

Checklist for Elevation Certificate Review Guide (FMPG 2K22)

| Required for Structures in Zones: AE, AH, AO, and A (with/without a BFE) | | | | |
|---|---|--|--|---|
| MUST BE SUBMITTED AND APPROVED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY (CO) | | | | |
| Section A: Property Information | | | | Each Box Shall be Circled as Applicable |
| A1 | Building Owner's Name | | | Yes No |
| A2 | Building Street Address: (Include One Address Only) | | | Yes No |
| A3 | Property Description: (Lot and Block, Tax Parcel Info or Legal Description) | | | Yes No |
| A4 | Building Use: (Residential, Non-Residential, Addition, or Accessory) | | | Yes No |
| A5 | Latitude and Longitude: (Measured from Center of the Building. Examples Below) Decimal Degrees: 39.5043°, -110.7585° Degrees Minutes and Seconds: 39° 30' 15.5", -110° 45' 30.7" Decimal Degrees at least 5 decimal places or better: -35.45123, 72.56489 | | | Yes No |
| A5 | Horizontal Datum: (Recommended NAD 1983) | | | Yes No NAD 1927 |
| A6 | Color Photographs: (2 Photographs, Front & Rear View with date) | | | Yes No |
| A7 | Building Diagram 1A: Slab on Grade 1B: Raised Slab-on-Grade 2A: Basement 2B: Walk-Out Basement 3: Split Level w/ Bottom Floor is at/ Above Ground Floor on at least 1 Side 4: Split Level w/ Bottom Floor that is Below Ground Level on all Sides 5: Mobile Home/ Manufactured Home Elevated on Piers, Posts, Piles, or Columns 6: Elevated on Piers, Posts, Piles, or Columns w/ Enclosed Area below the Elevated Floor 7: Elevated on Full-Story Foundation Walls w/ partially/ full Enclosed Area below the Elevated Floor 8: Crawlspace 9: Sub-Grade Crawlspace | | | Enter Diagram Number: |
| A8 | Crawlspace or Enclosure: (For Building Diagrams 6-9) | | | Diagram #: |
| A8 | Square Footage | | | Sq Footage: |
| A8 | Number of Permanent Openings 1' above Adjacent Grade: (Interior or Exterior grade) | | | Number: Int or Ext |
| A8 | Total Net Area of Flood Openings: (Requirement: 1 sq inch of vents per 1 sq foot, no higher than 1' above grade either interior or exterior. Ex: 500 sq. ft garage needs 500 sq inches of vents) | | | Total #: |
| A8 | Engineered Flood Openings? (If yes, request ICC-ES Documentation) | | | Yes No |
| A9 | Attached Garage: (Determining Factor: No Living space above a garage.) | | | Yes No |
| A9 | Square Footage | | | Sq Footage: |
| A9 | Number of Permanent Openings 1' above Adjacent Grade: (interior or exterior grade) | | | #: Int or Ext |
| A9 | Total Net Area of Flood Openings: (Requirement: 1 sq inch of vents per 1 sq foot, no higher than 1' above grade either interior or exterior. Ex: 500 sq. ft garage needs 500 sq inches of vents) | | | Total #: |
| A9 | Engineered Flood Openings? (If yes, request ICC-ES Documentation) | | | Yes No |
| Section B: Flood Insurance Rate Map (FIRM) | | | | Each Box Shall Be Circled As Applicable |
| B1 | NFIP Community Name & Community Number: (Ex: City of Fayetteville, 470105) | | | Yes No |
| B2 | County Name: (Ex: Lincoln County) | | | Yes No |
| B3 | State: (Tennessee) | | | Yes No |
| B4 | Map/ Panel Number: (Ex: 47009C0119) | | | Yes No |
| B5 | Suffix: (Ex: C, D, E) | | | Yes No |
| B6 | FIRM Index Date: (On FEMA MSC website, first listed under "Effective Products") | | | Yes No |
| B7 | FIRM Panel Effective/ Revised Date: (Check FEMA MSC Website. Ex: "08/25/2016") | | | Yes No |
| B8 | Flood Zone(s): (Ex: A, AE, AO, AH, or AE and X) | | | Yes No |
| B9 | Base Flood Elevation: (Only for Zone AE. Measurement to a tenth of a foot. Ex: 504.3) | | | Yes No |
| B10 | Source of the BFE: (Should only come from the FIS Profile or Other. Ex: USACE. FIS Profile should be included in EC attachments. If missing, request it!) | | | Yes No |

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|--|---|---|----------------|
| B11 | Elevation datum for BFE: (For older FIRMs, refer to "NOTES TO USERS." For newer FIRMs, refer to "Map Projection.") | Yes | No |
| B12 | Coastal Barrier Resources System: | N/A | |
| Section C: Building Elevation Information (Survey Required) | | Each Box Shall Be Circled As Applicable | |
| C1 | Building Elevations based on Finished Construction | Yes | No |
| C2 | Benchmark Utilized: (Types of GPS field Procedures: GPS-Static, GPS-Kinematic, GPS Pseudo-Kinematic, GPS-Real-time Kinematic, GPS-Online Position User Service (OPUS) Solution, GPS-TDOT Network) (Unacceptable Methods: Bolt on fire hydrant, nail in pavement, CB9, FIRM derivative) | Yes | No |
| C2 | Vertical Datum: (Should be the same as the FIRM) | Yes | No |
| C2 | Indicate Elevation Datum used for the Elevations in items a) through h): | NGV D29 | NAV D88 Other |
| a | Top of Bottom Floor (including Basement, Crawlspce, or Enclosure Floor): (Should be to a tenth of a foot. Ex: 219.2 not 219.24) | Yes | No |
| b | Top of next Higher Floor: (Check Pictures next Higher Floor) | Yes | No N/A |
| c | Bottom of the Lowest Horizontal Structural Member (V Zones Only) | N/A | |
| d | Attached Garage (top of slab): (Check A9 and building photographs to verify.) | Yes | No N/A |
| e | Lowest Elevation of Machinery or Equipment servicing the Build (Confirm this is completed and that description of type of equipment and location are in the Comments Section. Machinery and equipment must be 1' above the BFE for compliance.) | Yes | No |
| f | Lowest Adjacent Finished Grade next to Building (LAG) | Yes | No |
| g | Highest Adjacent Finished Grade next to Building (HAG) | Yes | No |
| h | Lowest Adjacent Grade at Lowest Elevation of Deck or Stairs, including Structural Support | Yes | No N/A |
| Section D: Surveyor Certification Surveyors are the only professional entity that can certify elevations as authorized by Tennessee State law TCA §62-18-102 (3). | | Each Box Shall Be Circled As Applicable | |
| Were latitude and longitude in Section A provided by a licensed TN land surveyor? | | Yes | No Attachments |
| Comments: (Surveyor needs to list the type of equipment and location for C2(e) and any other unique features regarding the structure.) | | Yes | No |
| Section E: Building Elevation Information for Zone AO and Zone A (Without BFE) | | Each Box Shall Be Circled As Applicable | |
| E1a | Top of Bottom Floor (including basement, crawlspace, or enclosure): (Compliant structure should be 3' above the HAG based on natural grade) | Yes | No |
| E1b | Top of Bottom Floor (including basement, crawlspace, or enclosure): (Enter height above or below the Lowest Adjacent Grade) | Yes | No |
| E2 | For Building Diagrams 6-9 with permanent flood openings, the next higher floor is above or below the HAG. (If not diagram 6-9, mark N/A.) | Yes | No N/A |
| E3 | Attached garage: (Top of slab should be 3' above the HAG to be compliant.) | Yes | No N/A |
| E4 | Top of Platform of Machinery and/or Equipment servicing the Building: (Compliant machinery should be 3' above the HAG and anchored adequately.) | Yes | No |
| E5 | Zone AO: If the flood depth number is available, is the top of the bottom floor elevated in accordance with your community's regulations? [Regulations: The lowest floor (including basement) shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of one (1) foot above the highest adjacent grade; or at least three (3) feet above the highest adjacent grade, if no depth number is specified.] | Yes | No N/A |

Additional Notes:

- Do not write on the document; it invalidates it.
- Elevation Certificates should be typed.
- Elevation Certificates should be kept on file forever by the local community.
- All 6 pages must be submitted and included for full floodplain compliance.
- A Certificate of Occupancy should be issued after deficiencies or omissions are corrected.
- If the FIS Profile is marked as the source of the BFE, there should be profile submitted with elevation datum indicated. If you don't receive the documentation, ask for it.
- The FIRM is **not** to be the sole source of elevation information. The FIRM is **only** used for Coastal V Zones.
- Color photographs need a caption of the view and the date. Each certificate needs at least 2 images.
- Pages 13 – 18 in the Elevation Certificate provides instructions on filling out the Elevation Certificate correctly.
- **Enclosure:**



Enclosures are enclosed walled in areas below the *lowest floor of an elevated building*. Enclosures below the Base Flood Elevation (BFE) may only be used for **building access, vehicle parking, and storage**. Enclosed areas below the lowest floor must be adequately anchored, built using flood resistant building material, and any utilities or service facilities must be designed and/or located to prevent flood damage.

Triggering factor: living space above the garage. Surveyor completes A8 for square footage only on FEMA Finished Construction EC.

- **Attached Garage:**



A garage attached to a residential structure or in an enclosed area below an elevated building may have the garage floor slab below the Base Flood Elevation (BFE). Because such a garage is an enclosed area below the BFE, openings are required either in the exterior walls of the garage or in the garage doors themselves.

Triggering factor: no living space above the garage. Surveyor completes A8 for square footage of the structure AND A9 for the attached garage on FEMA Finished Construction EC.