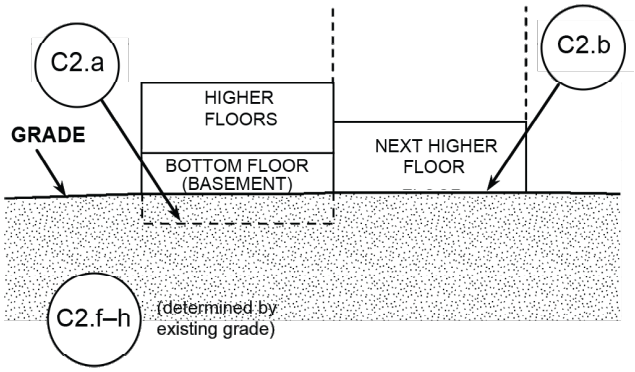


DIAGRAM 5

All buildings elevated on piers, posts, piles, columns, or parallel shear walls. No obstructions below the elevated floor.

Distinguishing Feature – For all zones, the area below the elevated floor is open, with no obstruction to flow of floodwaters (open lattice work and/or insect screening is permissible).

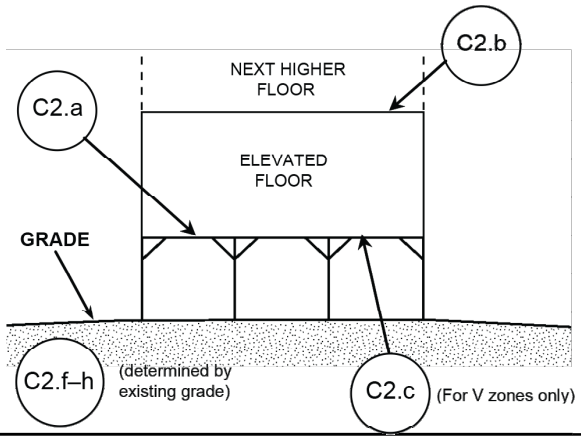
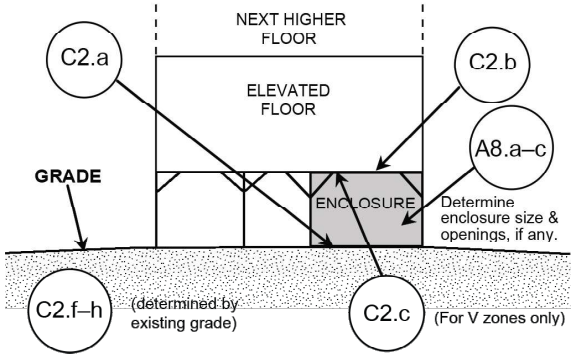


DIAGRAM 6

All buildings elevated on piers, posts, piles, columns, or parallel shear walls with full or partial enclosure below the elevated floor.

Distinguishing Feature – For all zones, the area below the elevated floor is enclosed, either partially or fully. In A Zones, the partially or fully enclosed area below the elevated floor is with or without openings** present in the walls of the enclosure. Indicate information about enclosure size and openings in Section A – Property Information.



* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

** An "opening" is a permanent opening that allows for the free passage of water automatically in both directions without human intervention. Under the NFIP, a minimum of 2 openings is required for enclosures or crawlspaces. The openings shall provide a total net area of not less than 1 square inch for every square foot of area enclosed, excluding any bars, louvers, or other covers of the opening. Alternatively, an Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES) must be submitted to document that the design of the openings will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A window, a door, or a garage door is not considered an opening; openings may be installed in doors. Openings shall be on at least 2 sides of the enclosed area. If a building has more than 1 enclosed area, each area must have openings to allow floodwater to directly enter. The bottom of the openings must be no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. For more guidance on openings, see NFIP Technical Bulletin 1.

Building Diagrams

DIAGRAM 7

All buildings elevated on full-story foundation walls with a partially or fully enclosed area below the elevated floor. This includes walkout levels, where at least 1 side is at or above grade. The principal use of this building is located in the elevated floors of the building.

Distinguishing Feature – For all zones, the area below the elevated floor is enclosed, either partially or fully. In A Zones, the partially or fully enclosed area below the elevated floor is with or without openings** present in the walls of the enclosure. Indicate information about enclosure size and openings in Section A – Property Information.

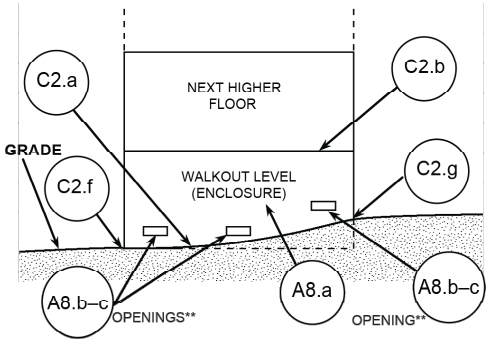


DIAGRAM 8

All buildings elevated on a crawlspace with the floor of the crawlspace at or above grade on at least 1 side, with or without an attached garage.

Distinguishing Feature – For all zones, the area below the first floor is enclosed by solid or partial perimeter walls. In all A zones, the crawlspace is with or without openings** present in the walls of the crawlspace. Indicate information about crawlspace size and openings in Section A – Property Information.

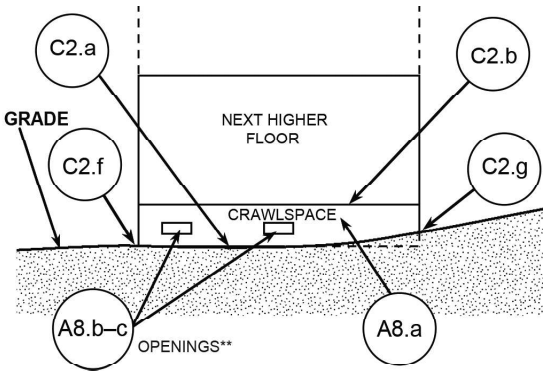
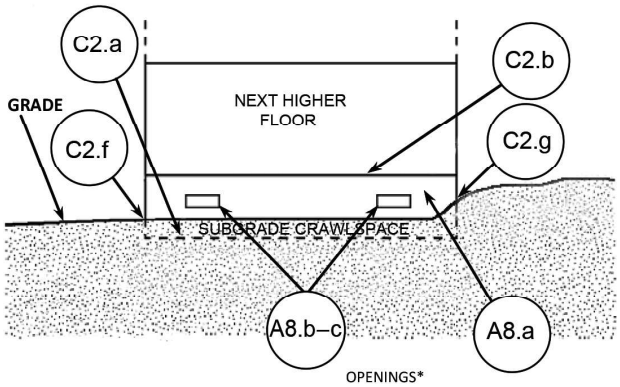


DIAGRAM 9

All buildings (other than split-level) elevated on a sub-grade crawlspace, with or without attached garage.

Distinguishing Feature – The bottom (crawlspace) floor is below ground level (grade) on all sides.* (If the distance from the crawlspace floor to the top of the next higher floor is more than 5 feet, or the crawlspace floor is more than 2 feet below the grade [LAG] on all sides, use Diagram 2A or 2B.)



* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

** An "opening" is a permanent opening that allows for the free passage of water automatically in both directions without human intervention. Under the NFIP, a minimum of 2 openings is required for enclosures or crawlspaces. The openings shall provide a total net area of not less than 1 square inch for every square foot of area enclosed, excluding any bars, louvers, or other covers of the opening. Alternatively, an Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES) must be submitted to document that the design of the openings will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A window, a door, or a garage door is not considered an opening; openings may be installed in doors. Openings shall be on at least 2 sides of the enclosed area. If a building has more than 1 enclosed area, each area must have openings to allow floodwater to directly enter. The bottom of the openings must be no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. For more guidance on openings, see NFIP Technical Bulletin 1.

Permit #:_____

OWNER BUILDER STATEMENT/AFFIDAVIT

This form is required to be completed by owners of the property who wish to build their own structure. Florida Statutes are quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities. Owners must personally appear at the Building Division to sign this document. By signing this affidavit, you attest that:

_____ Initials	I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
_____ Initials	I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
_____ Initials	I understand that, as an owner-building, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permit and contracts.
_____ Initials	I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is old or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for the sale or lease, which violates this exemption.
_____ Initials	I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
_____ Initials	I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the person whom I employ have the licenses required by law and by city ordinance.
_____ Initials	I understand that it is frequent practices of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
_____ Initials	I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. <u>Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee.</u> I understand that my failure to follow these laws may subject me to serious financial risk.
_____ Inititals	I agree that, as the partly legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes and zoning regulations.
_____ Initials	I am aware of construction practices and I have access to the Florida Building Code.

_____ Initials	I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.
_____ Initials	I am aware of, and consent to; owner-builder building permits applied for in my name and understand that I am the partly legally and financially responsible for the proposed construction activity at the address listed below.
_____ Initials	Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a compliant. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

I do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

_____ _____ ___/___/___

Printed Name of Owner *Signature of Owner* *Date*

_____

Driver's License #

_____

Address of Subject Property

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a $1,000.00 fine in additional to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

NOTICE OF COMMENCEMENT

THIS DOCUMENT MUST BE COMPLETED WHEN CONSTRUCTION VALUE EXCEEDS $2,500.00

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement

This instrument prepared by:			
Permit #:		***Parcel ID#:***	
State of Florida		***County of Osceola***	
1. *Legal description of property (Street address if available):*			
2. General description of improvement(s):			
3. *Owner Information:* *a. Name:*			
a. Address:	*City:*	*State:*	*Zip:*
b. Interest in property:			
c. Name and address of fee simple titleholder (if other than Owner):			
4. *Contractor Information:* *a. Name:*			
b. Address:	*City:*	*State:*	*Zip:*
c. Phone #:		*Fax #:*	
5. *Surety Information:* *a. Name:*			
b. Address:	*City:*	*State:*	*Zip:*
c. Phone #:		*Fax #:*	
d. Bond amount:			
6. *Lender Information:* *a. Name:*			
b. Address:	*City:*	*State:*	*Zip:*
c. Phone #:		*Fax #:*	
7. *Persons within the state of Florida designated by Owner upon whom notices or other documents may be served as provided by section 713.13(1)(a)7, Florida Statutes:*			
a. Name:			
b. Address:	*City:*	*State:*	*Zip:*
c. Phone #:		*Fax #:*	

8. ***In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:***

a. Name:

b. Address: *City:* *State:* *Zip:*

c. Phone #: *Fax #:*

9. ***Expiration date of Notice of Commencement (the expiration date is one (1) year from the date of recording unless a different date is specified).*** *Expiration Date:*

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

_____ _____

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager *Print Name and Provide Signatory's Title/Office*

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ *day of* _____, *20*_____ *by* _____ *(Name of person acknowledging). He/she is personally known to me or has produced (type of identification)* _____ *as identification, and* _____ *did take an oath* _____ *did not take an oath.*

_____

Notary Public State of Florida at Large

My Commission Expires: _____

NOTE TO OWNER: Your failure to record a notice of commencement may result in your paying twice for improvements to your property. A notice of commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.