

CERTIFICATION CHECKLISTS

Floodproofing, V-Zone Design & Elevation Certificates from 1996 and 2000

***NOTE:** The official checklist for the 2006, 2009, and 2012 Elevation Certificate is found in Figure 310-2 of the 2013 CRS Coordinator's Manual. An Elevation Certificate with the checklist items highlighted is available on http://crsresources.org/files/300/2012_ec_checklist_4-13.pdf.*

Checklist for the Floodproofing Certificate

When required: For credit under element EC (Elevation Certificates) under Activity 310, FEMA's Floodproofing Certificate (FEMA Form 086-0-34) is required for any new or substantially improved non-residential building in the Special Flood Hazard Area (SFHA) that was floodproofed instead of elevated. Only one form is needed for each floodproofed property. A separate Elevation Certificate is not needed.

Floodproofing checklist:

Property Information

- Complete property address or lot/block number

Section I – FIRM information:

- NFIP community number
- Panel number
- Panel number suffix
- Date of FIRM index
- Flood zone(s) in which the building is located
- Base flood elevation(s)
- Elevation datum for the BFE

Section II – Floodproofing information

- Elevations are based on ____ (any one of the three is acceptable)
- Building is floodproofed to an elevation of ____
 - NGVD 1929 NAVD 1988 Other/Source:
- Height of floodproofing on the building above the lowest adjacent grade ____
- For Unnumbered A Zones Only: Highest adjacent (finished) grade next to the building (HAG)
 - NGVD 1929 NAVD 1988 Other/Source:

Section III – Certification

- Certifier's name
- Certifier's signature
- License number
- Date

Checklist for V-Zone Design Certificates

Note that the V-Zone design certificates certify the design of structures in the V Zone, and must be used in conjunction with finished construction Elevation Certificates.

Property Information

- Complete property address

Design Elevations

- All elevations must be in a consistent vertical datum (preferably the same datum as the community's FIRM).
- Base Flood Elevation (BFE)
- Elevation of Bottom of Lowest Horizontal Structural Member
- Elevation of Lowest Adjacent Grade (LAG)
- Depth of anticipated scour/erosion used for foundation design
- Embedment depth of pilings or foundation below Lowest Adjacent Grade

What the Signatory is Certifying: For ALL certified structures, the design professional has either developed or reviewed the designs, plans, and specifications for the structure and found that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:

- The lowest horizontal structure is above the Base Flood Elevation (BFE)
- The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

For certified structures with breakaway walls exceeding a design safe loading resistance of 20 pounds per square foot: The design professional has either developed or reviewed the structural design, plans, and specifications for construction and that the design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting the following provisions:

- Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and
- The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components.

NOTE: It must be clear on the form that the design professional is or is not certifying the structure for breakaway walls. Adding the text "if applicable" to the breakaway wall clause is not sufficient proof that the walls have been certified.

Information on Design Professional

- Name
- Signature
- License number
- Date

Checklist for the 1996 Elevation Certificate

Section A. Property Information—Complete address or other description of the property's location, such as a legal description.

Section B. Flood Insurance Rate Map (FIRM) Information

1. Correct community NFIP number
2. Correct panel number
3. Correct suffix for the panel
4. Correct date of FIRM index (not necessarily the same as the panel's date)
5. Correct FIRM zone
6. Correct base flood elevation

Section C. Building Elevation Information

1. Correct building diagram number
2. Reference floor elevation completed
5. Certificate based on actual construction
6. Lowest adjacent grade elevation completed (except in AO Zones)

Section E. Certification—Name of registered engineer, architect, land surveyor or qualified local official (or, for unnumbered A and V Zones, the owner); AND that person's signature

Checklist for the 2000 Elevation Certificate

SECTION A—PROPERTY OWNER INFORMATION

Complete street address or property description (2nd or 4th lines)
City, State, Zip code (3rd line)

SECTION B—FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

- B1. NFIP community name and community number
- B4. Map and panel number
- B5. Suffix
- B6. FIRM index date
- B7. FIRM panel effective/revised date
- B8. Flood zones(s) in which the building is located
- B9. Base flood elevation(s)
- B10. The source of the Base Flood Elevation (BFE) data or base flood depth entered in B9.
- B11. The elevation datum used for the BFE 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. Source of building elevations Note: "Finished construction" must be checked unless the building is still under construction.
- C2. Building Diagram Number
- C3. Elevations items a), e), f), and g) must be recorded on every certificate, The other items must be completed if the letter appears on the diagram on pages 6 and 7 of the instructions. If a line is not applicable, then insert "N/A." If the letters h) or l) do not appear for that diagram, then enter "0."

SECTION D—SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

Certifier's name and license number
Certifier's signature
The box at the end of Section C must have the certifier's seal.

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. Building Diagram Number
- E2. The top of the bottom floor
- E3. For Building Diagrams 6--8 with openings (see page 7), the next higher floor or elevated floor (elevation b) of the building
- E4. Zone AO only where there is no flood depth on the FIRM, elevation of the bottom floor complies with the local ordinance

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

SECTION G—COMMUNITY INFORMATION

- G1. This must be checked if the information in Section C was copied from another certified document. If so, then the local official's name and signature must be completed in G9.
- G2. This must be checked if the local official completed Section E. If so, then the local official's name and signature must be completed in G9.