The following application is to be used for construction of an addition to an existing building.

Necessary steps to file and complete a permit:

**Step 1 - Verify type alteration being proposed:** Some processes and standards differ based upon the type of addition being proposed and the intended use. Please be sure to review all application and plan requirements to adequately determine what documents are necessary at time of submittal. If you are unsure or have questions regarding allowance, please contact the Planning Division at 407.518.2146 and Building Division at 407.518.2120.

**Step 2 - Application and Plan Requirements:** Complete the application in its entirety and create plan(s):

- Application for all projects are to include:
  - The 911 Address Notification form to create new addresses, change an existing address and to verify property addressing for a property;
  - If work is done by the owner, authorization and affidavit;
  - If work is conducted by a contractor, a recorded notice of commencement when construction value exceeds $2,500.00;
  - If the property is located within Flood Plain/Way “A” or “AE” and if the addition occurs within new impervious area, the Floodplain Form must be completed in its entirety; and
  - If the addition occurs within new impervious area, an 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) and highest (HAG) adjacent grade.
  - FYI: the following trades require separate permit applications and fees to be filed with this Division by a licensed contractor: Mechanical, Electrical, Plumbing, Fire Alarm & Systems.

- Plan must include:
  - Type, location and dimension of materials used;
  - Full construction detail of all work being done, including but not limited to architectural, structural, mechanical (if applicable), plumbing (if applicable), and electrical (if applicable) drawings and specifications;
  - Approved manufacture specifications, methods of installation/attachment, materials used and construction details; and
  - Identify new work and repair work.

**Step 3 - Submit:** Submit the application, associated documents and plans and review fees by one of the following ways:

- **In Person:** City Hall – Building Division, Suite 120, between the hours of 8 a.m. – 4 p.m. Monday - Friday
- **By Mail:** City of Kissimmee City Hall, 101 Church Street, Suite 120 Building Division, Kissimmee, FL 34741
- **By Email:** permitting@kissimmee.org. Once received, a technician will contact the applicant for credit card payment prior to processing the application.
Step 4 – Staff Review: Staff will review the proposed request for compliance with City standards and will offer any applicable comments.

Step 5 – Permit Issuance and Construction: Once approved, a permit is issued and construction can start.

Step 6 - Inspection: Schedule an inspection and obtain approval.

Notes of Importance:
- The application must be completed in its entirety and the permit review fee must be provided at time of submittal. Incomplete applications and failure to pay at time of submittal will not be accepted;
- Minor interior alteration consists of miscellaneous construction, non-structural repairs, garage and entry doors, and window installation;
- If electrical is proposed, a separate Electrical permit application must also be submitted;
- If plumbing is proposed, a separate Plumbing permit application must be submitted;
- If mechanical is proposed, a separate Mechanical permit application must be submitted;
- When a permit is obtained it often requires a contractor to be registered and licensed; and
- Please consult the applicable standards if located within the South Beaumont Historic Preservation District.

The above list is provided a general overview of the minimum requirements and is not intended to be all inclusive of all ordinance and codes. Not all possible applications of the requirements are discussed. For clarification of your individual circumstances or general questions, please contact the Building Division at 407.518.2120 or permitting@kissimmee.org. Please note: lack of information provided may constitute as an incomplete submittal, thus delaying the review process.

<table>
<thead>
<tr>
<th>Project</th>
<th>Progressive Review Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submittal of application and necessary documents</td>
<td>0-10 days</td>
</tr>
<tr>
<td>Staff review *</td>
<td>0-1 days</td>
</tr>
<tr>
<td>Permit issuance</td>
<td></td>
</tr>
</tbody>
</table>

**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.
**ADDITION**

**MISCELLANEOUS ACCESSORY STRUCTURE BUILDING PERMIT APPLICATION**

**CURRENT FLORIDA BUILDING CODE IN EFFECT**

1. **JOB ADDRESS:**

2. **PARCEL ID# (If no address is available):**

3. **RELATED COMMERCIAL PERMIT # (If Applicable):**

4. **CONTRACTOR:**
   - ADDRESS:
   - CITY:
   - STATE:
   - ZIP:
   - PHONE #:
   - E-MAIL:
   - LICENSE #:

5. **PROPERTY OWNER:**
   - ADDRESS:
   - CITY:
   - STATE:
   - ZIP:
   - PHONE #:
   - E-MAIL:

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

7. **PROJECT ENGINEER:**
   - ADDRESS:
   - CITY:
   - STATE:
   - ZIP:
   - PHONE #:
   - E-MAIL:
   - LICENSE #:

8. **CONTACT (If different than above):**
   - ADDRESS:
   - CITY:
   - STATE:
   - ZIP:
   - PHONE #:
   - E-MAIL:

9. **IS THE PROPERTY:**
   - ☐ SINGLE FAMILY
   - ☐ MULTI-FAMILY
   - ☐ COMMERCIAL

10. **OCCUPANCY CLASSIFICATION:**
    - ☐ E - Education
    - ☐ F-1 - Factory
    - ☐ I-1 - Institutional
    - ☐ R-3 - Residential
    - ☐ A-1 - Assembly
    - ☐ F-2 - Factory
    - ☐ I-2 - Institutional
    - ☐ R-4 - Residential
    - ☐ A-2 - Assembly
    - ☐ F-3 - Factory
    - ☐ I-3 - Institutional
    - ☐ S-1 - Storage
    - ☐ A-3 - Assembly
    - ☐ H-1 - High Hazard
    - ☐ I-4 - Institutional
    - ☐ S-2 - Storage
    - ☐ A-4 - Assembly
    - ☐ H-2 - High Hazard
    - ☐ M - Mercantile
    - ☐ U - Utility & Miscellaneous
    - ☐ A-5 - Assembly
    - ☐ H-3 - High Hazard
    - ☐ R-1 - Residential
    - ☐ D - Daycare
    - ☐ B - Business

11. **TYPE OF CONSTRUCTION:**
    - ☐ 1A
    - ☐ 1B
    - ☐ 2A
    - ☐ 2B
    - ☐ 3A
    - ☐ 3B
    - ☐ 4A
    - ☐ 4B
    - ☐ 5A
    - ☐ 5B

12. **DESCRIPTION OF WORK:**
<table>
<thead>
<tr>
<th>13. NUMBER OF STORIES:</th>
<th>14. TOTAL SIZE OF BUILDING:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sq.Ft.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. TOTAL SIZE OF PROPOSED WORK AREA:</th>
<th>Sq.Ft.</th>
</tr>
</thead>
</table>

|-----------------------------|--------|

<table>
<thead>
<tr>
<th>17. FLOOD ZONE:</th>
<th>A</th>
<th>AE</th>
<th>X</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>18. ZONING DISTRICT DESIGNATION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19. ESTIMATED CONSTRUCTION VALUE (Include material and labor cost):</th>
<th>$___________________________</th>
</tr>
</thead>
</table>

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: THIS IS A SINGLE PERMIT APPLICATION. SEPARATE PERMITS ARE REQUIRED FOR MECHANICAL, ELECTRICAL, PLUMBING, DUMPSTER ENCLOSURE, WALL, FIRE & SPRINKLER SYSTEMS, ALARMS, IRRIGATION, GAS, LOW-VOLTAGE, GREASE TRAPS, SIGNS, POOLS, FENCE, SCREEN ROOM, TEMPORARY POWER POLE, TEMPORARY CONSTRUCTION TRAILER & ANY 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.

20. 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 _________________________________

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 __________, __________ County My Commission Expires: __________

__/__/__
Date

Printed Name of Owner _________________________________

Signature of Owner _________________________________

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 __________, __________ County My Commission Expires: __________

FOR OFFICE USE ONLY

Accepted By: _________________________________

Date: __________

Reviewed By: _________________________________

Date: __________

District: □ HD □ D-CRA □ V-CRA □ N/A

Application Fees

<table>
<thead>
<tr>
<th>Base Permit Fee:</th>
</tr>
</thead>
</table>

| Mobility: |
| Water/Sewer: |

| School: |
| Recreation: |

<table>
<thead>
<tr>
<th>Balance Due:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mobility / Impact Fees</th>
</tr>
</thead>
</table>

| School: |
| Recreation: |

<table>
<thead>
<tr>
<th>Balance Due:</th>
</tr>
</thead>
</table>

Building MISCELLANEOUS – INTERIOR ALTERATION/BUILDOUT ePermit Application Page 4 of 4 Revised: v3 6/27/18
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

<table>
<thead>
<tr>
<th>Tax Parcel #R</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Property owner of record or previous owner if recently purchased:

<table>
<thead>
<tr>
<th>Resident of property, if different from above:</th>
<th>Telephone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Current address in use:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New issued address:</td>
<td></td>
</tr>
</tbody>
</table>

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
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 applicable, 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 than 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.
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. 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. I understand that my failure to follow these laws may subject me to serious financial risk. |
| Initials | 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. |
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/](http://www.myflorida.com/dbpr/pro/cilb/) for more information about licensed contractors.

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.

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.

<table>
<thead>
<tr>
<th>Printed Name of Owner</th>
<th>Signature of Owner</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Permit #:</th>
<th>Parcel ID#:</th>
</tr>
</thead>
</table>

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 STATUTES, 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 Print Name and Provide Signatory’s Title/Office
Owner’s Authorized Officer/Director/Partner/Manager

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.
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

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Structure:</td>
</tr>
<tr>
<td>Parcel ID #:</td>
</tr>
<tr>
<td>Owner Name:</td>
</tr>
<tr>
<td>Contractor/Sub-Contractor:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Building Permit #:</th>
<th>Flood Permit #:</th>
</tr>
</thead>
</table>

Vertical Datum

<table>
<thead>
<tr>
<th>Base Flood Elevation:</th>
<th>N.G.V.D. 1929:</th>
<th>N.A.V.D. 1988:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Approved by:  
Date:
ELEVATION CERTIFICATE AND INSTRUCTIONS

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 (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.

## 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

<table>
<thead>
<tr>
<th>A1. Building Owner’s Name</th>
<th>Policy Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.</th>
<th>Company NAIC Number:</th>
</tr>
</thead>
</table>

City  
State  
ZIP Code

<table>
<thead>
<tr>
<th>A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)</th>
</tr>
</thead>
</table>

| A5. Latitude/Longitude: Lat.  
Long.  
Horizontal Datum: □ NAD 1927  
□ NAD 1983 |
|--------------------------------------------------|

<table>
<thead>
<tr>
<th>A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A7. Building Diagram Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A8. For a building with a crawlspace or enclosure(s):</th>
</tr>
</thead>
</table>

  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  

  d) Engineered flood openings? □ Yes  
□ No

<table>
<thead>
<tr>
<th>A9. For a building with an attached garage:</th>
</tr>
</thead>
</table>

  a) Square footage of attached garage  

  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  

  d) Engineered flood openings? □ Yes  
□ No

### SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

<table>
<thead>
<tr>
<th>B1. NFIP Community Name &amp; Community Number</th>
<th>B2. County Name</th>
<th>B3. State</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9:</th>
</tr>
</thead>
</table>

  □ FIS Profile  
□ FIRM  
□ Community Determined  
□ Other/Source:  

<table>
<thead>
<tr>
<th>B11. Indicate elevation datum used for BFE in Item B9:</th>
</tr>
</thead>
</table>

  □ NGVD 1929  
□ NAVD 1988  
□ Other/Source:  

<table>
<thead>
<tr>
<th>B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)?</th>
</tr>
</thead>
</table>

  □ Yes  
□ No  
Designation Date:  
CBRS  
OPA
ELEVATION CERTIFICATE

FOR INSURANCE COMPANY USE

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.


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.

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

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)
**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
   b) Top of bottom floor (including basement, crawlspace, or enclosure) is

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

E3. Attached garage (top of slab) is

E4. Top of platform of machinery and/or equipment servicing the building is

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.
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.
| 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 Caption**

**Photo Two**

**Photo Two Caption**
**ELEVATION CERTIFICATE**  
**Building Photographs**  
Continuation Page

**IMPORTANT:** In these spaces, copy the corresponding information from Section A.

<table>
<thead>
<tr>
<th>Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.</th>
<th>Company NAIC Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

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 Caption**

**Photo Two**

**Photo Two Caption**
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, FIRMs, 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.
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 1A Image]

### 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 1B Image]

### 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 2A Image]

### 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.*

![Diagram 2B Image]

* 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.

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* 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.)

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* 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.