Elevation Certificate Reference Guide: Section A

<table>
<thead>
<tr>
<th>Items that must be completed for CRS credit are highlighted</th>
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</thead>
</table>

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.

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.”

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)

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_cbrs.shtm.

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.
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.

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 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.a. 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.

Elevation Certificate Reference Guide: Sections C and D

If any item does not apply to a building, enter “N/A.” Elevations need to be in tenths of a foot.

If you have any questions about this form, call 866-248-2080 or email Elevation.Certifications@fema.gov.
**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.”

<table>
<thead>
<tr>
<th>IMPORTANT: In these spaces, copy the corresponding information from Section A. For Insurance Company Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.</td>
</tr>
<tr>
<td>Policy Number</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>ZIP Code</td>
</tr>
<tr>
<td>Company NAIC Number</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**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, C, and E. 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, crawlspace, or enclosure) is _______ feet _______ meters above or below the HAG. _______ feet _______ meters above or below the LAG.
  - b) Top of top floor (including basement, crawlspace, or enclosure) is _______ feet _______ meters above or below the HAG. _______ feet _______ meters above or below the LAG.

- **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).

- **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.
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

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. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner’s or Owner’s Authorized Representative’s Name  
Address  
City  
State  
ZIP Code
Signature  
Date  
Telephone
Comments

☐ Check here if attachments

SECTION G - COMMUNITY INFORMATION (OPTIONAL)

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.

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.