

New Required Fields/Changes for Existing Fields for 2023 EC

CRS purposes only

** The following list of EC fields shows new or revised requirements for CRS purposes only for the new 2023 EC. All existing CRS requirements still apply to this new form since much of the form is very similar. All ECs signed and dated as of November 1, 2023, must be on the latest EC form. The new EC contains expanded and improved Instructions. Always refer to the EC Instructions first to answer any questions you may have.*

*** Not all CRS-required fields are included below; only the ones with new or revised requirements.*

FIELD	REQUIREMENT
SECTION A	
A5	Latitude and Longitude must now be on the EC and filled out correctly. See the Instructions for A5 on how to fill it out completely and correctly. Cannot be left blank. Datum must be indicated.
A6	At least two (four if possible) photos showing each side of the building are now required with every EC. To the extent possible, the photos must show the entire building and foundation. If flood openings are present, at least one photo is required that shows the foundation and a representative example of the flood openings. Photos must be in color and clearly visible to determine floors, openings, machinery/equipment, and other features of the building that are relevant. Keep this in mind when scanning ECs for CRS submittal.
A8b-f	These fields are newly formatted to better capture the amount and size of openings for crawlspaces/enclosures.
A8b	"Yes" or "No" or "N/A" must be marked. Cannot be left blank.
A8c	Enter the number of non-engineered flood openings present for the building (if one or more exists) and enter the number of engineered flood openings present for the building (if one or more exists). Only count the openings with the bottom within 1' of adjacent grade. "N/A" is desired if none exist.
A8d	If the building has non-engineered openings present, enter the total net open area of all those openings. "N/A" is desired if none exist.
A8e	If the building has engineered openings present, enter the total rated area of all those openings. "N/A" is desired if none exist.
A8f	Only needs to be filled out when both non-engineered and engineered openings exist for the building. This field must be the sum of A8.d. + A8.e. If either A8.d. or A8.e. are "0", enter "N/A".
A9b-f	These fields are newly formatted to better capture the amount and size of openings for attached garages.
A9b	"Yes" or "No" or "N/A" must be marked. Cannot be left blank.
A9c	Enter the number of non-engineered flood openings present in the attached garage (if one or more exists) and enter the number of engineered flood openings present in the attached garage (if one or more exists). Only count the openings with the bottom within 1' of adjacent grade. "N/A" is desired if none exist.
A9d	If the attached garage has non-engineered openings present, enter the total net open area of all those openings. "N/A" is desired if none exist.
A9e	If the attached garage has engineered openings present, enter the total rated area of all those openings. "N/A" is desired if none exist.
A9f	Only needs to be filled out when both non-engineered and engineered openings exist for the building. This field must be the sum of A9.d. + A9.e. If either A9.d. or A9.e. are "0", enter "N/A".
SECTION B	
B1a & B1b	NFIP Community Name and NFIP Community Number used to be in the same field on the previous EC. They are now split out into separate fields. Both must be entered and both must be correct.

SECTION C	
C2 Conversion Factor Used	This is a new field that must be answered with either “Yes” or “No” only when the datums from the BFE (B11) and Section C (C2) do not match. If “Yes” is selected, the conversion factor and explanation must be given in the Section D. Comments box.
C2f LAG Natural or Finished	Either “Natural” or “Finished” must be selected for every EC when Section C is used. Cannot be left blank.
C2g HAG Natural or Finished	Either “Natural” or “Finished” must be selected for every EC when Section C is used. Cannot be left blank.
C2h	This field is newly required for CRS. An elevation must be given for C2h if an attached deck or stairs is present. “N/A” is desired if neither exists.
SECTION D	
Comments Box	<p>The newly expanded and improved EC Instructions clearly spell out numerous times further explanations are to be given in the Section D Comments box. Key instructions are:</p> <ol style="list-style-type: none"> (1) If the datum for the FIRM differs from the datum for the elevations used for Section C, the conversion factor must be explained; (2) If machinery and/or equipment servicing the building is present, the machinery/equipment must be described and a location given for it; (3) If the “Attachments” box in Section D is checked, a description of the attachments must be included; (4) If openings are present for an enclosure or attached garage and the interior grade instead of the exterior grade was used to determine if they are within 1 foot of grade, this must be explained; (5) If engineered openings are used in the building, the manufacturer’s name and model number must be provided. Also, the engineered opening certificate or ICC-ES report must be attached to the EC; (6) If a LOMA/LOMR-F or LOMR has been issued for the property, the letter date and Case number must be provided; (7) If the map in effect of the time of permitting is different than the current FIRM at the time of certification, all the required information from the previous FIRM (B4, B5, B7, B8, B9, B10 and B11) must be provided along with an explanation that this situation occurred for this building; (8) If the map information used is based on best available data like base-level engineering or advisory flood hazard date, provide this information; (9) If the surveyor cannot access the crawlspace floor to shoot the floor elevation, they must provide what procedure they used to determine the floor’s elevation; (10) If additional surveyed floor elevations are needed for multiple floors or multi-level enclosures, clarify which floors are entered as C2a and C2b. <p>If any of these situations exist and an explanation was needed but not given, this could result in an Error on the EC.</p>
SECTION E	
Building Measurements Based On	When Section E is used instead of Section C, a new field was created here to show whether the EC is for “Construction Drawings”, “Building Under Construction” or “Finished Construction”. If Section E is filled out, one of these options must be selected. Remember, CRS requires only “Finished Construction” ECs.
E5	If the building is in an AO Zone with no flood depth number available, “Yes”, “No”, or “Unknown” must be selected. The local floodplain administrator must also certify this information as being correct by marking G2a. and providing name, signature and date in Section G.
Filling Out Sec. E	If the local official fills out Section E for a property owner, the local official must provide Name, Sign and Date Section G, not F.

SECTION F	
	Nothing newly required here.
SECTION G	
Address (Top of Page)	Since this page is now required for CRS communities, be sure the complete address is provided on all pages of the EC.
Name/Title Signature/Date	Whenever <i>any</i> field in Section G is completed , the local floodplain administrator must provide name, signature and date.
G8	“New Construction” or Substantial Improvement” must be marked every time. If the EC is for neither of these situations, it will not be needed for CRS review.
G11	“Yes” or “No” must be marked every time. If “Yes” is marked, a copy of the variance must be attached to the EC along with a description of the variance in the Section G. Comments box.
SECTION H	
	This is a new Section created for this EC form to help homeowners determine First Floor Height for insurance purposes without hiring a surveyor. Since it is for insurance purposes only, nothing here needs to be filled out for CRS purposes.
SECTION I	
	This is a new Section created for this EC form to go along with Section H. Since nothing in Section H is required for CRS purposes, no field in Section I is required for CRS either.