

## Elevation Certificate Reference Guide: Section A

Items that must be completed for CRS credit are highlighted

See the instructions on the pages after the form for more details.

If any item does not apply to a building, enter "N/A."

A2./A3. The building's location must be identified by completing either the address (A2) or the property description (A3). If the address is a rural route or P.O. Box number, you must also enter the property description. In either case, the city, state, and zip code must be listed. If there is no address or legal description, attach a map.

A7. Enter appropriate diagram number (1 – 8) based on the illustrations at the end of the form's instructions section. If you're unsure of the correct diagram number, select the best option or provide a sketch or photograph of the building. Use Diagram 2 or 4 for a building constructed with a crawl space floor below the exterior grade on all sides.

U.S. DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency National Flood Insurance Program		<b>ELEVATION CERTIFICATE</b>	OMB No. 1660-0008 Expires February 28, 2009
Important: Read the instructions on pages 1-8.			
<b>SECTION A - PROPERTY INFORMATION</b>			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) _____ sq ft		a) Square footage of attached garage _____ sq ft	
b) No. of permanent flood openings in the crawl space or enclosure(s) walls within 1.0 foot above adjacent grade _____		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 _____ sq in		c) Total net area of flood openings in A9.b _____ sq in	

A8.a & A9.a: Provide square footage of the crawl space or enclosure(s) below the lowest elevated floor of an elevated building and/or attached garage. Measure from the outside. Examples of elevated buildings constructed with crawl space and enclosure(s) are shown in Diagrams 6-8 on page 8 of the form's instructions section. If the building does not have a crawlspace, enclosure or attached garage, enter "N/A" in these blanks.

A8.b & A9.b: Enter the number of permanent flood openings in the crawlspace/enclosure(s) walls/attached garage (including the garage door) no higher than 1 foot above adjacent grade.

A8.c & A9.c: Estimate the total net area of all permanent flood openings in square inches, excluding any bars, louvers, or other covers of permanent flood openings. If the net area cannot be estimated, provide the size of the flood openings without consideration of any covers and indicate the type of cover in the openings in the Comments section.

If the crawlspace/enclosure(s) walls/garage have no permanent openings within 1 foot above adjacent grade, enter "0" (zero) in Items A8.b-c and/or A9.b-c.

The 2009 edition must be used for all certificates certified after January 1, 2007.

A4. Make sure that what is entered differentiates between a new building and an addition.

A5. Latitude/longitude is optional, but encouraged. If shown, show coordinates for the center of the front of the building. Use either decimal degrees to at least 4 decimal places or degrees, minutes, seconds with seconds to at least 1 decimal place. The lat and long coordinates must be accurate within 66 feet.

A6. Photographs are only required if the Certificate is being used for a flood insurance policy application. They are not required for permit records or CRS credit.

## Elevation Certificate Reference Guide: Section B

B1. Enter the complete name of the community in which the building is located and its 6-digit community number.

For a newly incorporated community, use the name and 6-digit number of the new community.

If the building is in an area annexed by one community but is still shown on another community's FIRM, enter the name and 6-digit number of the annexing community. In item B6, enter the FIRM index date for the annexing community. In items B4, B5, B7, B8, and B9, enter information from the FIRM panel that shows the building location (even if it is the FIRM for the previous jurisdiction).

B4. The map number is either the community's 6 digit number or, in the case of a county-wide FIRM, a 5 digit number followed by the letter "C." The panel number has 4 digits, unless it is the "only panel printed." If it is the "only panel printed," then enter "0001."

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)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

Community name

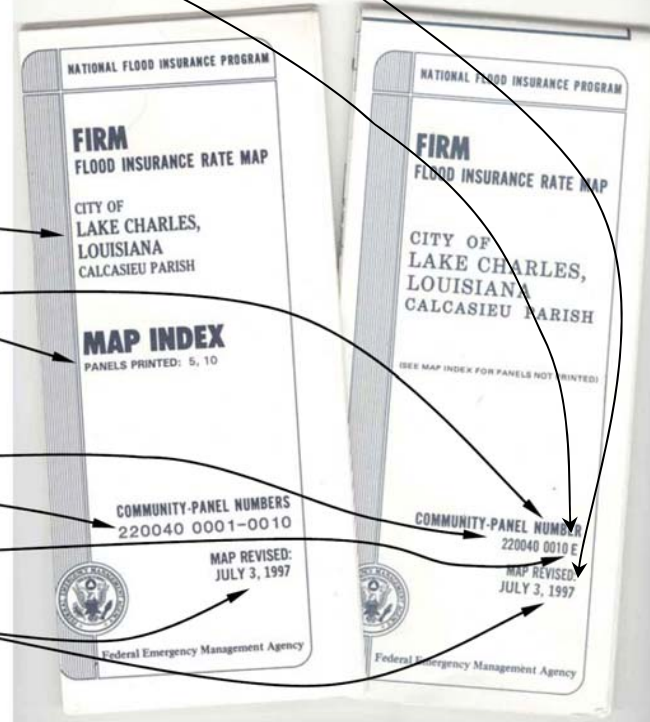
Panel number (on the Map Index, all of the panel numbers are listed)

Six-digit community identification number – "220040" followed by the panel number ("0010")

Map panel suffix – a letter, e.g., "B" or "C"

Map effective or map revision date

Use the FIRM panel, flood zone, etc., for the building's location in effect at the time the Elevation Certificate is prepared. If a LOMA or LOMR-F has been issued by FEMA, provide the letter date and case number in the Comments area of Section D or Section G.



Items that must be completed for CRS credit are highlighted

B5. The suffix is a letter that is found after the map/panel number.

B7. This is the date shown on the panel you used. It may not be the same as the date of the FIRM index.

B8. Enter all the zones, in which the building is located (e.g., AE, V, X).

B9. Using the Flood Insurance Study profile, the Floodway Data Table, or the FIRM panel, locate the building and enter all appropriate BFEs (or base flood depth for Zone AO) for each flood zone in item B8. If the building is in a Zone A (without a BFE), enter "N/A" and complete Section E on the other side of the certificate.

B11. The Datum is shown in "Map Legend" and/or "Notes to Users" on the FIRM.

B12. Information on CBRS areas and OPAs may be found at [www.fema.gov/fhm/fmc\\_cb.rs.shtm](http://www.fema.gov/fhm/fmc_cb.rs.shtm).

## Elevation Certificate Reference Guide: Sections C and D

Items that must be completed for CRS credit are highlighted

Section C is completed for all zones except AO and A (without BFE). For Zone AO or Zone A (w/o BFE), complete Section E.

C1. The CRS only recognizes an Elevation Certificate for finished construction (which is usually required as a condition for certificate of use or occupancy). Select "Finished Construction" only when all machinery and/or equipment such as furnaces, water heaters, heat pumps, air conditioners, and elevators and their associated equipment have been installed and the grading around the building is completed.

SECTION D: This section may only be signed by a land surveyor, engineer, or architect authorized by law to certify elevation information.

### 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-g below according to the building diagram specified in Item A7.

Benchmark Utilized \_\_\_\_\_ Vertical Datum \_\_\_\_\_

Conversion/Comments \_\_\_\_\_

Check the measurement used.

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

C2.a-c. Use the building diagrams at the end of the form's instructions to identify where these items are shot. Do not shoot the floor of an attached garage for C2.a or b, that's for C2.d. Note that C2.a includes the floor of a crawlspace (diagram 8), even if it does not have the proper openings.

A Zones: shoot C2.a, b, d, and e at the top of the floor. V Zones: shoot C2.a and c at the bottom of the floor.

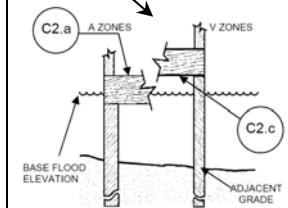
C2.e. "Machinery or equipment" includes elevators, furnaces, water heaters, heat pumps, air conditioners, **ductwork**, etc. Complete this entry even if the machinery is on the roof. Enter the elevation of the lowest platform outside or in an attached garage. Indicate the machinery or equipment type in the Comments area of Section D or Section G.

C2.f-g. Adjacent grade is the elevation of the ground, sidewalk, patio slab, or deck support immediately next to the building. For Zone AO, use natural grade elevation, if available. If the certificate is to support a request for a LOMA or LOMR-F, in the Comments section, provide the lowest adjacent grade elevation measured at the deck support or stairs if lower than the building's lowest adjacent grade.

If any item does not apply to a building, enter "N/A."

Elevations need to be in tenths of a foot.

C2. List the benchmark's Permanent Identifier or other unique identifier assigned by the maintaining agency. All elevations must be referenced to the datum used for the BFE entered in Item B9. If different, show the datum conversion and conversion software used in this section or in the Comments area of Section D.

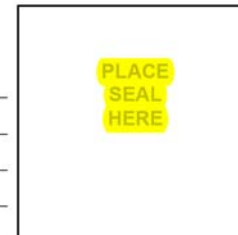


### SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

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	





## Elevation Certificate Reference Guide: Section E

SECTION D (continued): When making copies, copy both sides of the certificate. Use the comments area to provide datum, elevation, or other relevant information not specified on the front. For item C2.e, describe the machinery or equipment type.

SECTION E is completed only if the building is located in Zone AO or Zone A (without BFE). Otherwise, complete Section C. Explain in Section F Comments area if measurements provided in Items E1-E4 are based on "natural grade."

<b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>			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

### 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.

*Note: Buildings in Zone A (without BFE) may qualify for a lower insurance rate if an engineered BFE is developed for the site. If so, items B9 and B10 and Section C should be completed and Section E would not be used.*

Items that must be completed for CRS credit are highlighted.

Section E measurements need to be in tenths of a foot.

E2. See diagrams 6 – 8 at the end of the form's instructions section. Enter the height that the floor labeled "C2.b" is above the highest adjacent grade (HAG).

E4. "Machinery or equipment" includes elevators, furnaces, water heaters, heat pumps, air conditioners, **ductwork**, etc. Enter the height of the lowest platform outside or in an attached garage above the HAG. Indicate the machinery or equipment type in the Comments area of Section D or Section G.

## Elevation Certificate Reference Guide: Sections F and G

Items that must be completed for CRS credit are highlighted

SECTION F: This section is for certification of the entries in Sections A, B, and E that were taken by a property owner or property owner's representative. The address entered must be the mailing address of the person who provided the information. Community officials completing Section E check item G2 and certify in Section G.

SECTION G is optional. If it is completed, the community official must print and sign his/her name. If the community official is also the licensed land surveyor, engineer, or architect who surveyed the elevations in Section C, he/she must complete and sign Section D.

SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION			
<small>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. <i>The statements in Sections A, B, and E are correct to the best of my knowledge.</i></small>			
<b>Property Owner's or Owner's Authorized Representative's Name</b>			
Address	City	State	ZIP Code
<b>Signature</b>	Date	Telephone	
Comments			
<input type="checkbox"/> Check here if attachments			

SECTION G - COMMUNITY INFORMATION (OPTIONAL)		
<small>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.</small>		
G1. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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
G7. This permit has been issued for: <input type="checkbox"/> New Construction <input type="checkbox"/> Substantial Improvement		
G8. Elevation of as-built lowest floor (including basement) of the building: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters (PR) Datum _____		
G9. BFE or (in Zone AO) depth of flooding at the building site: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters (PR) Datum _____		
<b>Local Official's Name</b>		Title
Community Name		Telephone
<b>Signature</b>		Date
Comments		
<input type="checkbox"/> Check here if attachments		

G1. Check this if Section C was completed with elevation data from other documentation, (that has been signed and sealed by a surveyor, engineer, or architect). Indicate the source of the elevation data and the date obtained in the Comments area of Section G.

G2. Check this if information was entered in Section E by the community official.

G3. Check this if the information in Items G4-G9 is completed for community floodplain management purposes to document the as-built lowest floor elevation of the building. Doing this is optional, but greatly helps document enforcement of the community's floodplain management ordinance.

When items G4-G9 are completed, use the Comment section to document building compliance for building features such as machinery and equipment.