

## CRS Activity 310 (Elevation Certificates)

### Permit List Template

#### *Instructions Page*

#### **GENERAL TEMPLATE INFORMATION:**

1. The Permit List Template, in Excel, is intended to help you provide the necessary information for the required "Permit List" for Activity 310 (Elevation Certificates). You are NOT REQUIRED to transfer all your permit information to the Permit List Template as we are sensitive to your current permit tracking logistics and time constraints in copying data from one form to another. However, you are STRONGLY ENCOURAGED to use this template since it captures all the information, and only the information, ISO needs in order to verify that "Finished Construction" elevation certificates (ECs) are being collected for the correct buildings each year.
2. If you **DO NOT** choose to use this template, please make sure the Permit List you are providing identifies, at minimum, all the fields that this template includes. The information included in the template are all the items required for Activity 310 in the CRS Coordinator's Manual (Manual).
3. If you **DO** choose to use this template, please make sure all relevant fields are filled in.

#### **MINIMUM INFORMATION REQUIRED:**

1. The Permit List should include **ALL PERMITS** issued in your regulatory floodplain that require an EC such as new buildings and substantial improvement/substantial damage. Do not include permits for projects outside your regulatory floodplain or permits for fill, fences, pools, re-roofing or other activity where an Elevation Certificate is not required.
2. **For Activity 310 EC credit, and for meeting the 90% correct verification threshold, we will only be looking at "Finished Construction" ECs for new construction and SI/SD in the SFHA.** We may look at the other ECs for other purposes (freeboard, foundation protection, local drainage protection, compliance, etc.) depending on what other CRS credits you apply for.
3. Be sure to identify permits in your SFHA verses those that are in your regulatory floodplain outside the SFHA .
4. You must include the date of the permit, the address of each building, the type of building (e.g., residential, commercial, or other term used in Section A4 of the FEMA Elevation Certificate form), the FIRM zone (AE, A, VE, etc.), whether it is a new building or substantial improvement, and whether the permit is final. The list must also indicate if a floodproofing certificate is required or if a V Zone design certificate is required.

#### **SITUATIONS TO KEEP IN MIND –**

#### **When developing and maintaining your permit list and when reviewing ECs:**

##### *Annexations:*

If buildings permits are within property recently annexed by your community (since your last verification visit), be sure to identify them on your Permit List. Their ECs may not look correct unless we know: (1) when the property was annexed and (2) what the previous community name and NFIP number was. The NFIP Name and Number of the community in which the property is in right now should be placed in B1. Please use Section G Comments to explain what happened.

#### *Map changes:*

You may have had a new FIRM, or a LOMA/LOMR that affected a property during the life of a permit. Section B of the EC needs to include the FIRM information at the time the "Finished Construction" EC was completed and dated. If the project started construction under a different FIRM and flood elevations, please place that information in Section D Comments. Be sure to include the letter date, the case number, B1, B4, B5, B7, B8 and B9 info in the Section D Comments. Also, if you've had a LOMA/LOMR that has taken the structure out of the SFHA since the date of the "Finished Construction" EC, please note that in the "Comments" section of the template and include a copy of the LOMA/LOMR.

#### *Non-Residential Floodproofing & Basement Floodproofing Certificates:*

A Floodproofing Certificate for Non-Residential Structures or a Residential Basement Floodproofing Certificate must be attached to the EC if they apply to a building.

#### *Engineered Flood Openings:*

If "Yes" is marked in either A8.d. or A9.d., an engineering report that identifies the rated opening size must accompany the "Finished Construction" EC. In these cases, be sure that the actual opening size is shown in A8.c./A9.c., while the engineered/rated opening size is identified in Section D Comments section. An Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES), must be attached to the EC in cases where "Yes" is marked in either A8.d. or A9.d.

#### *Buildings in V-Zones*

A V-Zone Certificate must accompany the "Finished Construction" EC for all new buildings built or substantially improved/substantially damaged in the V-Zone.

#### **HOW TO SUBMIT YOUR PERMIT LIST AND ECs:**

1. Your Permit List should be submitted at least 2 months prior to your verification visit, either digitally or hard copy.
2. Your ISO/CRS Specialist will review the Permit List, and then tell you which ECs to submit. In most cases, all ECs will be requested.
3. We can accept ECs either digitally or hard copy. Please confirm with your ISO/CRS Specialist when and how you will be submitting your ECs.
4. If you are submitting digitally, please adhere to the following guidelines:
  - A. If you are scanning hard copy ECs, please scan at 300 dpi, grayscale. If your scanner does not have this capability, please let your ISO/CRS Specialist know when submitting.
  - B. Scan the ECs and save them as PDFs. It is best if you keep a copy of them as well.
  - C. It is acceptable to either group all ECs into one large PDF document or keep them in separate PDFs.
  - D. Be sure to include all flood vent engineering reports, V-Zone Certificates, Non-Residential Floodproofing Certificates, and Residential Basement Floodproofing Certificates with each EC, when they apply.
  - E. Be sure to include, at a minimum, pages 1-2 for the 2012 forms and pages 1-3 or 1-4 for the 2015 forms.
  - F. Photo pages are not required for CRS, but they help significantly when they can be seen clearly.
5. If you are submitting hard copies, please adhere to the following guidelines:
  - A. Send them all together at the same time, unless otherwise directed differently. Let your ISO/CRS Specialist know a little ahead of time to make sure he/she can be at his/her office to receive them.
  - B. Be sure to only submit the ECs that your ISO/CRS Specialist asked for. *See comment on #2 above.*