



NFIP / Community Rating System

FEMA Elevation Certificate requirements



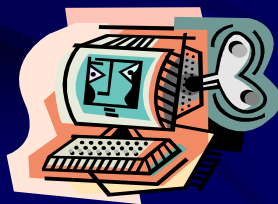
CRS & FEMA Elevation Certificate

Current Version: March 2009

Download from:

www.fema.gov/business/nfip/elvinst.shtm

Available in Word or PDF formats





CRS & FEMA Elevation Certificate

- ✉ Prerequisite for the CRS.
- ✉ Serves as a reminder to local building officials of NFIP obligations & flood insurance
- ✉ Determine compliance with local floodplain management ordinance.
- ✉ Support LOMA/LOMR-F.




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2009 Elevation Certificate GIG List

SECTION A – PROPERTY INFORMATION

- A2 and A3. Complete street address and property description. In either case, the city, state, and zip code must be listed.
- 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. *(not a gig if blank or no "n/a")*



FEMA Elevation Certificate


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

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expires February 28, 2009

Important: Read the instructions on pages 1-8.

SECTION A - PROPERTY INFORMATION		For Insurance Company Use:
A1. Building Owner's Name		Policy Number
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		Company NAIC Number
City	State	ZIP Code
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)		
A5. Latitude/Longitude: Lat. _____ Long. _____		Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.		
A7. Building Diagram Number		
A8. For a building with a crawl space or enclosure(s), provide:		A9. For a building with an attached garage, provide:
a) Square footage of crawl space or enclosure(s)	1,405 sq ft	a) Square footage of attached garage
b) No. of permanent flood openings in the crawl space or enclosure(s) walls within 1.0 foot above adjacent grade	10	b) No. of permanent flood openings in the attached garage walls within 1.0 foot above adjacent grade
c) Total net area of flood openings in A8.b	1,680 sq in	c) Total net area of flood openings in A9.b
		N/A sq ft
		N/A sq ft
		N/A sq in



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SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP community name / community number – *it is a gig if the wrong community name is entered. It's not a gig if only the community # is entered.*

B4. Map and panel number

B5. Panel number suffix – *Not a gig if either item B4 has the suffix or item B7 is completed. If the property is in an area revised by a LOMR, then B4, B5, and B7 must all be completed based on the LOMR.*

B7. FIRM panel effective/revised date – *Not a gig if item B5 is completed.*

B8. Flood zone(s) in which the building is located

B9. Base flood elevation(s)

B10. The sources of the Base Flood Elevation (BFE) data or base flood depth entered in B9

B11. The elevation datum used for the BFE in B9 – *This should be the same datum as listed in item C2.*

B12. Whether the building is located in a Coastal Barrier Resources System area or Otherwise Protected Area.



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

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number		B2. County Name		B3. State	
B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9. <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other (Describe) _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other (Describe) _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? Designation Date _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA <input type="checkbox"/> Yes <input type="checkbox"/> No					

B8 – This is the flood zone affecting the STRUCTURE only.

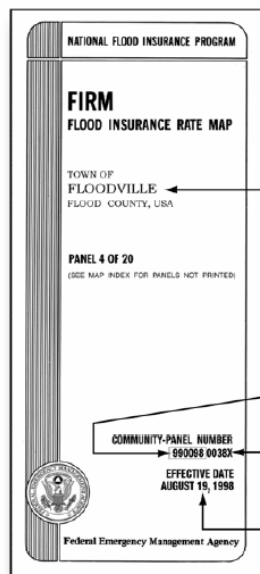


Figure 1. Sample FIRM Panel (Single Community)

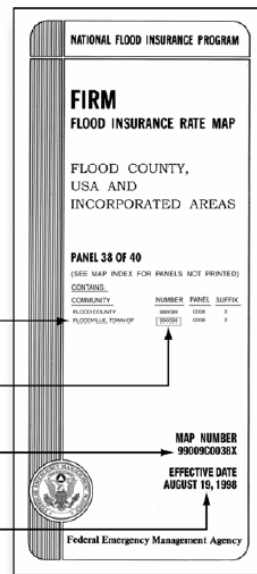


Figure 2. Sample FIRM Panel (Countywide)



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

C1. Based for building elevations: Note "finished construction" must be checked unless the building is still under construction.

C2. Elevations. All items are required to have an entry. If the datum is different from the datum used to the BFE in Section B, the datum conversion must be recorded in this section or in Section D or G, as appropriate.

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.

Elevation Items b) and c) must be completed with an elevation if they are applicable and if the letter appears on the diagram on pages 7-9 of the instructions. Where there is an attached garage, an elevation must be entered for item d), otherwise the entry is "N/A". Where there is machinery and/or equipment that service the building, an elevation must be entered for item e), otherwise the entry is "N/A".

All communities should fill out all C2 items in accordance with these instructions. However, not a gig if there is a blank where a "N/A" should be.



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SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

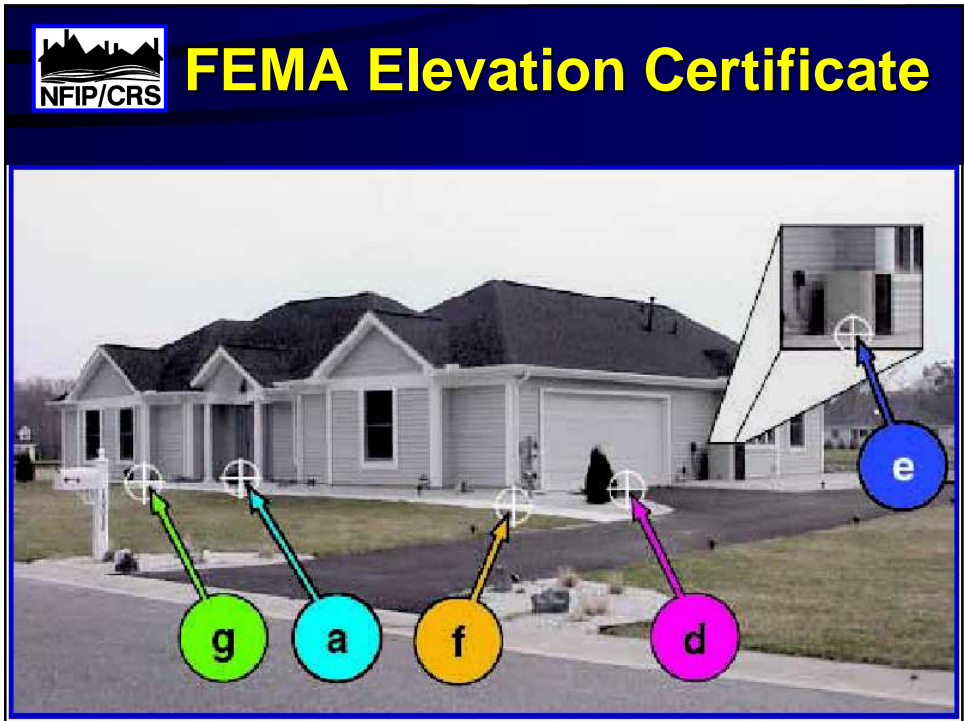
C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, ARIA, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-g below according to the building diagram specified in Item A7.

Benchmark Utilized _____ Vertical Datum _____
 Conversion/Comments _____

Check the measurement used.

a) Top of bottom floor (including basement, crawl space, or enclosure floor)	Every time <input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
b) Top of the next higher floor	If >1 floor <input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
c) Bottom of the lowest horizontal structural member (V Zones only)	V Zones <input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
d) Attached garage (top of slab)	If garage <input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment in Comments)	Every time <input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
f) Lowest adjacent (finished) grade (LAG)	Every time <input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)
g) Highest adjacent (finished) grade (HAG)	Every time <input type="checkbox"/> feet	<input type="checkbox"/> meters (Puerto Rico only)



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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.

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

PLACE SEAL HERE

FEMA Form 81-31. See reverse side for continuation. Replaces all previous editions



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

SECTION 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

Signature _____ Date _____ Check here if attachments



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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, crawl space, or enclosure) is _____ feet meters above or below the HAG.
 b) Top of bottom floor (including basement, crawl space, or enclosure) is _____ feet meters above or below the LAG.


E2. For Building Diagrams 6-8 with permanent flood openings provided in Section A Items 8 and/or 9 (see page 8 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ feet meters above or below the HAG.

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

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

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

If no BFE, do every entry
Must also do Section F or G
Can be done by local official



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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's or Owner's Authorized Representative's Name _____

Address _____	City _____	State _____	ZIP Code _____
Signature _____	Date _____	Telephone _____	
Comments _____			

Check here if attachments



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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, and G9.

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.-G9.) is provided for community floodplain management purposes.

G4. Permit Number _____	G5. Date Permit Issued _____	G6. Date Certificate Of Compliance/Occupancy Issued _____
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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 (PR) Datum _____

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

Local Official's Name _____	Title _____
Community Name _____	Telephone _____
Signature _____	Date _____
Comments _____	

If G1 or G2 checked

Check here if attachments

FEMA Form 81-31, February 2006 Replaces all previous editions



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Building Photographs

See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			For Insurance Company Use: Policy Number
City	State	ZIP Code	Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least two 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." If submitting more photographs than will fit on this page, use the Continuation Page, following.

Not needed for local permits or CRS



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Helpful Hints

- Never assume the EC was filled out correctly because it has the professional surveyor's seal on it
- Establish a review process that determines if the EC is complete and correct
- Make a complete and correct EC a condition for certificate of occupancy
- Fill out as much of the EC as you can at the time of the permit application (i.e.: section A and B)
- Use the EC software to make corrections

