

Elevation Certificate Checklist

SECTION A—PROPERTY INFORMATION

A2 and A3

Complete street address or property description. In either case, the city, state, and zip code must be listed.

A6 Photographs: Photographs are not required for CRS credit. However, they are required for writing a flood insurance policy and they can be very helpful for compliance records.

A7 Building diagram number.

A8 a), b), and c) Enclosure and crawl space information for buildings that are diagram 6, 7, 8, or 9.

A9 a), b), and c) Attached garage information. If there is no attached garage, enter “N/A” in all three spaces. If there is an attached garage and there are no openings, the correct entry is “zero,” even if the garage is above the BFE.

A8 and A9

If the square footage of the crawlspace or garage is larger than the square inches of the openings AND “(d) engineered flood openings” is checked “yes,” then there must be a certification by a registered design professional or a copy of the ICC Evaluation Service report.

SECTION B—FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1 NFIP community name/community number.

B4 Map AND panel number.

B5 Panel number suffix. If the property is in an area revised by a LOMR, then B4, B5, and B7 must all be completed based on the LOMR.



Find your place

- B7** FIRM panel effective/revised date.
- B8** Flood zone(s) in which the building is located.
- B9** Base flood elevation(s).
- B10** The source of the base flood elevation data or base flood depth entered in B9.
- B11** The elevation datum used for the base flood elevation in B9.
- B12** Whether the building is located in a Coastal Barrier Resources System area or Otherwise Protected Area.

**SECTION C—BUILDING ELEVATION INFORMATION
(when a survey is required)**

- C1** Basis for building elevations: Note: “Finished construction” must be checked unless the building is still under construction. The ISO/CRS Specialist will not review Elevation Certificates for buildings still under construction, unless requested to by the community.
- C2** Elevations. The benchmark utilized and vertical datum entries must be completed. Items a) through g) must have an entry.

Elevation items a), f), and g) must be recorded on every certificate. If an item does not apply, enter “N/A” in the fields where no data are being supplied.

Items b) and c) must be completed with an elevation if they are applicable and if that letter appears on the diagram on pages 7–9 of the instructions.

If there is an attached garage, an elevation must be entered for item d), otherwise the entry is “N/A.” If there is machinery and/or equipment that service the building, an elevation must be entered for item e), otherwise the entry is “N/A.”



SECTION D—CERTIFICATION BY A REGISTERED DESIGN PROFESSIONAL

Certifier’s name and license number.

Certifier’s signature

Date

If there is a signature and/or date in the box, there does not have to be a separate signature or date on the line.

SECTION E—BUILDING ELEVATION INFORMATION (when a survey is not required in a Zone AO or a Zone A without a base flood elevation)

- E1** a) and b) enter the difference between the top of the bottom floor and the highest and lowest adjacent grade.
- E2** For Building Diagrams 6--9 with openings, enter the difference between the top of the next higher floor and the highest adjacent grade.
- E3** Enter the difference between the top of the garage slab and the highest adjacent grade.
- E4** Enter the difference between the top of the platform for machinery or equipment and the highest adjacent grade.
- E5** Zone AO (only) Elevation of bottom floor complies with the ordinance (if there is no base flood depth provided).

Note: If Section E is used, then Sections F or G must be completed.



**SECTION F—PROPERTY OWNER (OR OWNER’S REPRESENTATIVE)
CERTIFICATION**

This section is used if Section E is completed by the owner or owner’s representative. If used, this section must include the property owner’s or representative’s name in the first line and the signature in the third line.

SECTION G—COMMUNITY INFORMATION

If G1 or G2 is checked, then the first and third lines after G10 (the local official’s name and signature) must be completed.

NOTE: If a local official authorized by law to complete an Elevation Certificate fills out ALL the information (including elevation data), then G8, G9, and the signature block must be completed.

-- SAMPLE ELEVATION CERTIFICATE ATTACHED --

Revised 6/3/14

ELEVATION CERTIFICATE

IMPORTANT: Follow the instructions on pages 1-9.

OMB No. 1660-0008
Expiration Date: July 31, 2015

Highlighted must be completed. SECTION A - PROPERTY INFORMATION

EC Checklist

A1. Building Owner's Name _____

A2. Building Street Address (i) **Must have correct address, including number.** _____

City **Either A2 or A3 must be completed.** _____ State _____ ZIP Code _____

A3. Property Description (L) **May not have Alt Key Number as only I.D./May have Parcel I.D. Number** _____

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. **We require at least 2 color photos.**

A7. Building Diagram Number _____

A8. For a building with a crawlspace or enclosure(s): **Check photos; they must match diagram.**

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

9. 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 **City of Ocala, 120330**

B2. County Name **Marion**

B3. State **FL**

B4. Map/Panel Number **12083C & Panel No.**

B5. Suffix **D**

B6. FIRM Index Date **08-28-2008**

B7. FIRM Panel Effective/Revised Date **08-28-2008 if no revision**

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 **Must be NAVD.**

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

**City of Ocala has a "freeboard" requirement above BFE:
1' - Residential
1' - Commercial
2' - Mobile Homes
3' - Critical Facilities**

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.

Check here if comments are provided on back of form. 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

In Florida, only surveyors & mappers are authorized to sign Section D.

PLACE SEAL HERE

Raised seal, signature, & date

ELEVATION CERTIFICATE, page 2

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 D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)

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

Comments

From section C2.e) -- what is the machinery or equipment? -- and/or other comments

Signature

Must be signed & dated by surveyor.

Date

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 (in _____ or enclosure) is _____ . _____ feet meters above or below the HAG.
 - b) Top of bottom floor (in _____ or enclosure) is _____ . _____ feet meters above or below the LAG.
- E2. For Building Diagrams 6–_____, _____ as provided in Section A Items 8 and/or 9 (see pages 8–9 of Instructions), the next higher floor (elevation _____ 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

Complete Section F if no BFE and Section E is used.

Address	City	State	ZIP Code
---------	------	-------	----------

Signature	Date	Telephone
-----------	------	-----------

Comments

Check here if attachments.

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 E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO was provided by _____ (licensed surveyor, engineer, or architect 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	If G1, G2, G8 or G9 are checked	Title
-----------------------	---------------------------------	-------

Community Name	Telephone
----------------	-----------

Signature	Date
-----------	------

Comments

Check here if attachments.

ELEVATION CERTIFICATE, page 3

BUILDING PHOTOGRAPHS

See Instructions for Item A6.

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.

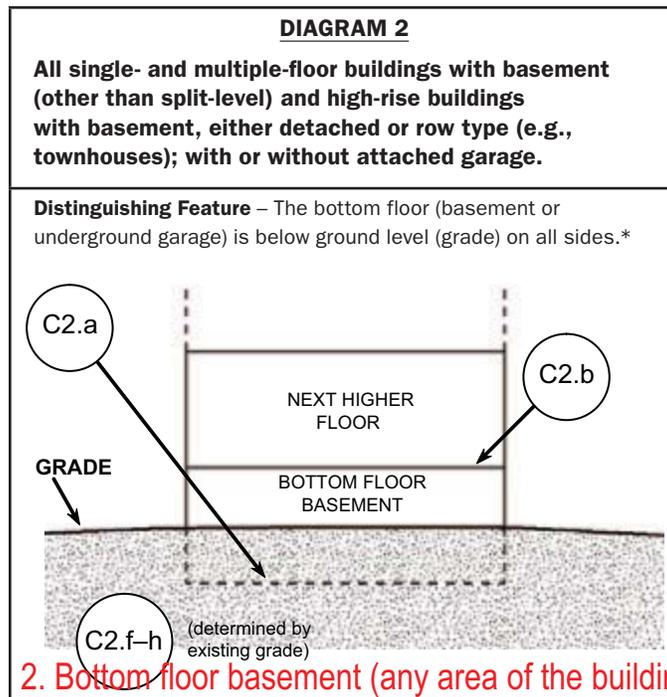
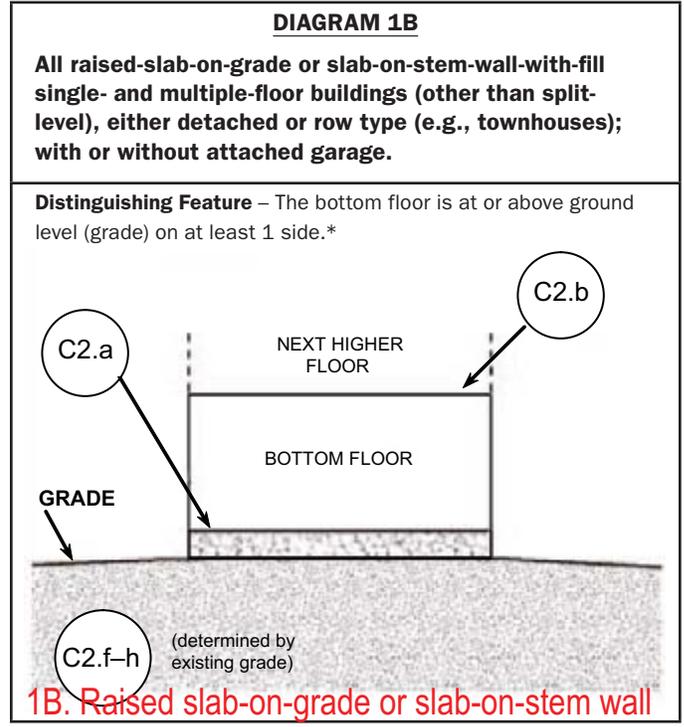
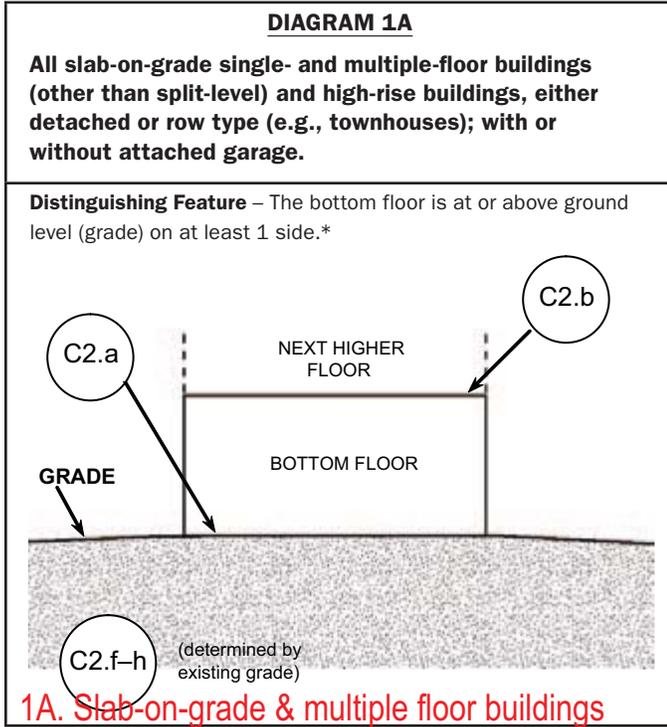
IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number:

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.

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).

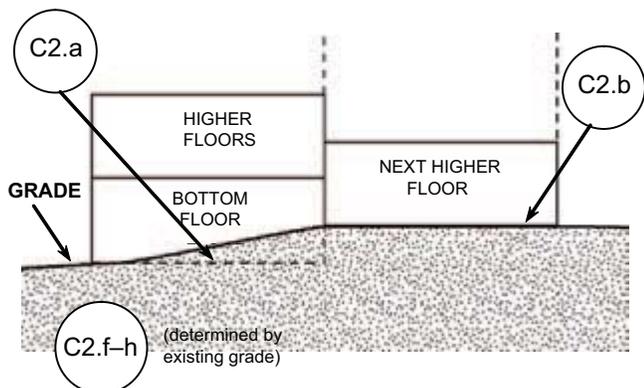


* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

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.*

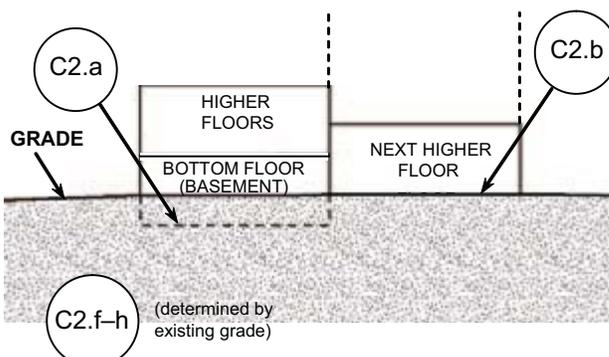


3. All split-level buildings that ARE slab-on-grade

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.*

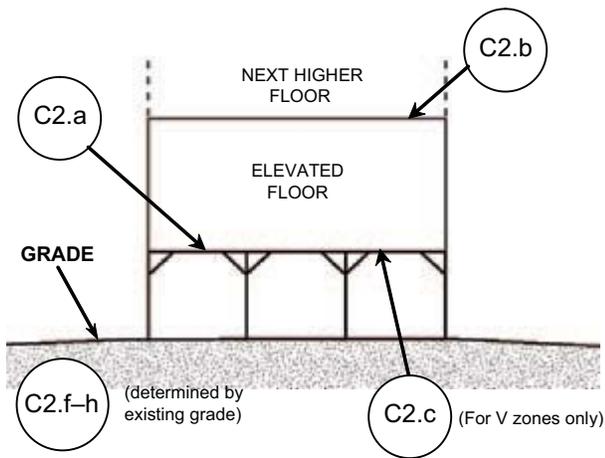


4. All split-level buildings that are NOT slab-on-grade

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).

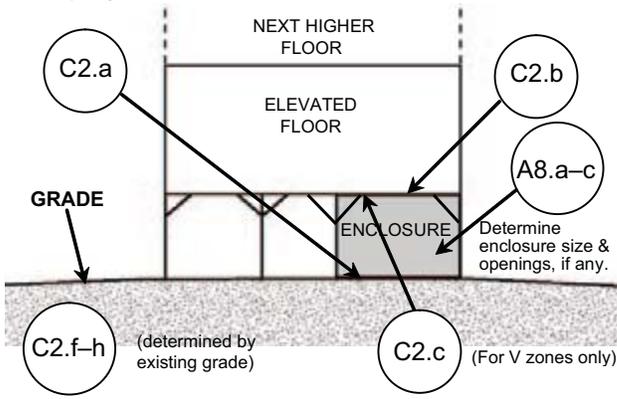


5. Elevated on piers, posts, piles, columns or parallel shear walls (open below the elevated floor)

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.

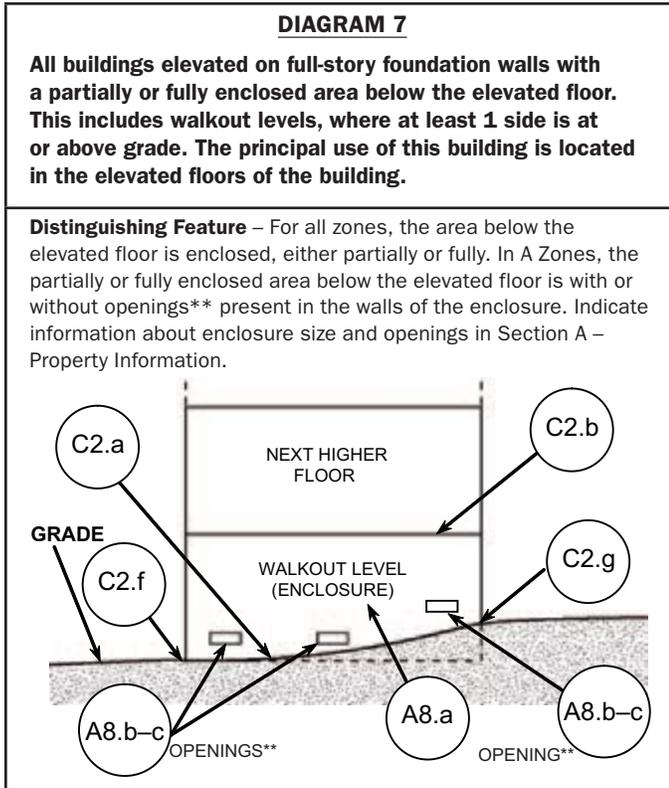


6. Elevated on piers, posts, piles, columns, or parallel shear walls with partial enclosure below the elevated floor.

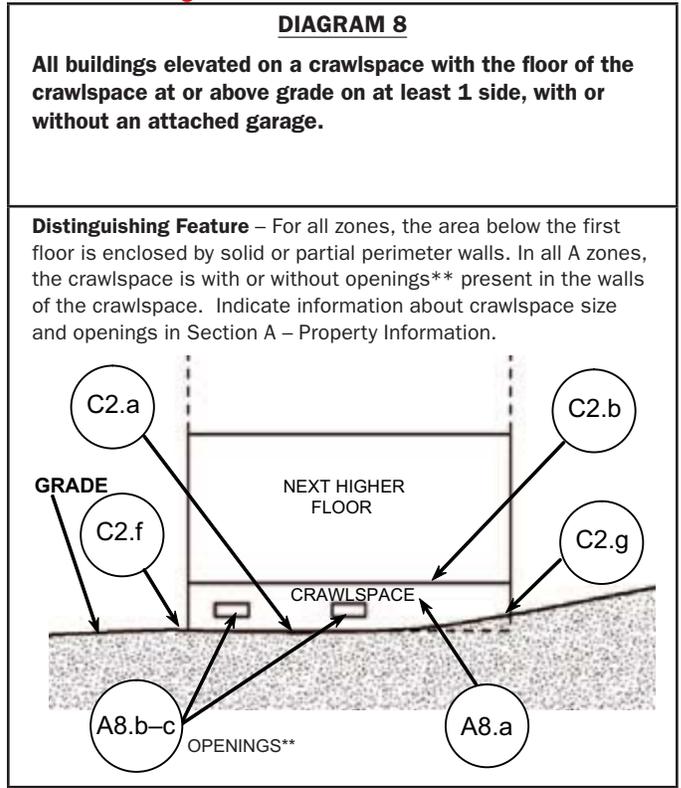
* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

** 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.

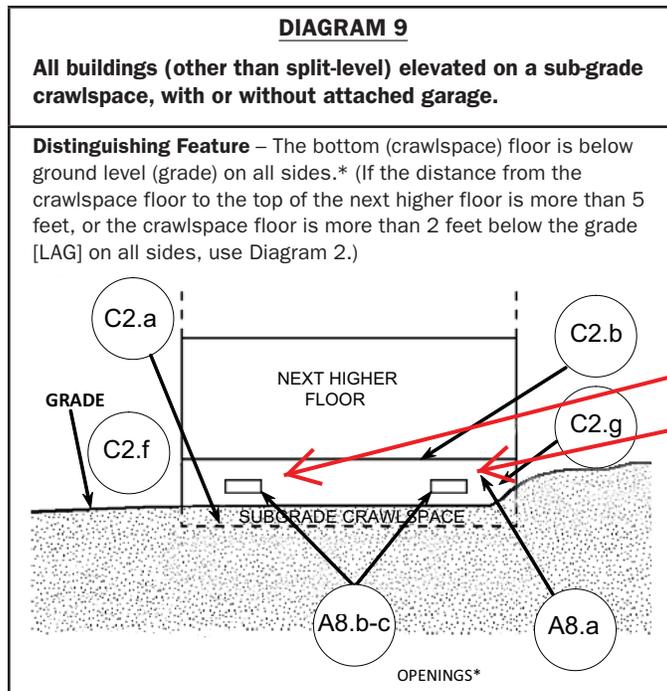
7. Elevated full-story foundation with partially or fully enclosed area below the elevated floor



8. Elevated on a crawlspace with crawlspace at or above grade on at least one side



9. Elevated on a sub-grade crawlspace



Openings

Allow the free passage of flood waters without human intervention. A minimum of 2 openings. Vent opening in square inches must equal square feet of enclosure (except for engineered flood openings with certificate) and no more than a foot above grade.

* 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.